

## 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.

<b><u>CLOSING DATE</u></b>	:	17 April 2017 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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

<b><u>POST 13/23</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/6/74</u></b>
<b><u>SALARY</u></b>	:	R 726 276 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Labour Centre: Giyani
<b><u>REQUIREMENTS</u></b>	:	Three year relevant tertiary qualification in Public Management / Public Administration / Management / Business Management/ Business Administration/Operations Management. Two (2) years management experience. Three years functional experience in business/organisational operations/services. Valid driver's license. Knowledge: Public Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Project management.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per the mandate of the Department of Labour. Manage the budget of the Labour Centre. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms TE Maluleke, Tel: (015) 290 1625
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hand deliver at 42A Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Limpopo.

**POST 13/24** : **DEPUTY DIRECTOR: COIDA REF NO: HR 4/4/8/252**

**SALARY** : R 612 822 per annum (All Inclusive)  
**CENTRE** : Provincial Office: Kimberly  
**REQUIREMENTS** : Three year tertiary qualification degree / diploma in Public Management / Administration / Social Science / OHS / Finance and HRM is required. Five (5) to eight (8) years experience in claims processing of compensation or medical claims is highly desirable. A Valid driver's license. Knowledge: Public Services Regulations, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, COIDA Act, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), DPSA guidelines on COIDA, Technical knowledge, Occupational Health and Safety Act (OHS), PAJA, Promotion of Access to Information Act, Road Accident Fund (RAF), Unemployment Insurance Act, Constitution Act of 1996 (amended). 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, Data capturing, Quality Management.

**DUTIES** : Coordinate efficient provision and administration of Compensation and assessment services. Oversee the provision of specialist in the Province/ Labour Centre. Liaise with internal and external stakeholders in respect of COIDA legislation. Assist in the management of the Province/ Labour Centre. Manage human, financial and physical resources of the sub- directorate.

**ENQUIRIES** : Mr ZL Albanie Tel: (053) 838 1500  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301or hands deliver at Cnr Compound and Pniel Road, Kimberly.  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, Kimberly

**POST 13/25** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/4/8/251**

**SALARY** : R 612 822 per annum (All Inclusive)  
**CENTRE** : Provincial Office: Kimberly  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Human Resources Management. Two (2) years Management experience. Three (3) years functional experience in Human Resources Management services. Knowledge: Human Resources management Policies, Human Resources Systems and Procedures, Performance Management, Project management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies Recruitment and Selection Strategies, Code of remuneration, All Labour Legislation, Code of good conduct in the Public Service, Departmental policies and Procedures, Batho pele principles, Human Resource Management Practices and Systems. Skills: Management, Project Management, Communication, Interpersonal relation, Negotiation, Computer literacy, Supervisory, Problem solving, Report writing, People Management, Decision Making.

**DUTIES** : Manage the Human Resources support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination and the implementation of performance Management Policy in the Province. Manage the administration of service benefits and leave of staff in the Province. Manage all the resources in the Directorate.

**ENQUIRIES** : Mr ZL Albanie Tel: (053) 838 1500  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301or hands deliver at Cnr Compound and Pniel Road, Kimberly.  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, Kimberly

**POST 13/26** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/17/04/01 HO**

**SALARY** : R 311 784 per annum  
**CENTRE** : Directorate: Internal Audit, Head Office  
**REQUIREMENTS** : Three (3) year tertiary qualification in Internal Auditing / Accounting/ Finance/ Bcom Information Systems. Two (2) years Supervisory. Two (2) years

functional experience in Internal Auditing. A valid driver's license. Knowledge: Internal Audit Methodology, Information Technology Frameworks(CoBit, ITIL, ISO), Public Finance Management Act (PFMA), Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, General Recognised Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework) LRA, BCEA, PAIA etc.). Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation Analytical, Driving, Team Mate( Audit software), Conflict Management, Project Management, Coordinating, Risk Assessment, Negotiation, Problem Solving, Policy analysis and development, Report writing.

