

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 : 03 April 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 11/30 : **DEPUTY DIRECTOR: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/3/2DDAFM/UIF**

SALARY : R612 822 per annum (All inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three years tertiary qualification in Property Management / Assets Management / Facility Management / Logistic Management. Valid driver licence. Five (5) years experience in Assets and Fleet Management of which two (2) years must be at a management level. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA). Project Management, Asset Management, Government- Wide Immovable Asset management (GIAMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Supply Chain Management, Fleet Management, Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA). Skills: Financial Management, Analysis, Problem Solving, Project Management, Presentation, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Develop, review and implement asset and fleet management sourcing / procurement strategy, policies and procedures. Manage the fleet and administration thereof (Pool and subsidized). Manage and coordinate travel and accommodation arrangement activities. Manage and maintain an effective asset register, allocation and monitor the utilization of assets. Manage losses/ surplus and disposal of assets. Manage resources (Human, Financial, Equipment/ Assets) in the section. Manage resources (Human, Finance, Equipment, Assets) in the Chief Directorate.

ENQUIRIES : Mr V Moodley Tel no: (012) 337 1834

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 11/31 : **ASSISTANT DIRECTOR: FACTORY PRODUCTION/OPERATIONS 2 POSTS**

SALARY CENTRE : R389 145 per annum
SEE, Potchefstroom (Metal Factory Production) –Ref No: HR4/17/3/25 (1 post)
SEE, Bloemfontein (Wood and Textile Metal Factory Production)-Ref No: HR4/17/3/7(1 post)

REQUIREMENTS : National Diploma (NQF6) in wood/steel and textile/ Artisan specialising in wood/steel/textile. Two (2) years management/supervisory experience. Three (3) years functional experience in wood/steel/textile. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and selection, Disability Act, Basic research, Public Service regulations, UI Act, COIDA, EEA, Occupational Health and Safety Act. Skills: Planning and organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management, Work with people with disabilities.

DUTIES : Manage and monitor wood, metal and textile production within the factory. Monitor and oversee the operational functions of the factory. Develop and provide sound relations with internal and external clients. Manage staff and other resources.

ENQUIRIES APPLICATIONS : Ms Gladys Manamela, Tel no: (012) 843 7300
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 11/32 : **WORKSHOP TEAM LEADER: OPERATIONS 3 POSTS**

SALARY CENTRE : R311 784 per annum
SEE: Pretoria (Wood, Metal and Textile Workshop) –Ref No: HR4/17/3/81(1 post)
SEE: N'dabeni: Cape Town (Wood, Metal and Textile Workshop)-Ref No: HR4/17/3/82(1 post)
SEE: Rand (Gauteng) (Textile Workshop)- Ref No: HR4/17/3/83(1 post)

REQUIREMENTS : National Diploma (NQF6) in Wood/Textile/Steel. Two (2) years functional experiences in Wood/Steel/Textile. Two (2) years supervisory experience in wood/steel/textile. Knowledge: Manufacturing principles /procedures, Technical design / development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management.

DUTIES : Control all workshops technical aspects within the wood/steel/textile Factory. Manage workshop planning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Render administrative service in the factory.

ENQUIRIES APPLICATIONS : Ms Gladys Manamela, Tel no: (012) 843 7300
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 11/33 : **ASSISTANT DIRECTOR: TRAINING AND PERFORMANCE REF NO: HR4/4/10/176**

SALARY CENTRE : R311 784 per annum
Provincial Office: Western Cape

REQUIREMENTS : A Three (3) year relevant tertiary relevant qualification in Human Resources Management / or Human Resources Development or equivalent in field of Human Resource Management or Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in Human resource Development /Training environment. Valid driver's licence. Knowledge: Departmental policies and procedures, HRM policies, Training and development, Public Service regulations, Public Service Act, Skills Development Act, Skills development levies Act, Employment Equity Act, Management and budgeting, Batho Pele principles. Skills: Analytical, Presentation, Report writing, Communication, Interpersonal relationship, Stress Management, Team building, Training, monitoring and coaching, Diversity management, Problem solving, Technical, Project management, Quality management.

DUTIES : Coordinate and monitor the implementation of Human resource initiatives in the Province. Administer implementation of performance management system Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the coordination and facilitation of orientation and induction programmes in the Province. Monitor and evaluate the impact of trainings implemented in the Province. Monitor and evaluate the impact of trainings implemented in the Province. Manage all the resources of the Subunit.

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

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 11/34 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/02/11**

SALARY : R311 784 per annum

CENTRE : Provincial Office: Braamfontein

REQUIREMENTS : Three (3) year relevant tertiary qualification in Risk Management/ Internal Audit/ Compliance management. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Fraud and Corruption. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedures Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.

ENQUIRIES : Ms RE Tema, Tel: (011) 853-0311

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein.

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

POST 11/35 : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE CLAIMS REF NO: HR4/4/3/2ASDAPC/UIF**

SALARY : R311 784 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Four (4) years functional experience in Financial Management environment of which two (2) years must be at a supervisory level. Knowledge: Public Finance Management Act (PFMA), SAP System, Treasury Regulations, Financial delegations, processes and policies of the UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from the Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication (both and verbal), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Numeracy.

DUTIES : Render the authorization services on claims for payments. Monitor compliance of open vouchers at Provincial Offices (and assist), Verification of beneficiaries Bank Account details. Reconcile the General Ledger. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES : Mr BT Ngcobo, Tel no: (012) 337 1643

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 11/36 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFS/UIF**

SALARY : R311 784 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three (3) years tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting Principles, Software, coding and programming used in the financial and related

systems. Skills: Communication, Listening, Analytical, Presentation, Problem Solving, Innovative and Creative, People Management, Report Writing, Planning and Organizing, Interpretation, Advanced Computer Literacy.

