

## 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** : 03 July 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 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 post of Senior Practitioner: Compliance and Assurance (3 posts) - Reference No: HR 5/1/2/3/01, Senior Practitioner: ICT Audits - Reference No: HR 5/1/2/3/02 and Senior Practitioner: Performance Audits - Reference No: HR 5/1/2/3/03 for Compensation Fund that were advertised on the PSVC No: 22 of 2017 have been withdrawn. Enquiries: Mr Enquiries: Bongani Mthombeni (CF), Tel: 012 400 8514. Kindly the correct salary notch for the post of Administrative Officer (Claims Assessor), Reference No: HR4/4/7/10 for Labour Centre: Queenstown is Salary Level 7 Notch 1(R226 611 per annum). The correct notch of the posts of Office Administrator (Executive Secretary) Reference No: HR4/4/4/05/01 for Provincial Office: Gauteng and for Head Office, Office of the Director-General-Reference No: HR4/17/06/41 and for Chief Directorate: Legal Services-Reference No: HR4/17/06/32 is also Salary Level 7 Notch 1(R226 611 per annum). The posts were advertised on PSVC No 23 of 2017 with a closing date of 26 June 2017.
- POST 24/03** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/17/06/88HO**
- SALARY** : R1 068 564 per annum (all inclusive package)
- CENTRE** : Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) year Degree (NQF level 7) as recognised by SAQA in Public Administration/Business Administration/ Public Management/Business Management/Management. Five (5) years of experience at a senior management level. Five (5) years functional experience in operational / administrative services .A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
- DUTIES** : Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support

Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

**ENQUIRIES APPLICATIONS** : Ms MM Matyila, Tel no: (012) 309 4026

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 24/04** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: HR 4/17/06/13HO**

**SALARY CENTRE REQUIREMENTS** : R896 743 per annum (all inclusive package)  
 Chief Directorate: Information Communication Technology, Head Office  
 Three (3) year relevant tertiary qualification in Information Technology / Computer Science/ Information system or equivalent qualification. (ITIL (foundation) is a must have). (COBIT (foundation) is a must have). Five (5) years Middle Management experience. Three (3) years functional experience in ICT management. Knowledge: Public Financial Management Act, Public Service Regulations, State Information Technology Agency Processes( SITA), Information Technology, Public Service Act, Infrastructure and Network Architecture Designs, Electronic Communication Transaction Act, Electronic Document Management System, Minimum Information Security Standard( MISS). Skills: Computer literacy, Analytical thinking, Problem solving, People Management, Strategic Management, Presentation, Presentation, Planning and Organizing, Communication (Verbal and written), Ability to influence, Report writing, project Management.

**DUTIES** : Provide leadership and develop ICT strategic support that is aligned with the strategy of the Department. Provide leadership and develop strategies with regards to ICT Operations (infrastructure and Applications) in the Department. Develop, implement and monitor ICT governance policies for the Department. Manage resources within the Directorate.

**ENQUIRIES APPLICATIONS** : Mr M Ngcobo, Tel no: (012) 309 4550

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 24/05** : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/05/02**

**SALARY CENTRE REQUIREMENTS** : R779 295 per annum (all inclusive)  
 Provincial Office: Braamfontein (Gauteng)  
 A three (3) year relevant tertiary qualification in Social Sciences (Psychology; Public/ Business Administration. Two (2) years management experience. Three (3) years functional experience in Public Employment/ Public Administration/ Management. Knowledge: ILO Conventions, Financial management, Human Resources Management, Recruitment and selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for occupational injuries and Disease Act, PFMA, Public Service Act . Skills: Planning and organising, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Leadership, Networking, Report writing, Information management.

**DUTIES** : Manage work seeker registration within the Province. Manage employer services within the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business Unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

**ENQUIRIES APPLICATIONS** : Mr TJ Mokomatsidi, Tel no: (011) 853 0302

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein.

