

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 : 07 August 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.

Erratum: The post of Client Service Officer (48 posts): Ref No: Alberton-HR 4/4/4/06/04(3 Posts),Labour Centre: Boksburg- HR 4/4/4/06/05 (3 Posts),Labour Centre: Brakpan- HR 4/4/4/06/06(1 Post),Labour Centre: Carletonville- HR 4/4/4/06/07(1 Post),Labour Centre: Germiston- HR 4/4/4/06/08 (3 Posts),Labour Centre: Johannesburg- HR 4/4/4/06/09(1 Post),Labour Centre: Kempton park- HR 4/4/4/06/10 (3 Posts),Labour Centre: Nigel- HR 4/4/4/06/11(1 Post),Labour Centre: Randburg-HR 4/4/4/06/12 (4 Posts),Labour Centre: Roodepoort- HR 4/4/4/06/13(3Posts),Labour Centre: Sandton- HR 4/4/4/06/14(2 Posts),Labour Centre: Soweto- HR 4/4/4/06/15(1 Post),Labour Centre: Springs-HR 4/4/4/06/16(2 Posts),Labour Centre: Vereeniging-HR 4/4/4/06/17(1 Post),Labour Centre: Atteridgeville- HR 4/4/4/06/18 (2 Posts),Labour Centre: Bronkhorstspuit- HR 4/4/4/06/19 (3 Posts),Labour Centre: Garankuwa-HR 4/4/4/06/20(1 Post) Labour Centre: Mamelodi- HR 4/4/4/06/21(3 Posts),Labour Centre: Pretoria-HR 4/4/4/06/22(3 Posts),Labour Centre: Randfontein- HR 4/4/4/06/23(3 Posts),Labour Centre: Temba- HR 4/4/4/06/24(2Posts),Maponya Mall (Satellite Office)-HR 4/4/4/06/25 (1 Post),Labour Centre: Vanderbijlpark-HR 4/4/4/06/26 (1 Post) that were advertised on the PSVC No: 27 of 2017 with a closing date of 25 July 2017 have been withdrawn. Enquiries: Mr Enquiries: Ms H Rampou, Tel: (011) 853 0300

OTHER POSTS

POST 29/21 : **SENIOR ADMINISTRATIVE OFFICER: BS REF NO: HR 4/4/1/82**

SALARY : R281 418 per annum

CENTRE : Labour Centre: Port Elizabeth

REQUIREMENTS : 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 A Bezuidenhout, Tel no: (041) 506 5000

FOR ATTENTION : Chief Director Provincial Operations: Private Bag X 9005, East London, 5201, Physical address: No 3 Hill Street, East London, 5201
Sub-directorate: Human Resources Management

POST 29/22 : **INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR 4/4/9/245**

SALARY CENTRE REQUIREMENTS : R281 418 per annum.
: Labour Centre: Mafikeng (1 post) and Rustenburg (1 post)
: Three (3) year relevant tertiary qualification Labour Relations/BTech Degree in Labour Relations/ LLB 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 APPLICATIONS : Ms KM Gaolathwe, Tel no: (018) 3878146

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, or hand deliver at University Drive, provident House, Mmabatho
Sub-directorate: Human Resources Management, Mmabatho.

POST 29/23 : **INSPECTOR: AGRICULTURE REF NO: HR4/4/8/267**

SALARY CENTRE REQUIREMENTS : R281 418 per annum
: Provincial Office: Kimberly
: Three (3) year relevant tertiary qualification in Labour Relations Management/ Law Degree/LLB. A valid driver's licence. Two (2) years experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, Batho Pele principles, COIDA, Unemployment Insurance Act, UI Contribution Act, Basic Conditions of Employment Act. Skills: Planning and Organizing, Computer literacy, Conflict handling, Problem solving, Interviewing, listening and observation, Presentation, Analytical, Communication.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with Basic Conditions of Employment (BCEA) in agriculture sector. Execute investigations on reported cases pertaining to contravention of BCEA and enforce as and when

