

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.

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| <u>CLOSING DATE</u> | : | 12 June 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

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| <u>POST 21/27</u> | : | <u>OHS INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/9/231</u> |
| <u>SALARY</u> | : | R 281 418 per annum |
| <u>CENTRE</u> | : | Labour Centre: Rustenburg |
| <u>REQUIREMENTS</u> | : | Three (3) year relevant tertiary qualification Labour Relations/Human Resource Management for BCEA/ or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil and Construction Engineering for OHS. Two (2) years functional experience in Inspection and Enforcement Services (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. |
| <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 Court 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 FK Diokana, Tel: (018) 387 8100
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735
Hand deliver at University Drive, provident House, Mmabatho.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Mmabatho
- POST 21/28** : **INSPECTOR: INSPECTION SERVICES 2 POSTS**
- SALARY** : R 183 558 per annum
- CENTRE** : Labour Centre: Calvinia – Ref No: HR4/4/8/257 (1 post)
Labour Centre: Springbok- Ref No: HR HR4/4/8/258 (1 post)
- REQUIREMENTS** : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ BCOMM Law/LLB No experience required. Valid Drivers 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 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. DL Leukes, Tel: (027) 314 1280
Ms RD van Wyk, Tel: (027) 718 1058
- APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Kimberley.