

## 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** : 16 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](http://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 17/57** : **ASSISTANT DIRECTOR: ANTI-FRAUD AND ANTI CORRUPTION REF NO: HR4/4/8/73**

**SALARY** : R334 545 per annum  
**CENTRE** : Provincial Office: Free State  
**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 Fraud and corruption. A valid driver's licence. Knowledge: Public Financial Management Act, Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan, Promotion of Access to Information Act, Basic Condition of Employment, Protected Disclosure Act, Labour Relations, Public Service Regulations, Public Service Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing, Driving, Creativity, Numeracy.

**DUTIES** : Initiate and manage the investigation of all reported incidents of fraud and corruption. Manage the fraud hotline and case database. Conduct and manage fraud and corruption risk assessment. Manage resources (Human, Financial, Equipment/Assets) in the section.

**ENQUIRIES** : Mr F Ngubane, Tel no: (051) 5056 352  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Bloemfontein.

**POST 17/58** : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/9/227**

**SALARY** : R334 545 per annum  
**CENTRE** : Provincial Office: Mmabatho

- REQUIREMENTS** : LLB Degree /Four (4) years relevant tertiary qualification in Law. Right of appearance in a High Court as an admitted attorney or advocate. Two (2) years functional experience legal environment. A valid driver's license. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, UI contributions Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Implement statutory processes with respect to all Labour Legislation and IES policies. Manage the advocacy programmes on compliance and enforcement for IES in the Province. Oversee administration for statutory services in the Province. Develop and implement a Labour Centre monitoring program for enforcement files. Manage the resources within the unit.
- ENQUIRIES** : Ms KM Gaolathwe, 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 17/59** : **ASSISTANT DIRECTOR: ACCOUNTING (FINANCE AND PROVISIONING) REF NO: HR4/4/04/02**
- SALARY** : R334 545 per annum
- CENTRE** : Provincial Office: Braamfontein (Gauteng)
- REQUIREMENTS** : BCOM in Accounting or three year relevant tertiary qualification in Financial Management. Two (2) years supervisory experience. Two (2) years functional experience in the Finance services. Knowledge: Public Service Transformation and Management issues, White paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication, Interpersonal relations, Ability to build high performance team, Computer Literacy, Project Management, Strategic Management, Analytical, Problem Solving, Conflict Management.
- DUTIES** : Manage the process of financial accounting to ensure compliance with all financial prescripts. Manage procurement support service in the Province. Monitor the Provincial budget to ensure efficient and effective utilisation of resources. Develop and monitor the implementation of assets management system. Manage all resources of the Directorate.
- ENQUIRIES** : Ms C Ngwane, Tel no: (011) 853 0300
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng.
- POST 17/60** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: HR4/17/4/13HO**
- SALARY** : R334 545 per annum
- CENTRE** : Directorate: Human Resources Management, Head Office
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Social Work / Psychology. Two (2) years Supervisory experience. Two (2) years functional experience in Employee Health and Wellness. Registration with the HPCSA as Counselling Psychologist / South African Council for Social Service Professions. A valid driver's licence. Knowledge: Relevant HIV and AIDS related legislations, Departmental Policies and procedures, Human Resource Management Policies, Batho Pele Principles, Human Resource Systems and Procedures, Code of Ethics, EHWP policies, Employee Health and Wellness Integrated Strategic Framework for Public Service. Skills: Communication, Interpersonal, Counselling, Confidentiality and Code of Ethics, Negotiation, Decision making, Organisational, Computer literacy, Motivational, Team building, Presentation, Report writing, Problem solving.
- DUTIES** : Implement Wellness programmes and services in the Department of Labour. Coordinate and manage HIV and AIDS and TB services in the Department of Labour. Coordinate and manage health and productivity programmes. Implement Health and safety working environment programmes/ projects in the Department. Implement and manage the Employee Health and Wellness strategic framework.

