

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>	:	29 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 19/30</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/254</u>
<u>SALARY</u>	:	R779 295 per annum (All inclusive)
<u>CENTRE</u>	:	Labour Centre: Postmasburg
<u>REQUIREMENTS</u>	:	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 drivers licence. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr ZL Albanie, Tel no: (053) 8381 500
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Kimberley.

<u>POST 19/31</u>	:	<u>STATUTORY SERVICES OFFICER 2 POSTS</u>
<u>SALARY</u>	:	R 334 545 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape- Reference No: HR4/4/10/192(1 post) Provincial Office: East London- Reference No: HR4/4/1/72 (1 post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Z Maimane, Tel no: (021) 441 8125 Ms P Bodoza, Tel: (043) 701 3279
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO 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 9005, East London, 5201 or hand delivered at No.3 Hill Street, East London, For Attention: Sub-directorate: Human Resources Management, Eastern Cape.
<u>POST 19/32</u>	:	<u>CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR 4/4/7/12</u>
<u>SALARY</u>	:	R 281 418 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr LM Nkotshe Tel no: (013) 655 8762
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty Avenue.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Emalahleni
<u>POST 19/33</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATOR 2 POSTS REF NO: HR 4/4/7/13</u>
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga

REQUIREMENTS : Three years relevant tertiary qualification in Risk Management/Internal Audit/Risk and Security Management. 2 years functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and organising, Time management, Conflict management, Analytical, Investigation, Communication, Computer Literacy, Presentation, Communication.

DUTIES : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES : Ms DM Sibanyoni Tel no: (013) 655 8796
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty Avenue.

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

POST 19/34 : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/5/27**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Durban
REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/ B Tech Degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in Inspection and Enforcement Services (BCEA)/OHS. 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, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing 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 : Mr S Biyase, Tel no: (031) 366 1500
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

FOR ATTENTION : Sub-directorate: Human Resources Management, KwaZulu-Natal.

POST 19/35 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/4/04/04**

SALARY : R226 611 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations /BCOM Law /LLB /Internal Audit. One year functional experience in Auditing. Knowledge: Departmental policies and procedures, Public Service Act and Regulations,

OHS Act and Regulations, Batho Pele principles, COIDA, Unemployment Insurance Act, Public Finance Management Act, Basic Conditions of Employment Act, SDLA, Labour Relations Act, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication Written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UI and COIDA programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of advocacy Campaigns on UI & COIDA regularly and when there are amendments. Supervise resources within the Unit.

ENQUIRIES : Mr P Masilo, Tel no: (011) 853 0300
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 19/36 : **SERVICE DESK AGENT 2 POSTS REF NO: HR4/17/05/01 HO**

SALARY : R183 558 per annum
CENTRE : Chief Directorate: Information Communication Technology, Head Office
REQUIREMENTS : Grade 12 and A+ or N+. One year experience in a Call Centre / Service Desk environment. Knowledge: Strong comprehension of English Language, Microsoft Applications literate, Processes and procedures, Service Desk environment. Skills: Strong communication to provide high-quality customer service, The ability to listen and ask relevant questions, Exceptional written and oral communication, Fluent English, Analytical, Telephone Etiquette, IT Skills.

DUTIES : Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and requests. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable.

ENQUIRIES : Ms R Mudau, Tel no: (012) 657 7505
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.