

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.

<u>CLOSING DATE</u>	:	22 May 2017 at 16:00
<u>NOTE</u>	:	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 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

<u>POST 18/09</u>	:	<u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/04/03</u>
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	Labour Centre: Benoni, Stationed at Labour Centre: Randburg
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years functional 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.

ENQUIRIES : Ms N M Tyelbooi, Tel no: (011) 781 8144
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng Province.

POST 18/10 : **SENIOR ASSESSMENT SERVICES OFFICER: BENEFICIARY SERVICES 2 POSTS**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Gauteng (Pretoria) - Ref No: HR 4/4/4/04/05 (1 post)
Labour Centre: Germiston- Ref No: HR 4/4/4/04/06 (1 post)

REQUIREMENTS : Three year relevant tertiary qualification or equivalent. Two to Three years functional experience. Valid driver's licence. Knowledge: UIF systems, Public Service Regulations, Batho Pele principles, Public Finance Management Act (PFMA), Departmental policies and procedures. Skills: Communication, Listening, Customer Relations, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory.

DUTIES : Verify all claims are processed on relevant systems. Monitor all investigated discrepancies. Authorize payments to qualifying UI beneficiaries. Maintain close working relationship with all relevant stakeholders. Manage resources in the section.

ENQUIRIES : Ms S A Shangase, Tel no: (012) 309 5000
Mr M D Kgwele, Tel no: (011) 345 6300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng Province

POST 18/11 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/8/256**

SALARY : R281 418 per annum
CENTRE : Provincial Office: Kimberly

REQUIREMENTS : Three (3) years relevant tertiary qualification in Human Resource Management. One (1) to two (2) years Supervisory experience doing the Human Management Services. Knowledge: All labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Service Regulations. Skills: Communication, Presentation, Conflict Management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.

DUTIES : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries.

ENQUIRIES : Ms H Olivier, Tel no: (053) 8381 500
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 18/12 : **TELECOM OPERATOR REF NO: HR4/4/709**

SALARY : R152 862 per annum
CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Matric /Grade 12 Senior Certificate. Knowledge: Batho Pele Principles, Telephone etiquette, Departmental Policies, Knowledge of Switchboard operations. Skills: Communication, Listening, Judgment, Diplomacy, Identify problems, Interpersonal relationship, Basic literacy.

DUTIES : Render an effective and efficient telephonic service. Give assistance to MSS functions.

ENQUIRIES : Ms RP Mmadi, Tel no: (013) 655 8751
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

POST 18/13 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/70**

SALARY : R152 862 per annum
CENTRE : Labour Centre: Butterworth

- REQUIREMENTS** : Senior Certificate/Grade 12. Knowledge: Public Service Act, Public Service Regulations, Departmental Policies, Procedures and Guidelines, Batho Pele Principles, Public Finance Management Act, Treasury Regulations. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer literacy, Listening, Communication. Skills Ability to interpret policies and procedures, Problem solving, Planning and Organization
- DUTIES** : Render Supply Chain Management function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre and ensure safe keeping of pool of cars. Render general administrative work for the Labour Center as and when required.
- ENQUIRIES** : Mr TN Madikazi, Tel no: (047) 4910 656
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X3081, Butterworth, 4960
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Butterworth