DUTIES : Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Coordination of the use of the system by all users. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : Ms M Schmidt, Tel: (012) 337 1716

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

POST 11/37 : **ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR4/4/3/2ASDBR/UIF**

SALARY CENTRE REQUIREMENTS : R311 784 per annum
 : Unemployment Insurance Fund: Pretoria
 : National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Four (4) years functional experience in Financial Management environment of which two (2) years must be at a supervisory level. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial delegations, processes and policies of the UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from the Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication (both and verbal), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Creative, Numeracy.

DUTIES : Monitor the provision of manual and electronic bank reconciliation services. Monitor the maintenance of bank accounts on a general ledger. Scrutinize the process to identify unauthorized or fraudulent transactions. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : MS HA Aderibigbe, Tel no: (012) 337 1112

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

POST 11/38 : **SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE CLAIMS REF NO: HR4/4/3/1SSAAPC/UIF**

SALARY CENTRE REQUIREMENTS : R262 272 per annum
 : Unemployment Insurance Fund: Pretoria
 : National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Two (2) years functional experience in Financial Management environment. Knowledge: Public Finance Management Act (PFMA), SAP System, Treasury Regulations, Financial delegations, processes and policies of the UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from the Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication (both and verbal), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Numeracy.

DUTIES : Quality assure claims payment, Monitor the resolution of open vouchers. Verify the beneficiaries bank account details, Reconcile Online Claims. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : Ms MM Motale, Tel no: (012) 337 1741

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

POST 11/39 : **SENIOR ADMINISTRATION OFFICER: MARKETING AND EVENTS MANAGEMENT: REF NO: HR4/4/3/1SAOMEM/UIF**

SALARY CENTRE : R262 272 per annum
 : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Communications / Marketing / Public Relations / Event Management. Two (2) years functional experience in Communications / Marketing and Branding environment. Valid driver's License. Knowledge: Public Finance Management Act (PFMA), Promotion to Access to Information Act (PAIA), Public Service Regulations (PSR), Public Service Act (PSA), Government Communication Information System role. Skills: Branding Management, Branding Principles, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing, Driving, Interpersonal, Creativity.

DUTIES : Production of branded promotional / marketing collaterals. Plan and execute advertising campaigns, Render the distribution services of branded promotional/ marketing collaterals. Plan and coordinate participation of UIF in Events.

ENQUIRIES APPLICATIONS : Mr GM Buthelezi, Tel no: (012) 337 1692

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

POST 11/40 : **SENIOR ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT: REF NO: HR4/4/3/1SAOAM/UIF**

SALARY CENTRE REQUIREMENTS : R262 272 per annum
: Unemployment Insurance Fund: Pretoria
: Three years tertiary qualification in Purchasing Management / Logistic Management or relevant qualification. Two (2) years functional experience in Acquisitions Management. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Bid Procedures, National Treasury Regulations, Supply Chain Management Systems and Processes, Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA). Skills: Financial Management, Analysis, Problem Solving, Presentation, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report and Minutes Writing, Time Management, Numeracy.

DUTIES : Administer period contracts and National Treasury issued contracts for the Fund. Provide technical support on bidding processes. Provide secretarial functions to the Bid Committees. Provide monthly reporting on awarded contracts. Supervise resources (Human, Financial and Equipment) in the section.

ENQUIRIES APPLICATIONS : Ms WE Kruger, Tel no: (012) 337 1876
: 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 11/41 : **INSPECTOR: INSPECTION SERVICES 4 POSTS**

SALARY CENTRE : R171 069 per annum
: Labour Centre: Tzaneen – Ref No: HR4/4/6/72 (2 posts)
: Labour Centre: Polokwane- Ref No: HR HR4/4/6/73 (2 posts)

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 VT Mathebula, Tel no: (015) 306 2600
Ms MA Mothata, Tel no: (015) 299 5000

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700, or hand
deliver at 42A Schoeman Street, Polokwane.

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

POST 11/42 : **PERSONNEL OFFICER 2 POSTS REF NO: HR 4/4/9/227**

SALARY : R142 461 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus Certificate in Human Resource
Management Field. Knowledge: Departmental policies and procedures, HR related
systems (Persal), Batho Pele Principles, Employment Equity Act, Public Service
Regulations. Skills: Computer literacy, Communication, Planning and organizing,
Analytical.

DUTIES : Facilitate and provide administrative support for service benefit of employees.
Provide support to the recruitment and selection process. Capture and update all
personal data on Persal system. Attend to clients enquiries.

ENQUIRIES : Ms ME Msiza, 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 11/43 : **OFFICE AID REF NO: HR 4/4/4/1/64**

SALARY : R100 545 per annum
CENTRE : Labour Centre: Port Elizabeth
REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice.
Skills: Interpersonal relations, Verbal communications, Listening.

DUTIES : Ensure clean office environment at all times e.g dust furniture and equipment.
Provide food service (assist in providing tea and water during meetings). Assist in
distributing stock. Assist with messenger functions. Distribute incoming faxes, record
outgoing faxes, record incoming faxes in the register.

ENQUIRIES : Ms RA Bezuidenhout, Tel no: (041) 506 5002
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X6045 Port Elizabeth 6000
FOR ATTENTION : Deputy Director: Labour Centre Operations, Port Elizabeth Labour Centre.