

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 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.

MANAGEMENT ECHELON

POST 09/46 : **PROVINCIAL CHIEF INSPECTOR: IES REF NO: HR 4/17/02/07HO**

SALARY : R898 743 per annum (all inclusive)

CENTRE : Provincial Office: East London

REQUIREMENTS : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Labour Relations /Human Resource Management/LLB. Five years middle management experience. Three years functional experience in Inspections Enforcement/labour relations matters. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Condition of Employment Act, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA,UIA, UI Contribution Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Research, Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide technical advice on all areas of inspection and enforcement. Execute IES strategies and directives. Promote awareness through Advocacy and Education Programmes. Manage the resources within the Inspectorate and Enforcement Unit.

ENQUIRIES : Mr BH Gama, Tel no: (043) 701 3128

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 09/47 : **DIRECTOR: CORPORATE SERVICES REF NO: HR 4/17/02/77HO**

SALARY : R898 743 per annum (all inclusive)

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three year relevant tertiary qualification in Public Administration, Commerce or equivalent. Five (5) years Middle Management experience. Three (3) years functional experience in public management/ Administration. Knowledge: Public Service Financial Management, Departmental policies and procedures, Human Resource Management Policies, Job evaluation and organisational design, Intermediate Human Resource Development, Change management, General management, Strategic management, Skills Development Act, Public Finance Management Act, Fleet Management. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovation, Coaching and mentoring Analytical, Verbal and written communication, People Management.

DUTIES : Oversee human capital in the Province. Monitor the development, and maintenance of Provinces organizational structure and establishment. Monitor and ensure comprehensive communications services in the Province. Ensure the implementation of information technology services and system that support the vision of the Provincial Office. Manage staff and all other resources.

ENQUIRIES APPLICATIONS : Ms M Bronkhorst, Tel no: 012 309 4969
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 09/48 : **DIRECTOR: LABOUR CENTRE OPERATIONS 2 POSTS REF NO: HR 4/17/02/78HO**

SALARY CENTRE REQUIREMENTS : R898 743 per annum (all inclusive)
Provincial Office: Gauteng

REQUIREMENTS : Three year relevant tertiary qualification in Public Administration Management/Business Management or equivalent. Five (5) years Middle Management experience. Three (3) years functional experience in public management/ Business Management. Knowledge: Risk Management, Good Governance, Departmental Policies and Procedures, Project Management, General Management, Strategic Management, Financial Management. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, Interpersonal, Conflict Management.

DUTIES : Oversee the development and review of strategic plan, and Annual Performance Plans in Labour Centre. Provide leadership on the operational plan and recommend possible intervention to improve service delivery in Labour Centre. Develop strategic plan to reach the community in the Labour Centre. Ensure an effective and efficient operation management programme and project implementation processes to improve performance within Labour Centre. Oversee and monitor the delivery of projects within the Labour Centre.

ENQUIRIES APPLICATIONS : Ms M Bronkhorst, Tel no: 012 309 4969
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

OTHER POSTS

POST 09/49 : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/8/60**

SALARY CENTRE REQUIREMENTS : R726 276 per annum (all inclusive)
Provincial Office: Free State

REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations/Human Resources Management/Law. Two (2) years management experience. Three (3) years functional experience Inspection enforcement/Labour relations matters. Valid driver's license. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulations and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Research, Project Management.

DUTIES : Conduct complex inspections on EEA & BCEA. Manage the implementation of employment standards inspection strategy, policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed to internal and external stakeholders. Manage all the resources of the Sub-Directorate such as Human Resources; Financial Resources; Assets, etc.

ENQUIRIES APPLICATIONS : MS A Manttule, Tel no: (051) 505 6347
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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

POST 09/50 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR4/4/9224**

SALARY : R389 145 per annum
CENTRE : Provincial Office: Mmabatho (North-West)
REQUIREMENTS :

Three year relevant qualification in Social Sciences/Economics/Statistics. Two (2) years supervisory experience. Two (2) years functional experience in labour market data processing/statistics. Valid driver's licence. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Departmental Policies and Procedures Batho Pele principles, Statistics and Database software packages, Functioning of DoL Labour Centres and Business Units, Labour market dynamics, Labour legislation. Skills: General management, Project management, Communication Computer literacy, Research, Interpersonal relation, Leadership, Data analysis, Analytical, Innovative.

