

DEPARTMENT OF LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 20 February 2017

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

Erratum: The post of Senior Administration Officer, Reference No: HR4/4/5/73 for Provincial Office: Kwazulu-Natal that was advertised on the PSVC No: 3 of 2017 have been withdrawn. Enquiries: Me CM Zondi, Tel: (031) 366 2107. Kindly the correct salary notch for the post of Practitioner: Management Support Services, Reference No: HR4/4/10/101 for Labour Centre: Cape Town is Salary Level 7 Notch 1(R211 194.00 per annum: Enquiries: Ms Z Maimane, Tel: (021) 441 8125. The post was advertised on PSVC No: 4 of 2017.

MANAGEMENT ECHELON

POST 05/18 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/16/02/06HO**

SALARY CENTER REQUIREMENTS : R 1 068 564 per annum (all inclusive package)
: Provincial Office: Free State
: Three (3) year Degree (NQF level 7) as recognised by SAQA in Public Administration/ Business Administration/ Public Management/ Business Management / Management. Five years of experience at a senior management level. Five years functional experience in operational / administrative services .A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain

partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES : Ms MM Matyila, Tel no: 012 309 4026

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 05/19 : **CHIEF DIRECTOR: CORPORATE SUPPORT REF NO: HR 5/1/2/3/114**

SALARY : R 1 068 564 per annum (all inclusive package)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : An appropriate three year Bachelor Degree or an equivalent NQF 7 qualification. A post graduate degree would be an added advantage. A minimum of five years working experience at senior management. Eight to ten years experience in corporate support environment. Knowledge: DoL and Compensation Fund business strategies and goals, Public Service regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), Legislative Requirements: COIDA Act, Public Service Regulations and Policies, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotional of Access to information Act, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), General knowledge of the Public Service Regulations, LRA, EE Act, SDA & BCEA. Skills: Strategic capability and leadership, Programme and project management, Financial management, Change Management, Knowledge management, Service delivery innovation (SDI), Problem solving and analysis, People management and empowerment, Client orientation and customer focus, communication.

DUTIES : Provide the strategic human resource function within the Fund. Oversee the organisational effectiveness and strategic planning services as well as monitoring the performance of the Fund. Develop and manage a uniform platform for optimising strategies for communication, marketing and stakeholder engagement. Oversee the ICT services in the Fund, project management and knowledge management. Manage the chief-directorate.

ENQUIRIES : Mr V Mafata Tel no: (012) 319 9495

APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

FOR ATTENTION : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

OTHER POSTS

POST 05/20 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: HR4/17/02/01HO**
Branch: Labour Policy and Industrial Relations

SALARY : R726 276 per annum (all inclusive)

CENTRE : Head Office

REQUIREMENTS : Three year relevant tertiary in Labour Relations/Human Resource Management/Law. Two (2) management experience. Three years (3) functional experience in Labour Relations/Collective bargaining. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Communication (verbal and written), Computer literacy, Project management, Strategic management, Analytical, Problem solving, Conflict management, Innovative.

DUTIES : Manage and regulate the registration of labour organisations. Monitor compliance of labour organisations in terms of legislation. Manage the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Sub-Directorate such as HR, Finance, assets and etc.

ENQUIRIES : Mr I Macun, Tel no: 012 309 4634

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 05/21 : **DEPUTY DIRECTOR: PROGRAMM OFFICE REF NO: HR 5/1/2/3/115**

SALARY : R612 822 per annum (All inclusive)

CENTRE : Compensation Fund, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Business Administration. A recognised Project Management certificates is required. Three to Five years management (on Assistant Director Level) experience in managing multi-disciplinary projects from conception to implementation using project management skills and techniques. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Monitoring and Evaluation platform, Project management principles and methodologies, Project management information technologies e.g. PMBOK, MS projects etc., Application of research methodology, Financial Management, Relevant stakeholder, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, Technical knowledge, DPSA guidelines on COIDA, Quality management principles and processes, Public policy and frameworks. Skills: Strategic management, Service delivery innovation, Client orientation and customer focus, Programme and project management, Strong analytical skills, Financial management, Performance management, Project monitoring and evaluation, Excellent communication skills (verbal and written), Conflict management, Required IT skills, Decision making, Budgeting and financial management, Knowledge management, Continuous improvement, People and Performance Management, Diversity management, Impact and Influence, Networking and Building bonds, Planning and Organising, Problem solving, Team leadership, Risk Management and Fund Governance, Change management.
<u>DUTIES</u>	:	Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage project deliverables in line with Fund and legislative quality standards and expectations. Provide best practice development and implementation in all projects and programmes. Implement the strategic and operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme. Manage Resources and staff.
<u>ENQUIRIES</u>	:	Mr VS Pillay, Tel no: (012) 319 9275/9109
<u>APPLICATIONS</u>	:	Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.
<u>POST 05/22</u>	:	<u>PSYCHOMETRIST/REGISTRED COUNSELLOR (GRADE1) REF NO: HR4/4/8/35</u>
<u>SALARY</u>	:	R479 478 to R 532 143 (OSD)
<u>CENTRE</u>	:	Labour Centre: Maclear
<u>REQUIREMENTS</u>	:	Four years B Psych qualification or a B Psych equivalent Qualification. Valid Driver's licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrics (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<u>ENQUIRIES</u>	:	Mr MP Dweba, Tel no: (045) 932 1424
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5200 or hand delivered at No. Hill Street, East London.
<u>FOR ATTENTION</u>	:	Human Resources Management, Eastern Cape.
<u>POST 05/23</u>	:	<u>PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/8/243</u>
<u>SALARY</u>	:	R389 145 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification with either Accounting/Finance/Internal Auditing. Two years supervisory experience. Two years functional experience in Auditing/Financial Management. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving.

