

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 : 13 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.

OTHER POSTS

POST 08/06 : **SUPERVISOR: REGISTRATION SERVICE 2 POSTS**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Botshabelo - Ref No: HR 4/4/8/64(1 post)
Labour Centre: Labour Centre: Uitenhage -Ref No: HR4/4/1/63 (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 : 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 MJ Ngono, Tel no: (051) 534 3789
Mrs EO Adams-August, Tel: (041) 9924627

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London. For Attention: Human Resources Management, Eastern Cape.
Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301. For Attention: Human Resources Management, Bloemfontein.

POST 08/07 : **INSPECTOR: TEAM LEADER REF NO: HR4/4/02/07**

SALARY : R262 272 per annum
CENTRE : Labour Centre: Pretoria
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. 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 ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : 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.

ENQUIRIES : Ms A Phasha, Tel no: (012) 309 5050
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001or hand deliever at 77 Korte Street, Braamfontein.

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

POST 08/08 : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/8/66**

SALARY : R262 272 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) years functional experience in Auditing/Finance/Internal Audit. Two (2) years functional experience in Auditing and/Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Unit.

ENQUIRIES : Mr C Heynie Tel no: (051) 505 6389
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliever at 43 Charlotte Maxeke Street, Laboria House, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 08/09 : **SENIOR FRAUD INVESTIGATOR 2 POSTS REF NO: HR4/4/5/72**

SALARY : R262 272 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three years relevant tertiary qualification in Risk Management/ Internal Audit/Risk and Security Management. Two years functional experience in anti-fraud and corruption environment. A valid driver's licence. Knowledge: Investigative Principles and Practices, Unemployment Insurance and Unemployment Insurance

Contributions Act, Public Finance Management Act, Basic knowledge of all Labour legislations, Anti Fraud and Corruption Policies, Batho Pele Principles, Legal environment: Court and Criminal procedures, Fraud related administration and operations. Skills: Investigation, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Presentation, Planning and organizing, Conflict Management.

DUTIES : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES APPLICATIONS : Ms JKC Manogaran, Tel no: (031) 366 2097

FOR ATTENTION : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban
Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 08/10 : **ADMINISTRATION OFFICER: FRAUD AND ANTI CORRUPTION 2 POSTS REF NO: HR 4/4/02/01**

SALARY CENTRE REQUIREMENTS : R262 272 per annum
Provincial Office: Gauteng
Three years relevant tertiary qualification in Risk Management/ Internal Audit/Forensic Investigation. Two years functional experience in anti-fraud corruption environment. A valid driver's licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act, Unemployment Insurance and Unemployment Insurance and Unemployment Contribution Act, Basic knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and organizing, Computer literacy, Presentation, Analytical, Communication, Time Management, Investigation, Conflict Management.

DUTIES : Implement Fraud and Corruption prevention strategies. Conduct Investigations on reported Fraud and corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES APPLICATIONS : Ms R E Tema, Tel no: (011) 853 0300

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein.
Sub-directorate: Human Resources Management, Gauteng

POST 08/11 : **CLAIMS ASSESSOR REF NO: HR 4/4/5/75**

SALARY CENTRE REQUIREMENTS : R211 194 per annum
Richards Bay Labour Centre
Three year qualification Degree/Diploma in Public Management/ Administration/ Social science/ OHS/ Finance/ HRM is required. Three to Five years experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer Services (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, COIDA tariffs. Skills: Required Technical Proficiency, Numeracy, Business writing, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Administering of claims registration process. Adjudicate registered customer claims. Process Medical accounts payments. Render administrative duties. Serve as a team leader / Supervisor.

ENQUIRIES APPLICATIONS : Mr TNF Mncube, Tel no: (035)780 8759

FOR ATTENTION : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 08/12 : **PRINCIPAL PERSONNEL OFFICER NO: HR 4/4/4/07/03**

SALARY : R211 194 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management/Human Resource Development/Training and Development. One year functional experience in the Human Resource Development or Training and Development and Performance Management environment. Knowledge: Good governance, Department policies and procedures. Skills: Computer literacy, Innovative, Analytical, Communication, Interpersonal relations.

DUTIES : Coordinate the implementation of Human Resource Development initiatives in the Province. Assist with the coordination of the implementation of Performance Management System of all staff in the Province. Coordinate the Orientation and Induction programmes in the Province. Implement Internship/Learnership Programmes in the Province

ENQUIRIES : Mr LM Nkotshe, Tel no: (013) 655 8762
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035, or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty avenue.

FOR ATTENTION : Sub-directorate: Human Resource Management, Emalahleni.

POST 08/13 : **PRACTITIONER: FLEET MONITORING AND INSPECTION REF NO: HR 4/4/7/05**

SALARY : R 211 194 per annum.
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : A relevant three year tertiary qualification in Transport/Fleet Management. A valid driver's licence. One (1) year functional experience in Fleet/Transport Management services. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service regulations, operations, policies and objectives, Policies and objectives of assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication, Interpersonal skills using tact, patience and courtesy, Operation of a computer and assigned software, Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organising, Report writing, Computer, Monitoring and evaluation, Time management.

DUTIES : Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative tasks in respect of fleet operations.