**POST 24/06** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR 4/17/06/07HO**

**SALARY CENTRE** : R657 558 per annum (All inclusive)  
 Management Advisory Services, Head Office

**REQUIREMENTS** : Three (3) year tertiary qualification in Human Resources Management/ Development/Training and Development/ Management of Training/ Public Management. Two (2) years management experience. Three (3) years functional experience in Human Resource Development/ Training and Development services. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Constitution of South Africa, Departmental Policies and procedures, Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, Constitution of South Africa, Skills Development Act, Skills Development levies Act, BCEA Act, EE Act, Public Service Act. Skills: Planning and organizing, Computer literacy, Communication, Problem solving, Negotiation, Events Management, Presentation, Analysis, Investigating, People Management.

**DUTIES** : Manage the implementation of HRD strategy. Manage the development of Workplace Skills Plan in the Department. Manage the coordination of Generic Training programmes and Management Development programmes, the facilitation of the Compulsory Induction Programme and ensure that newly appointed staff are integrated properly within the Department. Manage the coordination of internship and Learnership programmes for the Department. Develop, maintain and manage bursary in the Department.

**ENQUIRIES APPLICATIONS** : Mr S Nkhabelane, Tel no: (012) 309 4747  
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 24/07** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR 4/17/6/06HO**

**SALARY CENTRE REQUIREMENTS** : R657 558 per annum (All inclusive)  
Management Advisory Services, Head Office  
Three(3) year relevant tertiary in Management Services / Operations/ Production Management /Industrial Engineering / Human resources Management/ Industrial Psychology. Two (2) years management experience. Three (3) years functional experience in Organisational Development/Effectiveness/ Work Study services. Knowledge: Basic understanding of policies, Public service regulations, prescripts and legislation, Understanding of Information analysis, Research processes and procedures, Human Resource Development Policies, Job profile design and Job evaluation, Organisational Behaviour Tools, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Change management, Organisation design, Business process management, Project management , Facilitation and problem solving, Computer literacy, Communication and interpersonal, People Management.

**DUTIES** : Facilitate the development, maintenance and implementation of the job evaluation Policy including making sure that the job evaluation / OD governance structures are functioning as planned. Manage job evaluation and job profiling processes in line with relevant prescripts. Manage organization design processes and activities for improvement and maintenance of the organisation structure of the Department of Labour. Facilitate and coordinate processes and interventions for Business Process management and improvement. Manage the implementation of change management and culture surveys in the Department of Labour on request. Manage all resources of the Sub-Directorate.

**ENQUIRIES APPLICATIONS** : Mr S Nkhabelane, Tel no: (012) 309 4747  
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 24/08** : **DEPUTY DIRECTOR: END USER SUPPORT REF NO: HR 4/17/06/3HO**

**SALARY CENTER REQUIREMENTS** : R657 558 per annum (All inclusive)  
Chief Directorate: Information Communication Technology, Head Office  
Three (3) year relevant tertiary qualification in Information Communication Technology / Computer Science/ Information system or equivalent qualification. (ITIL (foundation) is a must have). An understanding of COBIT. Two (2) years management experience. Three (3) years functional experience in ICT. Knowledge: Public Financial Management Act, Technical standards/procedures, Departmental Policies Policies and Procedures, Treasury Regulations, Batho Pele Principles. Skills: Computer literacy, Analytical thinking, Process improvement, Strategic management, Leadership.

**DUTIES** : Manage and implement desktop and printer support activities. Manage LAN support services. Provide ICT support services to the Provinces. Manage and supervise resources of the sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr M Ngcobo, Tel: (012) 309 4550

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 24/09** : Sub-directorate: Human Resources Operations, Head Office

**POST 24/09** : **ASSISTANT DIRECTOR: ANTI-FRAUD AND ANTI CORRUPTION REF NO: HR4/4/7/14**

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum  
 Provincial Office: Emalahleni  
 Three year relevant tertiary qualification in Risk Management/ Internal Audit/Compliance Management. Two (2) years supervisory experience. Two (2) years functional experience in Fraud and corruption. A valid driver's licence. Knowledge: Public Financial Management Act, Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan, Promotion of Access to information Act, Basic Condition of Employment, Protected Disclosure Act, Labour Relations, Public Service Regulations, Public Service Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing, Driving, Creativity, Numeracy.