**DUTIES** : Contribute towards the development and implementation of the Strategic three year rolling audit plans. Plan and Manage the allocated audit assignment according to the approved Internal Audit Plan. Monitor the implementation of the Audit Projects according to the approved Internal Audit Plan. Develop and present the internal audit finding and or performance reports to the Operations/ Management meetings and Audit Committee. Supervise the resource of the Directorate.

**ENQUIRIES** : Ms M Nkuna, Tel: (012) 309 4336  
**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 13/27** : **CLIENT SERVICE OFFICER: MOBILE LABOUR CENTRE REF NO: HR 4/4/10/69**

**SALARY** : R 211 194 per annum  
**CENTRE** : Labour Centre: Uitenhage  
**REQUIREMENTS** : A Matric certificate. Valid Code 10 drivers license with PDP. One (1) year relevant experience as Client Service Officer. Knowledge: Labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public Service regulations, Client orientation strategy (Batho Pele Principles). Skills: Listening, Communication, planning and organizing of work, Computer literacy, Problem solving, interpersonal, Interviewing, Accurate data capturing, Ability to interpret legislation, Driving skills, Ability to interpret legislation, Ability to communicate in the local language (if applicable)

**DUTIES** : Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.

**ENQUIRIES** : Mrs EO Adams-August, Tel: (041) 992 4627  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200, or hand deliver at No 3 Hill Street, East London, 5200.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Eastern Cape

**POST 13/28** : **INSPECTOR: INSPECTION SERVICES 2 POSTS**

**SALARY** : R 171 069 per annum  
**CENTRE** : Labour Centre: East London – Ref No: HR4/4/1/66 (1 post)  
 Labour Centre: Lusikisiki - Ref No: HR HR4/4/1/67 (1 post)  
**REQUIREMENTS** : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. Valid Driver's license. 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 MC Njamela, Tel (043) 7027501

Mr WG Dumalisile, Tel: (039) 2531996

**APPLICATIONS**

: Deputy Director: Labour Centre Operations: Private Bag x 9084, East London, 5201 hand deliver at IGI Building, Cnr Oxford and Hill Street For Attention: Sub-directorate: Human Resources Management. Labour Center Operations, East London

Acting Deputy Director: Labour Centre Operations: Private Bag X 1002, Lusikisiki or hand deliver at Cnr Stranford & Jacaranda Street. For Attention: Sub-directorate: Human Resources Management, Labour Center Operations, Lusikisiki.

**POST 13/29**

: **SECURITY OFFICER 2 POSTS**

**SALARY CENTRE**

: R 119 154 per annum

: Labour Centre: Uitenhage – Ref No: HR4/4/1/68 (1 post)

: Labour Center: Port Elizabeth- Ref No: HR4/4/1/52 (1 post)

**REQUIREMENTS**

: Matriculation/Grade 12/Senior Certificate. Grade C Security Certificate. PSIRA Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedure, Promotion of Access to information Act, OHS Act, Departmental Policies and Procedures, Batho Pele principles. Skills: Interpersonal relations, Verbal and written communication, Computer literacy, Problem solving, Conflict Management.

**DUTIES**

: Control access in and out of the Labour Centre. Secure the flow of information and assets within the Labour Centre. Conduct security patrols of the buildings and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.

**ENQUIRIES**

: Mrs EO Adams-August, Tel: (041) 992 4627

Ms RA Bezuidenhout, Tel: (041) 506 5002

**APPLICATIONS**

: Deputy Director: Labour Centre Operations: P O Box 562, Uitenhage, 6230, or hand deliver at 15 A Chase Street. For Attention: Sub-directorate: Human Resources Operations, Labour Centre, Uitenhage

The Deputy Director Labour Centre Operations: Port Elizabeth: Private Bag X 6045, Port Elizabeth, 6000. For Attention: Sub directorate: Human Resources Management Labour Centre Operations, Port Elizabeth