DUTIES : Manage performance information of the provinces in the Department of Labour, in order to ensure that the pre-determined plans and objectives of the organisation are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analysing trends recorded through quarterly performance reports against targets. Manage all the resources of the division.

ENQUIRIES : KM Gaolathwe, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.

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

POST 09/51 : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/23**

SALARY : R389 145 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS :

Three year (3) relevant tertiary qualification in Electrical Engineering. Valid driver's licence. Two (2) years supervisory experience. Two (2) years functional experience in Electrical services. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS OHS standards, ISO 18001. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Electrical Engineering Policies and ensure implementation of OHS Strategy for the Department of Labour (DoL) in terms of OHS Act, Regulations and Standards. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Ms T Maluleke, Tel no: (015) 290 1626
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hand deliver at 42A Schoeman Street, Polokwane.

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

POST 09/52 : **ASSISTANT DIRECTOR: COIDA REF NO: HR 4/6/6/69**

SALARY : R311 784 per annum
CENTRE : Labour Centre: Polokwane
REQUIREMENTS :

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 eight years supervisory experience in compensation of claims and medical claims processing environment. Valid drivers 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, DPSA 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.

DUTIES : 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.

ENQUIRIES : Ms C Ledwaba, Tel no: (015) 290 1630

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hand delivers at 42A Schoeman Street, Polokwane.

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

POST 09/53 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/17/02/02HO**
Re-advertisement applicants who applied do not have to apply again

SALARY : R 311 784 per annum

CENTRE : Directorate: Risk Management, 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 X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 09/54 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITION AND LEASING REF NO: HR4/17/03/01HO**

SALARY : R311 784 per annum

CENTRE : Directorate: Fleet and Auxiliary Services, Head Office

REQUIREMENTS : Three year relevant tertiary qualification in Facilities Management/ Property Management/Financial Management/Public management/Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in Government Facilities and Financial Management. A valid driver's licence. Knowledge: Departmental Policies and procedures, Public Finance Management Act and Treasury Regulations, Budgeting processes, Financial Management, Standard Operating Procedures of Property/Facilities Management, Delegation of Authority, Transversal financial system. Skills: Project Management, Analytical, Interpersonal, problem solving, Report writing, Financial Management and Systems (LOGIS, BAS), Computer literacy (Word, Excel, PowerPoint), Mentoring and coaching.

DUTIES : Ensure timeous renewal of lease as per the Department of Public Works' requirements. Monitor payments of lease building and municipal services. Monitor maintenance of leased building and ensure compliance with OHS. Maintain asset register for leased building. Manage the leased property budget.

ENQUIRIES : Mr J Mojapelo, Tel: (012) 309 4607

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 09/55 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/10/112**

SALARY : R311 784 per annum

CENTRE : Provincial Office: Western Cape

<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Transport Management or equivalent in the relevant field. Two (2) years functional experience in fleet and or transport services. Two (2) years Supervisory experience. Valid drivers licence. Knowledge: Public Service Financial Management, Departmental policies and procedure, Project Management, Intermediate Human Resources Development, General Management, strategic management, skills Development Act, LRA& BCEA. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written Communication, People Management.
<u>DUTIES</u>	:	Provide input and implement policies pertaining licensing of Provincial vehicles. Monitor licensing disc and tracking system disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to relevant traffic Department. Provide support and oversee the procurement and operation of the subsidised motor transport scheme.
<u>ENQUIRIES</u>	:	Ms Z Maimane, Tel: (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.
<u>POST 09/56</u>	:	<u>INSPECTOR: TEAM LEADER 2 POSTS</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Labour Centre: Calvinia- Ref No: HR 4/4/8/248 (1 post) Labour Centre: Ladysmith- Ref No: HR 4/4/5/16 (1 post)
<u>REQUIREMENTS</u>	:	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.
<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 D Leukes, Tel no: (027) 341 1280 Mr MC Dlamini, Tel no: (036) 638 1900
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley, For Attention: Sub-directorate: Human Resources Management, Kimberley. Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal.
<u>POST 09/57</u>	:	<u>SENIOR PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT 8 POSTS</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	SEE, Pretoria-Ref No: HR 4/17/3/31 (1 post) SEE, Potchefstroom- Ref No: HR4/17/3/32 (1 post) SEE, Free State- Ref No: HR4/17/3/33 (1 post) SEE, Kwazulu-Natal - Ref No: HR4/17/3/34 (1 post) SEE, Pietermaritzburg- Ref No: HR4/17/3/35(1 post) SEE, Eastern Cape- Ref No: HR4/17/3/36 (1 post) SEE, Northern Cape- Ref No: HR4/17/3/37 (1 post) SEE, Springfield (Gauteng) - Ref No: HR4/17/3/38 (1 post)