**DUTIES** : Initiate and manage the investigation of all reported incidents of fraud and corruption. Manage the fraud hotline and case database. Conduct and manage fraud and corruption risk assessment. Manage resources (Human, Financial, Equipment/Assets) in the section.

**ENQUIRIES APPLICATIONS** : Ms DM Sibanyoni, Tel no: (013) 655 8796

**FOR ATTENTION** : Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. Sub-directorate: Human Resources Management, Emalahleni

**POST 24/10** : **SENIOR ADMINISTRATIVE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/4/06/01**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum  
 Provincial Office: Braamfontein, Gauteng  
 Three (3) year relevant qualification in Social Science (Psychology, Public/Business Administration. Two (2) years functional experience in Public Employment/ Administration Services. Valid driver's licence. Knowledge: ILO Conventions, PFMA Human Resource Management, Skills Development Act. Skills: Planning and organising, Computer, Communication, Presentation, Interpersonal, Networking, Analytical, Leadership.

**DUTIES** : Coordinate information for compilation of reports. Coordinate PES training processes to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the Province. Provide administration support service within PES section. Manage all the resources of the Sub-Section.

**ENQUIRIES APPLICATIONS** : Mr V Mazibuko, Tel no: (011) 853 0493

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein.

**POST 24/11** : Sub-directorate: Human Resources Management, Gauteng

**POST 24/11** : **SENIOR PRACTITIONER: ASSURANCE AND COMPLIANCE AUDITS 3 POSTS REF NO: HR 5/1/2/3/13**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum  
 Compensation Fund, Pretoria  
 A B.Com Degree/National Diploma (majoring in Internal Auditing) or an equivalent qualification. Internal Audit Technician (IAT) will be an added advantage. Three (3) to Five (5) years' experience in Assurance and Compliance Audits. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate/Sub Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Department of Labour and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles). Principles and practices of Assurance and Compliance Audits, Fund values. Fund IT Operating Systems, Technical knowledge, Department of Public Service and Administration (DPSA) guidelines.

Legislative Requirements: COIDA, PFMA, Treasury Regulations, Public Service Act, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories, (5) Practice Guides and (6) Position Paper. Skills: Report Writing, Decision-Making, Time Management, Assertive, Critical Thinking, Managing inter-personal conflict, Problem Solving, Risk Management and Fund Governance, External Environment Awareness.

**DUTIES** : Plan and execute Assurance and Compliance Audit functions. Communicate audit results. Follow-up on the implementation of Assurance and Compliance Audits recommendations and compile an audit file.

**ENQUIRIES APPLICATIONS** : Mr PS Zwane, Tel no: (012) 319 9294

**FOR ATTENTION** : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia. Sub-directorate: Human Resource Operations, Compensation Fund

**POST 24/12** : **SENIOR PRACTITIONER: INFORMATION COMMUNICATION TECHNOLOGY (ICT) AUDITS REF NO: HR 5/1/2/3/14**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum  
 : Compensation Fund, Pretoria  
 : A B.Com Degree/National Diploma (majoring in Internal Auditing) or an equivalent qualification. Internal Audit Technician (IAT) will be an added advantage. Three (3) to Five (5) years' experience in ICT audits. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate/Sub Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Department of Labour and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles), Principles and practices of ICT Audits, Computer Assisted Audit Techniques, Fund values, Fund IT Operating Systems, Technical knowledge, Department of Public Service and Administration (DPSA) guidelines. Legislative Requirements: COIDA, PFMA, Treasury Regulations, Public Service Act, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories, (5) Practice Guides and (6) Position Paper. Skills: Report Writing, Decision-Making, Time Management, Assertive, Critical Thinking, Managing inter-personal conflict, Problem Solving, Risk Management and Fund Governance, External Environment Awareness.

**DUTIES** : Plan and execute ICT Audit functions. Communicate audit results. Follow-up on the implementation of ICT audit recommendations and compile an audit file.

