

## 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** : 26 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](http://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

**POST 23/20** : **OHS INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/7/10**

**SALARY** : R281 418 per annum  
**CENTRE** : Labour Centre: Ermelo  
**REQUIREMENTS** : 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.

**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 L Mashego, Tel no: (017) 819 7632  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty Avenue.  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, Emalahleni

**POST 23/21** : **ADMINISTRATIVE OFFICER (CLAIMS ASSESSOR) REF NO: HR 4/4/7/10**

**SALARY** : R266 611 per annum.  
**CENTRE** : Labour Centre: Queenstown  
**REQUIREMENTS** : Matriculation certificate (NQF4)/. A three year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. Three to five year's experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/ Biology and medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating Systems, COID Act, Regulations and Policies, COIDA tariffs. Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone and Etiquette.

**DUTIES** : Administering of claims registration process. Adjudicate registered customer claims. Process Medical accounts payments. Render administrative duties. Serve as a team leader/ Supervisor.

**ENQUIRIES** : Mr MP Ngqolowa, Tel no: (045) 807 5400  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 9005, East London, 5200, Physical address: No 3 Hill Street, East London, 5201  
**FOR ATTENTION** : Sub-directorate: Human Resources Management

**POST 23/22** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY): COMPENSATION FUND REF NO: HR 4/4/4/05/01**

**SALARY** : R 266 611 per annum.  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/Business Administration. One (1) 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** : Dr NYV Mabudusha/Ms P Mafata Tel mo: (011) 853 0478

**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

**POST 23/23** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) 2 POSTS**

**SALARY** : R266 611 per annum  
**CENTRE** : Office of the Director-General, Head Office- Ref No: HR4/17/06/41(1 post)  
Chief Directorate: legal Services, Head Office- Reference No: HR 4/17/06/32 (1 post)

**REQUIREMENTS** : Three year relevant tertiary qualification in Management/Office Management/  
Information Management and Technology/Public Management/Public  
Administration/ Business Administration. One (1) 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/DG. Render a  
Secretariat Service for the Office of the Director/Chief Director/DG. Assist in  
Monitoring and maintaining the budget including the supply chain for the Chief  
Directorate/Directorate/ DG's Office. Facilitate and coordinate all logistical and  
resource requirements of the Directorate/ Chief Directorate/ DG's Office. Provide  
Management Information and records management services in the Directorate/  
Chief Directorate/ DG's Office. Track and monitor projects tasks within the Chief  
Directorate/ Directorate/ DG's Office.

**ENQUIRIES** : Professor V Singh, Tel: (012) 309 4611  
Ms S Kaba, Tel no: (012) 309 4126

**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 23/24** : **SENIOR ADMIN CLERK: WORK –SEEKER SUPPORT REF NO: HR4/17/6/19HO**

**SALARY** : R152 862 per annum  
**CENTRE** : Branch: Public Employment Services, Work Seeker Support Services, Head Office  
**REQUIREMENTS** : Senior Certificate/ Office Administration qualification. One (1) year experience in  
Administration. Knowledge: Administrative procedures relating to an office, Filing  
and retrieval of documents, Ability to operate fax machine and photocopier, Data  
capturing. Skills: Communication, Computer literacy, Interpersonal relations,  
Planning and Organizing.

**DUTIES** : Monitor and control movement of documents and stationery within the sub-  
Directorate. Render procurement support services in the sub-Directorate  
Registration of work seekers. Render Secretariat support in the Sub – Directorate.  
Provide line functioning support to Registration of work seekers.

**ENQUIRIES** : Mr ED Moses, Tel no: (012) 309 4235

**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 23/25** : **RECORDS ADMINISTRATOR REF NO: HR 4/4/1/51**

**SALARY** : R152 862 per annum  
**CENTRE** : Port Elizabeth: Eastern Cape  
**REQUIREMENTS** : Senior certificate. Zero experience. Knowledge: National Archives Act, Batho Pele  
Principles, Records Management, Departmental Policies and Procedures. Skills:  
Communication, Listening, Numeracy, Computer literacy, Planning and  
Organizing.

**DUTIES** : Maintain the filing system as per the directives of the archives and records  
management prescripts. Sort and prepare documents for disposal process as in

line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

**ENQUIRIES**

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Adv. RA Bezuidenhout, Tel no: (041) 506 5000

**APPLICATIONS**

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Chief Director: Human Resources Management: Private Bag X6045, Port Elizabeth, 6000

**FOR ATTENTION**

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Sub-directorate: Human Resources Operations, Port Elizabeth.