- REQUIREMENTS** : Three year relevant tertiary qualification in Human Resource Management or equivalent qualification in the field of Human resource Management. One to Two year functional experience. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public Service Regulations, Public Service Act, Knowledge of SDA, SDLA, and EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies and regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employment Health and wellness framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts. Skills: Planning and organizing, Communication, Facilitation, Computer literacy, Analytical, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development. Conduct recruitment and selection process within the Sheltered Employment Factories
- DUTIES** : Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and Performance management system.
- ENQUIRIES APPLICATIONS** : Ms G Mashigo Tel no: 012 843 7300
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 09/58** : **SENIOR SECURITY OFFICER: AUDIT REF NO: HR 4/17/03/03HO**
- SALARY CENTRE REQUIREMENTS** : R262 272 per annum
: Directorate: Security Service, Head Office
: Three (3) year relevant tertiary qualification in Security/Risk Management. PSIRA-Grade B. Two (2) years functional experience in Security investigation. A valid driver's licence. Knowledge: Security prescripts, Departmental Policies and Procedures, MISS Policy, Security Investigations, Batho Pele principles. Skills: Interpersonal relations, Verbal and written communication, Conflict Management, Investigation.
- DUTIES** : Conduct investigations on security incidents. Report all information security breach cases to State Security Agency (SSA). Attend to disciplinary and court hearings. Render administrative support services and compliance statistics report on security breaches.
- ENQUIRIES APPLICATIONS** : Ms MM Moitsi, Tel no: (012) 309 4224/4718
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 09/59** : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/02/04**
- SALARY CENTRE REQUIREMENTS** : R 262 272 per annum
: Labour Centre: Randfontein, Stationed in Braamfontein Labour Centre
: Three year relevant tertiary qualification in Labour Relations/ Human Resource Management. Two (2) years functional experience in Inspection and Enforcement environment. 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.
- ENQUIRIES** : Ms M Zaayman, Tel no: (011) 693 3618

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 09/60 : **FLEET MONITORING AND INSPECTION OFFICER REF NO: HR 4/4/10/115**

SALARY : R 211 194 per annum.

CENTRE : Provincial Office: Western Cape

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

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.

POST 09/61 : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/02/13**

SALARY : R211 194 per annum.

CENTRE : Labour Centre: Germiston

REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations /Human Resource Management. One (1) year functional experience in Inspection and enforcement Services. 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 Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on Basic Conditions of Employment Act (BCEA) legislation. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr MD Kgwele, Tel no: (011) 345 6300

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 09/62 : **TECHNICIAN: ACCIDENT, LOSSESS AND MAINTANANCE REF NO: HR 4/4/8/250**

SALARY : R211 194 per annum

CENTRE : Provincial Office: Kimberly

REQUIREMENTS : Three year relevant tertiary qualification in Transport/Fleet Management. Two years functional experience in Transport Environment. A valid driver's licence. Knowledge: Public Service Financial Management, Departmental policies and procedures, Motor Mechanics background, Transport prescriptions, Vehicle inspection Skills: Fix minor problems on vehicles, Computer literacy, Presentation, Innovative, Analytical, Communication(Verbal and written).

DUTIES : Collect information on incident scene for Provincial Office. Liaise with relevant stakeholders to gather information to avoid losses and investigate losses of fleet assets in the Province. Provide vehicle maintenance support to ensure that all vehicles in the

Department are in good condition. Disseminate information to the relevant stakeholder e.g. newly developed policies, new prescripts pertaining transport etc.