DUTIES : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES : Mr E Qhalane, Tel no: (053) 838 1500
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberly, 8301
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office, Kimberly.

POST 05/24 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/17/02/02HO**
Directorate: Risk Management

SALARY : R311 784 per annum
CENTRE : Head Office
REQUIREMENTS : Three year tertiary qualification in Risk Management/Internal Auditing/Accounting/Economics. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit services. Valid driver's licence. Knowledge: Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, Protected Disclosure Act, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.

DUTIES : Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit.

ENQUIRIES : Mr A Ngxanga, Tel no: (012) 309 4166
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 05/25 : **ASSISTANT DIRECTOR: FINANCIAL LIASION- PUBLIC ENTITIES REF NO: HR4/17/02/03HO**
Chief Directorate: Financial Management

SALARY : R311 784 per annum
CENTRE : Head Office
REQUIREMENTS : Three year relevant tertiary qualification in Financial Management / Accounting. Two (2) years supervisory experience. Two (2) years functional experience in oversight of SOEs (State Owned Entities)/ Financial Management/Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practice (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.

DUTIES : Monitor and advise SOE's on governance compliance issues. Monitor and advise SOE's on financial governance and financial oversight. Evaluate the financial performance and positions of businesses in determining affordability of the Ministerial variations from sectoral determinations. Supervise the resources of the directorate.

ENQUIRIES : Mr F Petersen, Tel no: 012 309 4114
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 05/26 : **ASSISTANT DIRECTOR: ANTI-FRAUD AND ANTI CORRUPTION REF NO HR4/4/5/71**

SALARY : R311 784 per annum
CENTRE : Provincial Office: Kwazulu-Natal

<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Risk Management/ Internal Audit/Compliance Management. Two (2) years supervisory experience. Two (2) years functional experience in Fraud and corruption. A valid driver's licence. Knowledge: Public Financial Management Act, Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan, Promotion of Access to information Act, Basic Condition of Employment, Protected Disclosure Act, Labour Relations, Public Service Regulations, Public Service Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing, Driving, Creativity, Numeracy.
<u>DUTIES</u>	:	Initiate and manage the investigation of all reported incidents of fraud and corruption. Manage the fraud hotline and case database. Conduct and manage fraud and corruption risk assessment. Manage resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Ms JKC Manogaran, Tel no: (031) 366 2013
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Kwazulu-Natal
<u>POST 05/27</u>	:	<u>ASSISTANT DIRECTOR: COIDA 2 POSTS REF NO: HR4/4/8/59</u>
<u>SALARY</u>	:	R311 784 per annum
<u>CENTRE</u>	:	Labour Centre: Bethlehem (1 post), Welkom (1 post)
<u>REQUIREMENTS</u>	:	Three year tertiary qualification degree/diploma in Public Management/ Administration / Social Science /OHS/Finance and HRM are required. A medical background will be an added advantage e.g. Professional nurse. Five (5) to (8) eight years supervisory experience in compensation of claims and medical claims processing environment. Valid driver's licence. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and COID Act, regulations, policies and procedures, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service(Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPISA guidelines on COIDA. Skills: Required Technical Proficiency, Business writing, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation, Work Ethics and self-management, Risk Management and Corporate Governance.
<u>DUTIES</u>	:	Work scheduling. Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms A Marais, Tel no: (051) 5056 248
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Bloemfontein
<u>POST 05/28</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMM OFFICE REF NO: HR 5/1/2/3/116</u>
<u>SALARY</u>	:	R311 784 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National Diploma in Project Management is required. Three to Five years experience in Project co-ordination and Management at supervisory level. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers ,Customer Service (Batho Pele Principles), IT Operating Systems, Risk awareness, DPISA guidelines on COIDA, Project management theory, practice and methodologies, Project management software, Risk awareness, Understanding of monitoring and evaluation of projects/programmes, Contracting service providers. Skills: Business writing skills, Fund IT operating systems, Computer literacy, Data capturing, Data and records management, Telephone skills and etiquette, Communication skills, Attention to detail, Knowledge management, Decision making, Project management software application (PMBOK and Ms Office), Project administration, Research skills,

