

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 : 06 March 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: The post Assistant Director: Risk Management, Ref No: HR4/17/02/02 for Directorate: Risk Management, Head Office advertised on PSVC No: 5 of 2017 with a closing date of 20 February 2017 have been withdrawn.

OTHER POSTS

POST 07/96 : **SUPERVISOR: REGISTRATION SERVICE 3 POSTS**

SALARY : R262 272 per annum

CENTRE : Labour Centre: George (1 post), Labour Centre: Bellville (1 post)- Ref No: HR4/4/10/113
Labour Centre: East London (1 post) – Ref No: HR4/4/1/62

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 : Ms Z Maimane, Tel no: (021) 441 8125
Mr MC Njamela, Tel no: (043) 702 7501

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For Attention: Sub-Directorate: Human Resources Management, Western Cape.

Chief Director: Provincial Operations, Private Bag X9005, East London, 5200 or hand delivered at No. Hill Street, East London. For Attention: Human Resources Management, Eastern Cape.

<u>POST 07/97</u>	:	<u>INSPECTOR: INSPECTION SERVICES 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R262 272 per annum Labour Centre: Rustenburg (2 posts) - Ref No: HR4/4/9/223 Labour Centre: George (1 post) – Ref No: HR4/4/10/118
<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. A 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, 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>	:	Ms Z Maimane, Tel no: (021) 441 8125 Mr FK Diokana, Tel no: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For Attention: Sub-Directorate: Human Resources Management, Western Cape. Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735Hand deliver at University Drive, provident House, Mmabatho. For Attention: Sub-directorate: Human Resources Management, Mmabatho
<u>POST 07/98</u>	:	<u>CLIENT SERVICE OFFICER: MOBILE LABOUR CENTRE REF NO: HR 4/4/10/114</u>
<u>SALARY CENTRE</u>	:	R211 194 per annum Labour Centre: Oudtshoorn
<u>REQUIREMENTS</u>	:	A Matric certificate. Valid Code 10 drivers licence with PDP. One (1) year 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)
<u>DUTIES</u>	:	Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.
<u>ENQUIRIES</u>	:	Ms Z Maimane, Tel no: (021) 441 8125
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-Directorate: Human Resources Management, Western Cape.

POST 07/99 : **CLAIMS PROCESSOR REF NO: HR4/4/9/226**

SALARY : R171 069 per annum

CENTRE : Labour Centre: Klerksdorp

REQUIREMENTS : Grade twelve certificate / Three year Tertiary qualification degree/diploma in Public Management / Administration/ Social Science / OHS/ Finance / HRM is required. One to two years relevant experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating Systems, Risk awareness, COIDA Act, Regulations and Policies, DPISA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT Skills, Fund IT operation systems, Data capturing, Data and records management, Telephone and Etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (Claim processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Ms ME Msiza, Tel (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735

FOR ATTENTION : Sub-Directorate: Human Resources Management, Provincial Office, Mmabatho