

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** : 27 February 2017 at 16:00
- 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: Withdrawal of posts that were erroneously advertised on PSVC No: 5 of 2017 with a closing date of 20 February 2017. The withdrawn posts are as follows: Mpumalanga Province: Supervisor: Registration Services(2 post) for labour Centre: Mashishing-Ref No: HR4/4/7/24, Labour Centre: Secunda-Ref No: HR4/4/7/25, Office Administrator(Executive Secretary): IES Ref No: HR4/4/42, Client Service Officer(2 posts) Labour Centre: Sabie- Ref No: HR4/4/7/28, Labour Centre: Eerstehoek-Ref No: HR4/4/7/29, Inspector: Inspection Services(2 posts) for Labour Centre: Mkhondo-Ref No: HR4/4/7/47, Labour Centre: Emalahleni-Ref No: HR4/4/7/49 and Administration Clerk: Management Support Service for Labour Centre: Emalahleni-Ref No: HR4/4/7/81. Eastern Cape: Administration Clerk: Management Support for Labour Centre: Port Elizabeth-Ref No: HR4/4/8/31. Gauteng: Office Aid for Labour Center: Soweto- Ref No: HR4/4/4/11/03. Western Cape: Drive/ Supervisor: Mobile Labour Centre- Ref No: HR4/4/10/190. And also note that the correct salary notch of the post of Psychometrist/ Registered Counsellor (Grade 1) Ref No: HR4/4/8/35 is: Commencing R479,475 to R532 143(OSD)

MANAGEMENT ECHELON

- POST 06/58** : **CHIEF DIRECTOR: OPERATIONS MANAGEMENT REF NO: HR4/4/3/CDOM/UIF**
- SALARY** : R1 068 564 per annum (All inclusive)
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) as recognised by SAQA in Operations Management; Operations Research, Industrial Engineering, Public Management, Business Administration, Finance. A Post Graduate Qualification will be added advantage e.g. MBL; MBA. Five (5) years experience in a Senior Managerial position. Five (5) years functional experience in Operations Management. Knowledge: Public Finance Management Act (PFMA). Sound and in-depth knowledge of relevant prescripts and legislative framework. Government Public Service (PSR, PSA) UIF and Contribution Act. Human Resource Management.

Development, Sound Labour Relations, Constitution, Project Management, Diversity Management. Skills: Financial Management, Report Writing, Human Resource Management, Motivation, Project Management, Analytical.

DUTIES : Lead the development of strategies and policies to guide the monitoring and management of Operation Support. Provide strategic guidance with regard to management of Contact Centre and develop mechanism to improve services offered to the Clients. Provide strategic guidance with the management of the registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act. Provide leadership and strategic direction with regards to compliance to Unemployment Insurance Fund (UIF) Regulations, policies and Procedures. Provide strategic direction, guidance and monitoring on Claims Processing Environment within the Fund. Manage resources (Human, Finance, Equipment, Assets) in the Chief Directorate.

ENQUIRIES : Ms HD Mhlongo Tel no: 012 337 1984

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

OTHER POSTS

POST 06/59 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: HR4/4/3/2DDCM/UIF**

SALARY : R612 822 per annum (all inclusive)

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : A three years tertiary qualification in Industrial and Organisational Psychology or Human Resources Management Post graduate diploma or Advanced Programme in Organisational Development will be added advantage. Five (5) years experience in managing and implementing change management interventions at various levels of the Organisation to improve efficiency and effectiveness of which two (2) years must be management experience. Knowledge: Public Finance Management Act (PFMA), Change Management Principles and Methodologies, Project Management approaches, tools and phases, Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA). Change Management Framework. Skills: People Management. Problem Solving, Presentation, Planning and Organising, Strong Analytical, Communication (both written and verbal), Ability to influence, Computer Literacy, Report writing.

DUTIES : Develop, implement, review, monitor and evaluate change management framework, strategy and intervention. Manage employee engagement in the Fund. Participate in multi-disciplinary projects in order to inculcate change acceptance and enable the department to meet its objectives. Manage resources within the Sub-directorate.

ENQUIRIES : Ms ML Molefe, Tel no: 012 337 1815

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 06/60 : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2ASDER/UIF**

SALARY : R311 784. 00 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Public Administration / Administration Management / Administration. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Monitor and provide support on the registration of employers and employees declaration. Manage maintenance of employer and employee database. Manage resources (Human, Finance, Equipment, Assets) in the section.

ENQUIRIES : Mr TC Buys, Tel no: 012 337 1851

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 06/61 : **SUPERVISOR: REGISTRATION SERVICE REF NO: HR4/4/4/01/03**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Carletonville

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 : Monitor 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 B Mosoeu, Tel no: (011) 788 3281

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivery at 77 Korte Street, Braamfontein.

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

POST 05/62 : **INSPECTOR: INSPECTION SERVICES 2 POSTS**

SALARY : R171 069 per annum

CENTRE : Labour Centre: Bethal- Ref No HR4/4/7/06 (1 post)
Labour Centre: Maclear- Ref No: HR 4/4/1/56 (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 TJ Dhlamini, Tel no: (017) 647 5212
PM Dweba, Tel no: (045) 932 1424

APPLICATIONS : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand delivery at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni
Deputy Director: Labour Centre Operations: P O Box 397, Maclear, 5780 For Attention: Sub-directorate: Labour Centre Operations, Maclear

POST 06/63 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/1/50**

SALARY : R171 069 per annum

CENTRE : Labour Centre: Butterworth

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
APPLICATIONS
FOR ATTENTION**

: Mr T Madikazi, Tel: (047) 4910 656
: Deputy Director: Labour Centre Operations: Private Bag X3081, Butterworth, 4960
: Sub-directorate: Labour Centre Operations, Butterworth