ENQUIRIES : Mr D Mhlophe, Tel no: (053) 838 1500

APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand deliver C/o Pniel & Compound Street, Kimberley.

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

POST 09/63 : **FACTORY INSTRUCTOR 5 POSTS**

SALARY : R 211 194 per annum

CENTRE : Supported Employment Enterprises: Potchefstroom (Metal Instructors)-Ref No: HR4/17/3/1 (1 post)
Supported Employment Enterprise, Pretoria (Wood Instructor)-Ref No: HR4/17/3/2 (1 post)
Supported Employment Enterprise, East London (Wood Instructors)-Ref No: HR4/17/3/3 (1 post)
Supported Employment Enterprise, N'dabeni: Cape Town (Wood Instructors)-Ref No: HR4/17/3/4 (2 posts)

REQUIREMENTS : National Diploma (NQF6) in wood/textile/steel. Two (2) years functional experience in wood/steel/textile. Knowledge: Public Service Act, Public Finance management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling, Ability to work with people with disability.

DUTIES : Monitor the textile or wood or steel product manufacturing process and operations within the factories. Plan and coordinate the development of jigs and new products.

ENQUIRIES : Ms Gladys Manamela, Tel no: (012) 843 7300

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 09/64 : **FACTORY STORES ADMINISTRATORS: SUPPLY CHAIN MANAGEMENT 6 POSTS**

SALARY : R 211 194 per annum

CENTRE : SEE, Epping: Cape Town - Ref No: HR4/17/3/41(2 posts)
SEE, Pietermaritzburg- Ref No: HR4/17/3/42(1 post)
SEE, Free State- Ref No: HR4/17/3/43(1 post)
SEE, Northern Cape- Ref No: HR4/17/3/44(1 post)
SEE, Springfield (Gauteng) - Ref No: HR4/17/3/38(1 post)

REQUIREMENTS : National Diploma / B Degree in Purchasing Management / Assets Management / Facility Management / Logistic Management or relevant qualifications. Six months relevant experience. Knowledge: Public Service Regulation, Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment, Treasury Regulations, Supply Chain Management Systems and Processes, Assets Management. Skills: Financial Management, Analysis, Problem solving, Presentation, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report writing.

DUTIES : Maintain and update the stock register. Capture stock details on both manual and electronic procurement systems. Maintain the warehouse. Provide stock taking and issuing of items. Administer the receiving of goods/ items for the stores and warehouse.

ENQUIRIES : Ms Thabang Maswi, Tel no: 012 843 7300

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 09/65 : **UI CLAIMS OFFICER REF NO: HR 4/4/8/249**

SALARY : R171 069 per annum

CENTRE : Provincial Office: Kimberley

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 : Adv. B Gwabeni, Tel no: (053) 838 1500
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand deliver C/o Priel & Compound Street, Kimberley.
FOR ATTENTION : Sub-directorate: Human Resources Management, Kimberley.

POST 09/66 : **RECORDS ADMINISTRATOR: UI REGISTRY SERVICES REF NO: HR 4/4/4/02/09**

SALARY : R171 069 per annum
CENTRE : Provincial Office: Gauteng stationed at L/C: Alberton
REQUIREMENTS : National Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental policies and procedures. Skills: Communication, Listening, Computer literacy, Planning and organizing.

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

ENQUIRIES : Ms S H Ceasar, Tel no: (011) 861 6130
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 09/67 : **ADMINISTRATION CLERK: ANTI FRAUD AND ANTI CORRUPTION UNIT REF NO: HR 4/4/4/02/12**

SALARY : R142 461 per annum
CENTRE : Provincial Office: Braamfontein
REQUIREMENTS : Grade 12 Certificate. Zero to six months experience. Knowledge: Public Financial Management Act (PFMA), Unemployment Insurance Act, Unemployment Contributions Act, Promotion of Access to Information Act (PAIA), Public Service Regulations (PSR), Public Service Act. Skills: Analytical and Creativity, Planning and Organising, Communication, Computer literacy, Report Writing.

DUTIES : Administer the investigation processes on fraud and corruption activities. Provide an effective case administration. Provide logistic arrangement in the section.

ENQUIRIES : Ms RE Tema, Tel no: (011) 853 0311
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.