		Feasibility testing/studies, Project monitoring and evaluation, Project finance and budgeting, Supply Chain Management (Tenders and proposals), Project governance and reporting.
<u>DUTIES</u>	:	Provide project/programme support in terms of planning project activities and deliverables. Assist with project budget management. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implemented in all projects/programmes. Implement the operational plan of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr VS Pillay, Tel no: (012) 319 9275/9109
<u>APPLICATIONS</u>	:	Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.
<u>POST 05/29</u>	:	<u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/8/61</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Labour Centre: Ficksburg
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification Labour Relations/Human Resources Management for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in Inspection and Enforcement Services (BCEA)/OHS and a valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing Presentation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.
<u>ENQUIRIES</u>	:	Mr LJ Mathebeng, Tel no: (051) 933 2299
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
<u>FOR ATTENTION</u>	:	Human Resources Management, Bloemfontein.
<u>POST 05/30</u>	:	<u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/4/4/01/03</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/Business Administration. One year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate/Chief Directorate. Provide Management

Information and records management services in the Directorate/ Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.

ENQUIRIES : Mr MV Nxumalo, Tel no: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliever at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 05/31 : **SUPERVISOR: REGISTRATION SERVICE 2 POSTS**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Mashishing-Ref No: HR4/4/7/24 (1 post)
Labour Centre: Secunda-Ref No: HR4/4/7/25 (1 post)

REQUIREMENTS : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act , Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES : onitor and oversee the help desk at the first port of entry within Registration Services .Oversee the employment services rendered to all clients .Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending queries.

ENQUIRIES : Mr IM Nkosi, Tel no: (013) 235 2668/9

APPLICATIONS : Ms NMR Sophazi, Tel no: (017) 631 2585/2594

FOR ATTENTION : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

POST 05/32 : **DRIVER/SUPERVISOR: MOBILE LABOUR CENTRE REF NO: HR 4/4/10/190**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Vredenburg

REQUIREMENTS : A Matric certificate. Valid Code 10 drivers licence with PDP. Two years relevant experience as Client Service Officer. Knowledge: Labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public Service regulations, Client orientation strategy (Batho Pele Principles). Skills: Listening, Communication, planning and organizing, Computer literacy, Problem solving, interpersonal, Interviewing, Accurate data capturing, Ability to interpret legislation, Driving skills, Ability to interpret legislation, Ability to communicate in the local language (if applicable).

DUTIES : Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 441 8125

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 05/33 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/4/1/60**

SALARY : R211 194 per annum

CENTRE : Provincial Office: East London

REQUIREMENTS : Three year relevant tertiary qualification in Human Resources Management. One to two years functional experience doing the Human Resources Management Services. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public service Act, Batho Pele principles, Public service regulations. Skills: Communication, planning and organizing, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory, Time Management, Report writing.

DUTIES : Render the Recruitment and Selection process. Process and approve service benefits e.g. Leave, Housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries

ENQUIRIES : Mr WG Dumalisile, Tel: (043) 701 3032

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London.
<u>FOR ATTENTION</u>	:	Human Resources Management, Eastern Cape.
<u>POST 05/34</u>	:	<u>PRACTITIONER: RECRUITMENT AND SELECTION REF NO: HR 5/1/2/3/117</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Human Resource Management. A minimum of one to two years relevant experience in Recruitment and Selection. Knowledge: DoL and Compensation Fund objectives and business functions, Customer Care Strategic goals, Relevant policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Persal System, Risk Awareness, Public Service Act, Public Service Regulation, Technical Knowledge, Legislative Requirements: Public Service Regulations, Public service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Coordinate the filling of vacancies for the Fund. Coordinate the administration of the personnel records management system. Supervise staff in the recruitment, selection and records unit.
<u>ENQUIRIES</u>	:	Mr B Mthombeni, Tel no: (012) 400 8514
<u>APPLICATIONS</u>	:	Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.
<u>POST 05/35</u>	:	<u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY): IES REF NO HR4/4/42</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/ Public Administration/ Business Administration. One year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate/ Chief Directorate. Provide Management Information and records management services in the Directorate/ Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
<u>ENQUIRIES</u>	:	NL Njwambe, Tel no: (013) 655 8776
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Emalahleni
<u>POST 05/36</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/8/71</u>
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Labour Centre: Aliwal North
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. A valid driver's licence. Twelve (12) months functional experience in administration/Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.
<u>DUTIES</u>	:	Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive

all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

ENQUIRIES : Mr RM Mbali, Tel: (051) 633 2633

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 148, Aliwal North, 9750.

