

## 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** : 10 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 12/13** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/4/03/05**  
**SALARY** : R262 272 per annum  
**CENTRE** : Labour Centre: Randfontein  
**REQUIREMENTS** : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act, Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.  
**DUTIES** : Monitor and oversee the help desk at the first port of entry within Registration Services .Oversee the employment services rendered to all clients .Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending queries.  
**ENQUIRIES** : Ms MME Zaayman, Tel no: (011) 693 3618  
**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 12/14** : **INSPECTOR: TEAM LEADER REF NO: HR4/4/4/03/04**  
**SALARY** : R262 272 per annum  
**CENTRE** : Labour Centre: Pretoria

<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Phasha, Tel no: (012) 309 5050
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein. Sub-directorate: Human Resources Management, Gauteng
<b><u>POST 12/15</u></b>	:	<b><u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/03/06</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 262 272 per annum. Provincial Office: Gauteng
<b><u>DUTIES</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Bleni, Tel no: (012) 309 3618
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein. Sub-directorate: Human Resources Management, Gauteng.

**POST 12/16** : **OFFICE AID REF NO: HR 4/4/4/03/03**

**SALARY** : R100 545 per annum

**CENTRE** : Labour Centre: Vereeniging

**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** : Mr MH Tabane, Tel no: (016) 430 0000

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

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