

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 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: Kindly note that the experience for the posts of Senior Personnel Officer: Human Resources Management (8) posts have been revised as follows: One to Two year functional experience as a generalist in Human Resource Management. These posts were advertised on PSVC No: 09 of 2017 for Sheltered Employment Factories, Pretoria, Potchefstroom, Free State, Kwazulu Natal, Pietermaritzburg and Gauteng (Springfield).

OTHER POSTS

POST 10/12 : **SENIOR ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: HR 4/17/3/15HO**

SALARY : R262 272 per annum

CENTRE : Sheltered Employment Enterprise, Silverton

REQUIREMENTS : Three (3) year relevant tertiary qualification in Accounting / Financial Management. Two (2) year Supervisory experience in Creditors and/ or Payroll. Two (2) years functional experience in finance or accounting environment. Knowledge: Accrual accounting treatment, Cash flow management, Basic Payroll Legislation, Basic knowledge of VIP system, Basic knowledge of SYSPRO would be an added advantage, National Treasury Regulations, Public Finance management Act. Skills: Computer Literacy, Budgeting and Financial Management, Customer focus and responsiveness. Developing others, Planning and Organising, Team Leadership.

DUTIES : Oversee expenditure in the Supported Employment Enterprises. Oversee Payroll in the Supported Employment Enterprises. Oversee cash management in the Supported Employment Enterprises. Provide internal control and financial reporting in the unit. Manage the resource within the unit.

ENQUIRIES : Ms Nomusa Malatji, 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 10/13 : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/5/09**

SALARY : R211 194 per annum

CENTRE : Labour Centre: Pietermaritzburg

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations /Human Resource Management. One (1) year functional experience in Inspection and enforcement Services. 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 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 MP Tshabalala, Tel no: (033) 3415300

APPLICATIONS : 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.