ENQUIRIES : Mr W Terry, Tel no: (013) 655 8757
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035, or hands deliver at Department of Labour, Cnr Hofmeyer Street and Beatty avenue.

FOR ATTENTION : Sub-directorate: Human Resource Management, Emalahleni.

POST 08/14 : **UI CLAIMS OFFICER REF NO: HR 4/4/4/02/10**

SALARY : R171 069 per annum
CENTRE : Provincial Office: Provincial Office: Gauteng stationed at Labour Centre: Sandton
REQUIREMENTS : Senior Certificate with Accounting or Mathematics as passed major subject. Zero to six months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer literacy, Customer Relations. Planning and organizing.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Ms S C Geldenhuys, Tel no: (011) 444 7631

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

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

POST 08/15 : **CLAIMS CREDIT OFFICER 2 POSTS**

SALARY CENTRE : R171 069 per annum
 Labour Centre: Germiston- Ref No: HR4/4/4/02/02(1 post)
 Provincial Office: Gauteng (Pretoria) - Ref No: HR4/4/4/02/03 (1 post)

REQUIREMENTS : National Senior Certificate with Accounting as major subject or equivalent. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients.

ENQUIRIES : Mr MD Kgwele, Tel no: (011) 345 6302
 Ms S A Shangase, Tel no: (012) 309 5000

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

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

POST 08/16 : **INSPECTOR: INSPECTION SERVICES 5 POSTS**

SALARY CENTRE : R171 069 per annum
 Labour Centre: Temba, Stationed at Labour Centre: Vereeniging (1 post), Labour Centre: Springs, Stationed at Labour Centre: Alberton (1 post)-Ref No: HR4/4/4/02/05
 Labour Centre: Polokwane- Ref No: HR HR4/4/6/71 (1 post)
 Labour Centre: Lebowakgomo – Ref No: HR4/4/6/66 (1 post)
 Labour centre: Emalahleni-Ref No: HR 4/4/7/03(1 post)

REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations / Human Resource Management / Law. No experience required. Valid Drivers 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 G Mathumbu, Tel no: (015) 290 1629
 Ms J Fope, Tel no: (015) 290 1770
 Mr H Tabane, Tel: no (016) 430 0000
 Ms SH Ceaser, Tel no: (011) 861 6130
 Mr LD Mkhonto Tel no: (013) 653 3800

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
 Physical address: 42a Schoeman Street, Polokwane 0700. For Attention: Human Resources Operations, Limpopo
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng
 Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035, or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty avenue. For Attention: Sub-directorate: Human Resource Management, Emalahleni.

POST 08/17 : **SENIOR REGISTRY CLERK REF NO: HR 4/4/6/65**

SALARY : R171 069 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Grade 12/Senior Certificate with no experience. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.

DUTIES : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Mr D Ndouvhada, Tel no: (015) 290 1629
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700.

FOR ATTENTION : Human Resources Operations, Limpopo

POST 08/18 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/02/08**

SALARY : R142 461 per annum
CENTRE : Labour Centre: Benoni
REQUIREMENTS : Senior Certificate. Valid driver's licence. Knowledge: Public Service Act, Public Service Regulations, Departmental Policies, Procedures and Guidelines, Batho Pele Principles, Public Finance Management Act, Treasury Regulations. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer literacy, Listening, Communication. Skills Ability to interpret policies and procedures, Problem solving, Basic mediation.

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 and ensure safe keeping of pool of cars. Render general administrative work for the Labour Center as and when required.

ENQUIRIES : Mr R Reddy, Tel no: (011) 747 9601
APPLICATIONS : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001
Hands deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resource Management, Gauteng.

POST 08/19 : **ADMINISTRATIVE CLERK: INSPECTION SERVICES REF NO: HR4/4/4/02/06**

SALARY : R142 461 per annum
CENTRE : Labour Centre: Santon
REQUIREMENTS : A Minimum Grade 12 Qualification. No experience required. 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, Communication, Computer literacy, Assertive, Ability to prioritize tasks, Ability to work under pressure.

DUTIES : Render administration support services to the Directorate. Control 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 : Ms S C Geldenhuys, Tel no: (011) 444 7631
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
or hand deliver at 77 Korte Street, Braamfontein.

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

POST 08/20 : **ADMINISTRATION CLERK: PROPERTY ACQUISITION AND LEASING REF NO: HR4/17/03/04HO**

SALARY : R142 461 per annum
CENTRE : Directorate: Fleet and Auxiliary Services, Head Office
REQUIREMENTS : Matric/Grade 12. One to two years experience in Facilities Management. Knowledge: Government operations with regards to property acquisition and leasing, Regulations (e.g. PFMA, Treasury Regulations), Tender Procedures. Skills: Strong sense of urgency and accountability, Interpersonal Relations,

<u>DUTIES</u>	: Problem solving, Writing Excellent customer focus, Computer literacy with knowledge of excel, Communication, Decision Making, Supervisory. : Process leasing expenditure. Administer lease request. Maintaining immovable Asset Register. Maintaining filing system for internal accommodation issues. Maintaining electronic folder for accommodation issues.
<u>ENQUIRIES</u>	: Mr J Mojapelo, Tel no: (012) 309 4607
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Head Office.