

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 : 25 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.

OTHER POSTS

POST 27/03 : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: 4/4/9/241**

SALARY : R281 418 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year relevant tertiary qualification degree / diploma in Risk Management/Internal Audit. Two (2) years functional experience. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Batho Pele Principles, Basic Conditions of Employment Act, Public Services Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and organising.

DUTIES : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.

ENQUIRIES : Mr GC Morebodi, Tel no: (018) 387 8146
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, or hand deliver at University Drive, Provident House, Mmabatho.

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

POST 27/04 : **EMPLOYMENT SERVICE PRACTITIONER (ESP2) REF NO: HR 4/4/4/6/27**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Soshanguve

REQUIREMENTS : Three (3) year relevant tertiary qualification in Social Science / Public Administration. No experience required. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's (PEAs) and TEAs. Supervise the administration of employer services at the Labour centres.

ENQUIRIES : Ms J Mahlaba, Tel no: (012) 730 0500

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand delivered at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 27/05 : **SUPERVISOR: REGISTRATION SERVICE REF NO: HR4/4/1/79**

SALARY : R281 418 per annum

CENTRE : Labour Centre: King Williams Town

REQUIREMENTS : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions, Batho Pele principles ,Public Service Act , Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES : Monitor and oversee the help desk at the first port of entry within Registration Services .Oversee the employment services rendered to all clients .Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending queries.

ENQUIRIES : Mr PM Nkosiaphantsi, Tel no: (043) 6433343

APPLICATIONS : Chief Director Provincial Operations: Private Bag X9005, East London, 5201, Physical address: No 3 Hill Street, East London, 5201

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 27/06 : **TEAM LEADER: INSPECTION SERVICES REF NO: HR4/4/4/06/03**

SALARY : R281 418 per annum

CENTRE : Labour Centre: Roodepoort

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. 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 ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, 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 : Mr M Tsautse, Tel no: (011) 766 2000

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

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 27/07 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES 48 POSTS**

SALARY CENTRE : R183 558 per annum

: Labour Centre: Alberton Ref No: HR 4/4/4/06/04(3 Posts)

: Labour Centre: Boksburg Ref No: HR 4/4/4/06/05 (3 Posts)

: Labour Centre: Brakpan Ref No: HR 4/4/4/06/06(1 Post)

: Labour Centre: Carletonville Ref No: HR 4/4/4/06/07 (1 Post)

: Labour Centre: Germiston Ref No: HR 4/4/4/06/08 (3 Posts)

: Labour Centre: Johannesburg Ref No: HR 4/4/4/06/09(1 Post)

: Labour Centre: Kempton park Ref No: HR 4/4/4/06/10 (3 Posts)

: Labour Centre: Nigel Ref No: HR 4/4/4/06/11(1 Post)

: Labour Centre: Randburg Ref No: HR 4/4/4/06/12 (4 Posts)

: Labour Centre: Roodepoort Ref No: HR 4/4/4/06/13 (3 Posts)

: Labour Centre: Sandton Ref No: HR 4/4/4/06/14(2 Posts)

: Labour Centre: Soweto Ref No: HR 4/4/4/06/15(1 Post)

: Labour Centre: Springs Ref No: HR 4/4/4/06/16 (2 Posts)

: Labour Centre: Vereeniging Ref No: HR 4/4/4/06/17 (1 Post)

: Labour Centre: Atteridgeville Ref No: HR 4/4/4/06/18 (2 Posts)

: Labour Centre: Bronkhorstspruit Ref No: HR 4/4/4/06/19 (3 Posts)

: Labour Centre: Garankuwa Ref No: HR 4/4/4/06/20 (1 Post)

: Labour Centre: Mamelodi Ref No: HR 4/4/4/06/21 (3 Posts)

: Labour Centre: Pretoria Ref No: HR 4/4/4/06/22 (3 Posts)

: Labour Centre: Randfontein Ref No: HR 4/4/4/06/23 (3 Posts)

: Labour Centre: Tembisa Ref No: HR 4/4/4/06/24 (2 Posts)

: Maponya Mall (Satellite Office) Ref No: HR 4/4/4/06/25 (1 Post)

: Labour Centre: Vanderbijlpark Ref No: HR 4/4/4/06/26 (1 Post)

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. A valid driver's licence. 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 S Ceasar, Tel no: (011) 861 6144

: Mr V Motaung, Tel no: (011) 898 3340

: Mr P T Mati, Tel no: (011) 744 9000

: Mr B P Mosoeu, Tel no: (018) 788 3281

: Mr M D Kgwele, Tel no: (011) 345 6300

: Ms E Mpumlwana, Tel no: (011) 853 0300

: Ms F S Tshabalala, Tel no: (011) 975 9301

: Mr R Madonsela, Tel no: (011) 814 7095

: Ms N M Tyelbooi, Tel no: (011) 781 8144

: Mr M Tsautse, Tel no: (011) 766 2000

: Ms C Geldenhuys, Tel no: (01) 444 7631

: Mr S Mthethwa, Tel no: (011) 939 1200

: Ms I Engelbrecht, Tel no: (011) 365 3719

: Mr H Tabane, Tel no: (016) 430 0000

Ms J Monoto, Tel no: (012) 373 4432
Ms J Ralane, Tel no: (013) 932 0197
Mr S Dikobe, Tel no: (012) 700 0290
Mr B Tau, Tel no: (011) 955 4420
Mr B Molefe, Tel no: (012) 812 9502
Ms A Phasha, Tel no: (012) 309 5000
Ms M Zaayman, Tel no: (011) 693 3618
Ms G Malungana, Tel no: (012) 727 1429
Mr S Mthethwa, Tel no: (011) 939 1200
Mr M Makena, Tel no: (016) 981 0280

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001or hand
deliever at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 27/08 : **INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR 4/4/06/02**

SALARY : R183 558 per annum
CENTRE : Labour Centre: Germiston
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB.
No experience required. 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 ,Unemployment Insurance Act, UI Contribution Act ,Employment
Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing
(Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving,
Interviewing, listening and observation, Analytical, Verbal and written
communication.

DUTIES : Conduct inspections with the aim of ensuring compliance with all labour legislations.
Execute investigations on reported cases pertaining to contravention of labour
legislation and enforce where and when necessary. Conduct proactive (Blitz)
inspections regularly to monitor compliance with labour legislation. Assist in
conduct Advocacy Campaigns on Labour Legislation. Assist in drafting of
inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr MD Kgwele, Tel no: (011) 345 6300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001or hand
deliever at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 27/09 : **SENIOR ADMIN CLERK: PUBLIC EMPLOYMENT SERVICES REF NO: HR**
4/4/1/78

SALARY : R152 862 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Grade 12 / Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions,
Human Resource Management, Batho Pele principles. Skills: Interpersonal,
Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to
learn fast, Problem solving.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities. Avail
information for coordination of International Cross-Border Labour Migration
functions. Support coordination of the registration and certification of Private
Employment Agencies. Coordinate large (Provincial) opportunities from key
stakeholders.

ENQUIRIES : Ms A Mphapha, Tel no: (043) 7013077
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 9005, East London, 5201,
Physical address: No 3 Hill Street, East London, 5201

FOR ATTENTION : Sub-directorate: Human Resources Management