**ENQUIRIES** : Mr R Mkansi, Tel no: (012) 309 4795  
**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 17/61** : **TEAM LEADER (INSPECTION SERVICES) 2 POSTS**

**SALARY** : R281 418 per annum  
**CENTRE** : Labour Centre: Cape Town- Ref No: HR/4/4/10/187 (1 post)  
Labour Centre: Calvinia- Ref No: HR4/4/8/256 (1 post)

**REQUIREMENTS** : 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.

**DUTIES** : 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** : Ms Z Maimane, Tel no: (021) 4418125  
Mr D Leukes, Tel no: (027) 341 1280

**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town, For Attention: Sub-Directorate: Human Resources Management, Western Cape.  
Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301or hands deliver at Cnr Compound and Pniel Road, For Attention: Sub-directorate: Human Resource Management, Kimberly.

**POST 17/62** : **SENIOR EMPLOYMENT SERVICE PRACTITIONER (ESP2) 2 POSTS**

**SALARY** : R281 418 per annum  
**CENTRE** : Labour Centre: Cape Town- Ref No: HR4/4/10/184(1 post)  
Labour Centre: Uitenhage- Ref No: HR 4/4/1/ 73 (1 post)

**REQUIREMENTS** : Three year relevant tertiary qualification in Social Science / Public Administration. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's (PEAs) and TEAs. Supervise the administration of employer services at the Labour Centres.

**ENQUIRIES** : Ms Z Maimane, Tel no: (021) 4418125  
Ms EO Adams- August, Tel no: (041) 9924627

**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town, For Attention: Sub-Directorate: Human Resources Management, Western Cape.

Chief Director Provincial Operations: Private Bag X9005, East London, 5201 or hand delivered at No.3 Hill Street, East London, For Attention: Sub-directorate: Human Resources Management, Eastern Cape.

**POST 17/63** : **CHIEF PERSONNEL OFFICER: EMPLOYEE RELATIONS REF NO: HR4/4/10/185**

**SALARY** : R281 418 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Human Resources Management/Labour Relations Management. One (1) to Two (2) years functional experience in doing Employment Relations Management Services. A valid driver's licence. Knowledge: Public Service Commission's rules or dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organising, Research /analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act. Skills: Planning and Organizing, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict resolution, Computer literacy.

**DUTIES** : Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.

**ENQUIRIES** : Ms Z Maimane, Tel no: (021) 4418125  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town.

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

**POST 17/64** : **OFFICE ADMINISTRATOR REF NO: HR 4/4/10/180**

**SALARY** : R226 611 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/Business Administration. One year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.

**DUTIES** : Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate/Chief Directorate. Provide Management Information and records management services in the Directorate/ Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.

**ENQUIRIES** : Ms Z Maimane, Tel no: (021) 4418125  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 872, Cape Town, 8000 or hand deliver to 9 Long Street Cape Town.

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

**POST 17/65** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR MARKET AND INFORMATION STATISTICS REF NO: HR 4/4/1/55**

**SALARY** : R226 611 per annum  
**CENTRE** : Provincial Office: Eastern Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Social Sciences/Statistics/ Economics/Business/ Public Administration. Valid driver's license. One (1) year functional experience in statistical/ Labour Market/ Administrative Services.

Knowledge: Departmental Policies and Procedures, Unemployment Insurance Contributions Act (UICA), South African employment sectors, Labour Economics or Economics, South African employment sectors, Batho Pele Principles, Basic Condition of Employment Act, Occupational Health and Safety Act, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Compensation of Occupational Injuries Diseases Act. Skills: Communication, Map reading, Numeracy, Computer, Interviewing.

**DUTIES**

: Collect and Collate all related Labour Market Information for monitoring the impact of Labour Legislation and Strategies. Liaise with Data Management in order to ensure the capturing and storage of data is achieved. Participate during Provincial Labour Market surveys as and when required. Render administrative duties within the sub-units/section.

**ENQUIRIES**

: Ms N Tetyana, Tel no: (043) 701 3019

**APPLICATIONS**

: Chief Director Provincial Operations: Private Bag X9005, East London, 5201 or hand delivered at No.3 Hill Street, East London

**FOR ATTENTION**

: Sub-directorate: Human Resources Management, Eastern Cape.