FOR ATTENTION : Deputy Director: Labour Centre Operations, Aliwal North.

POST 05/37 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES 2 POSTS**

SALARY : R171 069 per annum

CENTRE : Labour Centre: Sabie- Ref No: HR 4/4/7/28 (1 post)
Labour Centre: Eerstehoek- Ref No: HR 4/4/7/29(1 post)

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. A valid driver's licence. Twelve (12) months functional experience in administration/Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.

DUTIES : Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

ENQUIRIES : Mr RP Mashile, Tel no: (013) 764 2105
Mr JJ Mashinini, Tel no: (017) 883 2418

APPLICATIONS : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 05/38 : **INSPECTOR: INSPECTION SERVICES 2 POSTS**

SALARY : R171 069 per annum

CENTRE : Labour Centre: Mkhondo- Ref No HR4/4/7/47 (1 post)
Labour Centre: Emalahleni- Ref No: HR 4/4/7/49 (1 post)

REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act , Skills Development Levies Act, Occupational Health and Safety Act, COIDA ,Unemployment Insurance Act, UI Contribution Act ,Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr RS Mnyakeni, Tel no: (017) 826 1883
Mr LD Mkhonto, Tel no: (013) 653 3800

APPLICATIONS : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 05/39 : **ADMINISTRATION CLERK: SUPPORT SERVICES: REF NO: HR 4/4/4/01/02**

SALARY : R142 461 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Senior Certificate / Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a

photocopier, Data capturing. Skills: Planning and Organizing, Computer literacy, Communication.

DUTIES : To render Administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES : Mr L Bleni, Tel no: (012) 309 5256

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 05/40 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES 3 POSTS**

SALARY : R142 461 per annum

CENTRE : Labour Centre: Emalahleni- Ref No: HR 4/4/7/81(2 posts)
Labour Centre: Port Elizabeth- Ref No: HR 4/4/8/31 (1 post)

REQUIREMENTS : Matriculation /Grade 12/ Senior Certificate. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Treasury Regulations. Skills: Interpersonal relations, Analytical, Verbal and written communication, Problem solving, Planning and organising.

DUTIES : Render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Render general administrative work for the Labour Center as and when required.

ENQUIRIES : Mr LD Mkhonto, Tel no: (013) 653 3800
Ms RA Bezuidenhout, Tel no: (041) 506 500

APPLICATIONS : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni
Deputy Director: Labour Centre Operations: Private Bag X 6045, Port Elizabeth, 6000, For Attention: Sub-directorate: Human Resources Management, Labour Centre Operations

POST 05/41 : **PUPIL INSPECTOR (LEARNER INSPECTOR) 3 POSTS REF NO: HR 4/17/02/04HO**
Branch: Inspection and Enforcement Services

SALARY : R100 545 per annum

CENTRE : Head Office

REQUIREMENTS : Prospective students who have successfully completed their Matriculation with a pass of 60% in Mathematics and Physical Science or currently busy with matriculation or still at home and wish to study or those who are already registered with Universities or University of Technologies who are already studying or wishing to further their studies with higher learning institutions in one of the following fields are requested to apply: Electrical Engineering (Heavy and Light current), Chemical Engineering, Civil Engineering, Mechanical Engineering and Environmental Health Science. (NB: Students with bursaries or other source of finance should not apply). Additional requirements: Covering letter indicating your preferred field of study, certified copy of results from Universities or Universities of Technology for those students who are already registered with higher learning institutions, Application form (Z83), Curriculum vitae, Certified copy of Matriculation Certificate, Certified copy of your Identity Document. Successful candidate will sign a contract with the Department of Labour. Which will be stipulating the terms and conditions.

ENQUIRIES : Mr Lucas Masango, Tel no: 012 309 4398

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office.

POST 05/42 : **OFFICE AID REF NO: HR 4/4/4/11/03**

SALARY : R100 545 per annum

CENTRE : Labour Centre: Soweto

REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.

DUTIES : Ensure clean office environment at all times e.g dust furniture and equipment. Provide food service (assist in providing tea and water during meetings). Assist in

distributing stock. Assist with messenger functions. Distribute incoming faxes, record outgoing faxes, record incoming faxes in the register.

ENQUIRIES : Mr S Mthethwa, Tel no: (011) 983 8745

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand deliever at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng