

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 : 17 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. 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.

MANAGEMENT ECHELON

POST 26/12 : **DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/3/3DRM/UIF**
Re-Advertisement

SALARY : R 898 743 per annum (All inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) (Degree) in Finance, Internal Auditing/ Risk Management as recognised by SAQA. Post- graduate qualification in Risk Management will be an added advantage. Registration with Risk Management Professional Body will be an added advantage. Five (5) years middle management experience. A valid driver's license. Knowledge: Public Finance Management Act (PFMA), Fraud and Corruption Legislative Framework. Prevention of Organized Crime Act, Promotion of Access Information Act (PAIA), Basic Conditions of Employment Act (BCEA), Protected Disclosure Act, Labour Relations Act (LRA), Public Service Act (PSA), Public Service Regulations (PSR), Unemployment Insurance Contributions Act (UICA), Unemployment Insurance Act and Regulations (UIAR), Control of Access to Public Premises and Vehicle Act, National Intelligence Processes, Criminal Procedures Act, Disaster Management. Private Security Industry Regulatory Authority (PSIRA) processes. Skills: Negotiation, People Management, Conflict Management, Problem Solving, Analytical and Creativity, Presentation, Planning and Organizing, Communication (Verbal and Written), Computer Literacy, Report Writing, Driving, Project Management.

DUTIES : Oversee the provision of an effective risk management service in the Fund. Manage prevention and combat of Fraud and corruption activities in the Fund. Devise systems and processes to identify and analyse Risk and Fraud Oversee risk research and analysis within risk management. Provide strategic direction

for the directorate. Manage resources (Human, Finance, Equipment, Assets) in the Directorate.

ENQUIRIES : Ms HD Mhlongo, Tel: (012) 337 1984
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

OTHER POSTS

POST 26/13 : **DEPUTY DIRECTOR: CORPORATE GOVERNANCE: REF NO: HR4/4/3/2DDCG/UIF**
Re-Advertisement

SALARY : R 657 558 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three year tertiary qualification in Public Management / Administration/Auditing/Law/ B.Com Law / B.Com Auditing. A postgraduate Diploma in Compliance / Programme in Strategic Management and Corporate Governance / Certificate in Corporate Governance and Administration will serve as an added advantage. Five years relevant experience in Corporate Governance/ Auditing/ Law of which two (2) years must be at a management level. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Latest version of King Report, National Treasury Regulations. Skills: Problem Solving, Presentation, Planning and organising, Strong Analytical, Communications (both verbal and written), Computer Literacy, Report writing, Time Management, Numeracy, Driving.

DUTIES : Develop and implement corporate governance charter to all Committees in the Fund. Conduct research on the best practices to ensure provision of world class corporate governance. Maintain effectiveness of all corporate governance structures in the Fund. Manage the implementation of resolutions taken by all strategic structures. Develop and implement legislation compliance process. Manage resources in the Sub-Directorate.

ENQUIRIES : Mr MC Phathela, Tel : (012) 337 1411/ 1775
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 26/14 : **ASSISTANT DIRECTOR: COMPLIANCE SERVICES REF NO: HR4/4/3/2ASDCOMP/UIF**

SALARY : R 334 545 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three years tertiary qualification in Accounting/ Internal Auditing with Accounting/ Auditing as Major Subject. Four (4) years functional experience in the field of financial management/ or Employer Audit of which two (2) years must be at a supervisory level. Valid driver's license. Knowledge: Public Finance Management Act (PFMA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Debtors Management, Diversity Management. Skills: Communication, Listening, Computer Literacy (MS Office Suite), Interpersonal, Time Management, Report writing, Planning and Organising, Creativity, Numeracy, Financial Management.

DUTIES : Provide support to Employer Audit Services (EAS) at Provincial Office. Render employer audit activities for the Fund. Provide compliance rate and link with relevant units (operations and finance debtors. Maintain relations with professional, governmental and non governmental bodies with relevance to the UIF. Manage the process of dealing with the issuing of Compliance Certificates and Letters of Good Standing.

ENQUIRIES : SN Gumede, Tel: (012) 337 1448/ 1434
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 26/15 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER: REF NO: 4/17/07/17HO**

SALARY CENTRE REQUIREMENTS : R 281 418 per annum
 : Directorate: Management Advisory Services, Head Office
 : Three (3) year relevant tertiary qualification in Human Resources Management/Management Services/Industrial Engineering/Operations/Production Management/Psychology. Two (2) years functional experience in Organisational Development/Effectiveness/Work Study services. Knowledge: Basic understanding of policies, regulation, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Understanding of information analysis, Job profile design and Job evaluation, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Human Resource Development Policies, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Computer literate, Facilitation, Good communication (verbal and written), Listening, Planning and organising, Good Interpersonal relations, Interviewing, Research, Analytical, Problem solving, Interviewing.

DUTIES : Develop, review job profiles for newly created and existing posts in the Department of Labour. Conduct job evaluation processes in the Department of Labour. Conduct organisational development investigations. Coordinate the development of Business Process Improvement. Conduct and provide change management processes intervention in the Department.

ENQUIRIES APPLICATIONS : Mr S Nkhabelane, Tel: (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 26/16 : **CLIENT SERVICE OFFICER: MOBILE LABOUR CENTRE REF NO: HR4/4/8/93**

SALARY CENTRE REQUIREMENTS : R 226 611 per annum
 : Bloemfontein Labour Centre
 : Three (3) year relevant tertiary qualification in Public Management/Administration. Valid Code 10 drivers licence with PDP. One (1) year relevant experience as Client Service Officer. Knowledge: Labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public Service regulations, Client orientation strategy (Batho Pele Principles). Skills: Listening, Communication, planning and organizing of work, Computer literacy, Problem solving, interpersonal, Interviewing, Accurate data capturing, Ability to interpret legislation, Driving skills, Ability to interpret legislation, Ability to communicate in the local language (if applicable)

DUTIES : Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.

ENQUIRIES APPLICATIONS : Ms. WE Williams, Tel: (051) 4116402
 : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 26/17 : **RISK COMMITTEE CHAIRPERSON REF NO: HR4/4/3/3RCC/UIF**

SALARY CENTRE REQUIREMENTS : Members will be remunerated according to rates approved by the Department.
 : Unemployment Insurance Fund: Pretoria
 : Applications are invited for an experienced candidate with CRMA/ CIA /CA (SA)/MBL/MBA or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management, Auditing, Financial Management and Law for appointment as a member and the Chairperson of the Risk Committee of the Unemployment Insurance Fund (UIF) for a period of three years. Applicants must have expertise in Labour, Insurance, COSO model, COBIT Framework, Public Sector Risk Management Framework, and extensive leadership and experience in serving on the Risk/Audit Committee. Applicant may not be in employment with the Department of Labour, UIF, or other entities of the Department of Labour. The applicant should be independent and

knowledgeable on the status of their positions as a Chairperson of the Risk Committee. A knowledgeable person who keeps up to date with the developments in the governance and Management of risks. A member of a recognised body, a person who has Government interest in delivering a better service to its citizens. Candidates should have experience in the governance and management of risk environment for more than ten (10) years.

DUTIES

: Chairperson of the UIF Risk Management Committee shall also serve as an Audit Committee member and report on fraud and Risk Management matters. The Chairperson to provide an oversight role regarding: Monitoring implementation of risk management with the UIF. Ensure that the UIF maintain adequate, effective, efficient and transparent risk governance and management. The Chairperson will also be required to ensure compliance to legislation. Provide reports to the UI Commissioner on quarterly basis, as well as to other management or oversight committees. Integrating risk management into planning, monitoring and reporting processes. Reviewing the risk appetite and tolerance levels of the UIF. Reviewing relevant risk strategies/policies and other working procedures. Implement the risk maturity model. Reviewing risk management action plans to be instituted and ensuring compliance with such plans.

ENQUIRIES

: Ms T Gqalane, Tel: (012) 337 1770

APPLICATIONS

: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION

: Sub-directorate: Human Resource Management, UIF.