

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** : 19 June 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 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.
- Erratum: The posts of Claims Credit Officer 2 posts, Ref No: HR4/4/1/74 advertised of PSVC No: 20 of 2017 with a closing date of 5 June 2017 have been withdrawn: Enquiries; Ms Z Soldaat, Tel: (043) 701 3333. The functional experience of the post of Senior Internal Auditor, Ref No: HR4/17/05/02HO has been amended as follows: Two (2) years functional Audit experience. Enquiries: Mr T Skosana, Tel: (012 309 4904.

OTHER POSTS

- POST 22/04** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/10/183**
- SALARY** : R334 545 per annum
- CENTRE** : Provincial Office: Western Cape
- 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 Risk Management/ Fraud and Corruption. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedures Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.
- DUTIES** : Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 441 8125
APPLICATIONS : 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.

POST 22/05 : **SENIOR PRACTITIONER: ASSURANCE AND COMPLIANCE AUDITS 3 POSTS**
REF NO: HR 5/1/2/3/01

SALARY : R281 418 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three year Degree in Auditing or Accounting. 3-5 year's functional experience in Internal Audit. Knowledge: Directorate/sub-directorate goals and performance requirements, Compensation Fund Services, Public Service, Department of Labour and Fund regulations, policies and procedures, Internal Audit concepts, frameworks and methodologies, Customer Service (Batho Pele Principles), Computer Assistant Auditing Techniques, Fund IT Operating Systems, Principles and practices of conducting Assurance and Compliance audits. Legislative Requirements: COIDA Act, Regulations and policies, Public Service Act, Departmental Internal Audit Activity Charter, audit and risk committee charters, PFMA and National Treasury Regulations, King Report on Compliance and Assurance Governance, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4), Practice Advisors, (5) Practice Guide and (6) Position Papers. Skills: Report writing, Required performance audit, Decision making, Time management, Assertive, Critical thinking, Managing inter-personal conflict and resolving problems, Problem solving, Risk Management and Fund Governance, External Environmental Awareness.

DUTIES : Plan audit engagements. Execute audit engagements. Communicate audit results. Follow up the implementation of audits recommendations. Compile an audit file.

ENQUIRIES : Mr PS Zwane, Tel no: (012) 319 9294
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund

POST 22/06 : **SENIOR PRACTITIONER: ICT AUDITS REF NO: HR 5/1/2/3/02**

SALARY : R281 418 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three year Degree in Auditing or Accounting. 3-5 years functional experience in Internal Audit. Knowledge: Directorate/sub-directorate goals and performance requirements, Compensation Fund Services, Public Service, Department of Labour and Fund regulations, policies and procedures, Internal Audit concepts, frameworks and Compensation Fund Services, Public Service, Department of Labour and Fund regulations, policies and procedures, Internal Audit concepts, frameworks and methodologies, Customer Service (Batho Pele Principles), Computer Assistant Auditing Techniques, Fund IT Operating Systems, Principles and practices of conducting ICT Audit. Legislative Requirements: COIDA Act, Regulations and policies, Public Service Act, Departmental Internal Audit Activity Charter, audit and risk committee charters, PFMA and National Treasury Regulations, King Report on ICT Governance, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4), Practice Advisors, (5) Practice Guide and (6) Position Papers. Skills: Report writing, Required performance audit, Decision making, Time management, Assertive, Critical thinking, Managing inter-personal conflict and resolving problems, Problem solving, Risk Management and Fund Governance, External Environmental Awareness.

DUTIES : Plan audit engagements. Execute audit engagements. Communicate audit results. Follow up the implementation of audits recommendations. Compile an audit file.

ENQUIRIES : Ms TE Dikokoe, Tel no: (012) 319 9320
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund

POST 22/07 : **SENIOR PRACTITIONER: PERFORMANCE AUDITS REF NO: HR 5/1/2/3/03**

SALARY : R281 418 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three year Degree in Auditing or Accounting. 3-5 years functional experience in Internal Audit. Knowledge: Directorate/sub-directorate goals and performance requirements, Compensation Fund Services, Public Service, Department of Labour and Fund regulations, policies and procedures, Internal Audit concepts, frameworks and Compensation Fund Services, Public Service, Department of Labour and Fund regulations, policies and procedures, Internal Audit concepts, frameworks and methodologies, Customer Service (Batho Pele Principles, Computer Assistant Auditing Techniques, Fund performance audits Operating Systems, Principles and practices of conducting performance Audits. Legislative Requirements: COIDA Act, Regulations and policies, Public Service Act, Departmental Internal Audit Activity Charter, audit and risk committee charters, PFMA and National Treasury Regulations, King Report on performance Audit Governance, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4), Practice Advisors, (5) Practice Guide and (6) Position Papers. Skills: Report writing, Required performance audit, Decision making, Time management, Assertive, Critical thinking, Managing inter-personal conflict and resolving problems, Problem solving, Risk Management and Fund Governance, External Environmental Awareness.

DUTIES : Plan audit engagements. Execute audit engagements. Communicate audit results. Follow up the implementation of audits recommendations. Compile an audit file.

ENQUIRIES : Ms B Kalomba, Tel no: (012) 319 9393
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand delver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund

POST 22/08 : **PROVISIONING ADMIN OFFICER: QUOTATIONS REF NO: HR 5/1/2/3/04**

SALARY : R226 611 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Minimum 3 years qualification in Supply Chain Management. One to Two years' experience in Supply Chain. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles). Fund Values, Required Information Technology knowledge, Information Technology Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge. Skills: Performance management, Written and verbal business writing skills, Meeting planning; organisation and facilitation, Required Information Technology, Fund Information Technology operating systems, Data and records management, Telephone skills and etiquette, Policy development, Report writing.

DUTIES : Verify information on the requisition forms. Conduct efficient processing of the request for quotations. Perform continuous process improvements.

ENQUIRIES : Ms R Kantsi, Tel no: (012) 319 6327
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand delver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund

POST 22/09 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES 2 POSTS REF NO: HR 4/4/1/74**

SALARY : R183 558 per annum
CENTRE : Labour Centre: Uitenhage
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public

Administration/ Secretariat. Twelve (12) months functional experience in administration/Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.

DUTIES

: Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

ENQUIRIES

: Ms EO Adams-August, Tel no: (041) 992 4627

APPLICATIONS

: Deputy Director: Labour Centre Operations: P O Box 562, Uitenhage, 6230 or hand delivered at 15 A Chase Street, Uitenhage.

FOR ATTENTION

: Sub-directorate: Labour Centre Operations, Uitenhage.