

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 May 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 attachments of 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 DPSSA 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 15/23 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/7/07**

SALARY : R726 276 per annum (All inclusive)

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science (Psychology, Public /Business Administration. Two (2) years management experience. Three (3) years functional experience in Public Employment/Public Administration/ Management Services. A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Services Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Services Act. Skills: Planning and organizing, Communication, Computer Analytical, Presentation, Interpersonal Leadership, Networking, Report writing, Information management.

DUTIES : Manage work seeker registration within the Province. Manage employer services within the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business Unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES : Ms D Chiloane, Tel no: (013) 655 8701

APPLICATIONS : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

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

<u>POST 15/24</u>	:	<u>ASSISTANT DIRECTOR: COIDA 6 POSTS REF NO: HR 4/4/03/07</u>
<u>SALARY</u>	:	R311 784 per annum
<u>CENTRE</u>	:	Provincial Office: Braamfontein (1 post) Labour Centre: Kempton Park (1 post) Labour Centre: Krugersdorp (1 post) Labour Centre: Germiston (1 post) Labour Center: Soshanguve (1 post) Labour Center: Vereeniging (1 post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification degree/diploma in Public Management/ Administration / Social Science /OHS/Finance and HRM is 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, DPSSA 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms J D Nkambule / Ms P Mafata: Tel no: (011) 853 0478
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Gauteng Province.
<u>POST 15/25</u>	:	<u>TEAM LEADER (INSPECTION SERVICES) REF NO: HR4/4/8/255</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Labour Centre: Postmasburg
<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.

ENQUIRIES : Mr L Maeko, Tel no: (053) 3130641
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
FOR ATTENTION : Sub-directorate: Human Resources Management, Kimberley.

POST 15/26 : **INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR4/4/9/228**

SALARY : R171 069 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. 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 inspections with the aim of ensuring compliance with all labour legislations. 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. Assist in conduct Advocacy Campaigns on Labour Legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr T Mokoena, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, or hand deliver at University Drive, Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho.

POST 15/27 : **SENIOR ADMIN CLERK: ACCOUNTS AND BOOKING REF NO: HR4/4/9/228**

SALARY : R142 461 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) No experience required. Knowledge: Public Service Financial Management, Departmental policies and procedures, LRA & BCEA, Administrative procedures relating to an office, Filing and retrieval of documents, Public Service Regulations, PFMA Skills: Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Administer air travel, hotel accommodation and short term rentals. Handle the allocation, utilisation and booking services of cars in the Province. Acquire information on payment of fines. Provide and efficient and effective administration support for the unit.

ENQUIRIES : Mr D Mhlophe, Tel no: (053) 8381500
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
FOR ATTENTION : Sub-directorate: Human Resources Management, Kimberley.