**ENQUIRIES APPLICATIONS** : Ms TE Dikokoe, Tel no: (012) 319 9320

**FOR ATTENTION** : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia. Sub-directorate: Human Resource Operations, Compensation Fund

**POST 24/13** : **SENIOR PRACTITIONER: PERFORMANCE AUDITS REF NO: HR 5/1/2/3/15**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum  
 : Compensation Fund, Pretoria  
 : A B.Com Degree/National Diploma (majoring in Internal Auditing) or an equivalent qualification. Internal Audit Technician (IAT) will be an added advantage. Three (3) to Five (5) years' experience in Performance Audits. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate/Sub Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Department of Labour and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles). Principles and practices of Performance Audits, Fund values, Fund IT Operating Systems, Technical knowledge, Department of Public Service and Administration (DPSA) guidelines. Legislative Requirements: COIDA, PFMA, Treasury Regulations, Public Service Act, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories, (5) Practice Guides and (6) Position Paper. Skills: Report Writing, Decision-Making, Time Management, Assertive, Critical Thinking, Managing inter-personal conflict, Problem Solving, Risk Management and Fund Governance, External Environment Awareness.

**DUTIES** : Plan and execute Performance Audits functions. Communicate audit results. Follow-up on the implementation of performance audit recommendations and compile an audit file.

**ENQUIRIES APPLICATIONS** : Ms B Kalomba, Tel no: (012) 319 9393

**FOR ATTENTION** : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia. Sub-directorate: Human Resource Operations, Compensation Fund

**POST 24/14** : **SENIOR ACCOUNTS PAYABLE OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/1/64**

**SALARY CENTRE REQUIREMENTS** : R281418 per annum  
 : Provincial Office: Mmabatho  
 : Three (3) year tertiary qualification with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Public Service Act, Public Service Regulations, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Departmental Policies and procedures, Batho Pele Principles, Customer Care. Skills: Communication (verbal & written), Listening, Customer Relations, Computer literacy, Decision Making.

**DUTIES** : Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the standard operating Procedure (SOP). Monitor and authorise the execution of payments approved claims as per the set time frames. Monitor and investigate discrepancies. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Supervise resources in the section.

**ENQUIRIES APPLICATIONS** : Ms KM Gaolathwe, Tel no: (018) 387 8146

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at University Drive, provident House, Mmabatho. Sub-directorate: Human Resources Management, Mmabatho

**POST 24/15** : **SENIOR ASSESSMENT SERVICES OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/9/234**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum  
 : Labour Centre: Mmabatho  
 : Three year relevant tertiary qualification or equivalent. Two to Three years functional experience. Valid driver's licence. Knowledge: UIF systems, Public Service Regulations, Batho Pele principles, Public Finance Management Act (PFMA), Departmental policies and procedures. Skills: Communication, Listening, Customer Relations, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory.

**DUTIES** : Verify all claims are processed on relevant systems. Monitor all investigated discrepancies. Authorize payments to qualifying UI beneficiaries. Maintain close working relationship with all relevant stakeholders. Manage resources in the section.

**ENQUIRIES APPLICATIONS** : Ms KM Gaolathwe, Tel no: (018) 387 8146

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at University Drive, provident House, Mmabatho. Sub-directorate: Human Resources Management, Mmabatho

**POST 24/16** : **SENIOR TECHNICIAN REF NO: HR 4/4/8/63**

**SALARY CENTRE REQUIREMENTS** : R226 611 per annum  
 : Provincial Office: Free State  
 : Three year relevant tertiary qualification in Transport/Fleet Management. Two (2) years functional experience in Transport Environment. A valid driver's licence. Knowledge: Public Service Financial Management, Departmental policies and procedures, Motor Mechanics background, Transport prescriptions, Vehicle inspection Skills: Fix minor problems on vehicles, Computer literacy, Presentation, Innovative, Analytical, Communication( Verbal and written).

**DUTIES** : Collect information on incident scene for Provincial Office. Liaise with relevant stakeholders to gather information to avoid losses and investigate losses of fleet assets in the Province. Provide vehicle maintenance support to ensure that all vehicles in the Department are in good condition. Disseminate information to the relevant stakeholder e.g. newly developed policies, new prescripts pertaining transport etc.

**ENQUIRIES** : Mr NA Lekgema, Tel no: (051) 5056 3877

**APPLICATIONS** : Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand  
deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.  
**FOR ATTENTION** : Human Resources Management, Bloemfontein.