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. 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

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 tarriffs. Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone and Etiquette.

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 no: (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


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


DUTIES: Maintain the filling 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** : Adv. RA Bezuidenhout, Tel no: (041) 506 5000

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

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Port Elizabeth.