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| | | necessary including making preparations for and appearing in Court as a State Witness. Conduct allocated proactive (Blitz) inspections regularly to monitor compliance with BCEA. Conduct advocacy campaigns on BCEA and, analyse impact thereof. Contribute to the planning, drafting and maintenance of regional inspection. |
| <u>ENQUIRIES</u> | : | Mr IS Vass, Tel no: (053)838 1500 |
| <u>APPLICATIONS</u> | : | Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Kimberley. |
| <u>POST 29/24</u> | : | <u>INSPECTOR: INSPECTION SERVICES 3 POSTS</u> |
| <u>SALARY</u> | : | R183 558 per annum |
| <u>CENTRE</u> | : | Cradock- Reference No: HR4/4/1/80 (1 post) Labour Centre: Kuruman- Reference No: HR4/4/8/269 (1 post) Labour Centre: De Aar- Reference No: HR4/4/8/258 (1 post) |
| <u>REQUIREMENTS</u> | : | Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. No experience required. Valid Drivers 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms N Mkonto, Tel no: (048) 881 3010 Ms S Irwin, Tel no: (053) 838 1515 Mr S Mapukata, Tel no: (053) 631 0952 |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations: P O Box 38, Cradock, 5880 or or hand delivered at 73 Frere Street, Cradock, For Attention: Sub-directorate: Labour Centre Operations, Cradock Chief Director: Human Resources Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley For Attention: Sub-directorate: Human Resources Management, Kimberley. |
| <u>POST 29/25</u> | : | <u>UIF CLIENT SERVICE OFFICER 22 POSTS (LIMPOPO PROVINCE)</u> |
| <u>SALARY</u> | : | R183 558 per annum |
| <u>CENTRE</u> | : | Labour Centre: Giyani- HR 4/4/6/90(1 Post) Labour Centre: Phalaborwa-HR 4/6/6/91(1 Post) Labour Centre: Tzaneen-HR 4/6/6/92(3 Posts) Labour Centre: Thohoyandou-HR4/6/6/93(2 Posts) Labour Centre: Louis Trichardt-HR 4/6/6/94(1Post) Labour Centre: Polokwane-HR 4/6/6/95(1 Post) Labour Centre: Seshego-HR 4/6/6/96(1 Post) Labour Centre: Lebowakgomo-HR 4/6/6/97 (1 Post) Labour Centre: Mokopane- HR 4/6/6/98(1 Post) Labour Centre: Modimolle -HR 4/6/6/99(2 Posts) Labour Centre: Lephalale- HR 4/6/6/100(3 Posts) Labour Centre: Groblersdal HR 4/6/6/101(2 Posts) Labour Centre: Jane Furse-HR 4/6/6/102(3 Posts) |
| <u>REQUIREMENTS</u> | : | Grade 12 /Senior Certificate with Mathematics or Accounting. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Departmental of Labour and UIF policies and procedures, UIF's Vision, Mission and Values, Customer Care Principles, Procedures and guidelines. Skills: Interviewing, Communication (Verbal and written), Computer |

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| | | literacy, Time management, Customer Relations, Analytical, Telephone etiquette, Interpersonal. |
| <u>DUTIES</u> | : | Provide screening services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions. |
| <u>ENQUIRIES</u> | : | Ms TE Maluleke Tel no: (015) 290 1625 Ms CM Ledwaba Tel no: (015) 290 1630 Mr W Mokoena Tel no: (015) 290 1626) |
| <u>APPLICATIONS</u> | : | Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Limpopo Provincial Office. |
| <u>POST 29/26</u> | : | <u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES 3 POSTS</u> |
| <u>SALARY</u> | : | R183 558 per annum |
| <u>CENTRE</u> | : | Labour Centre: Cradock-Reference No: HR4/4/1/81(1 post) Labour Centre: Kimberly- Reference No: HR4/4/8/259 (2 posts) |
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms N Mkonto, Tel no: (048) 8813010 Mr J Mphahlele, Tel no: (053) 8381500 |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations: P O Box 38, Cradock, 5880 or or hand delivered at 73 Frere Street, Cradock, For Attention: Sub-directorate: Labour Centre Operations, Cradock Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley For Attention: Sub-directorate: Human Resources Management, Kimberley. |
| <u>POST 29/27</u> | : | <u>UIF CLIENT SERVICE OFFICER 48 POSTS (GAUTENG PROVINCE)</u> |
| <u>SALARY</u> | : | R183 558 per annum |
| <u>CENTRE</u> | : | Labour Centre: Alberton-HR 4/4/4/07/01(3 Posts) Labour Centre: Boksburg-HR 4/4/4/07/02(3 Posts) Labour Centre: Brakpan-HR 4/4/4/07/03(1 Post) Labour Centre: Carletonville-HR 4/4/4/07/04 (1 Post) Labour Centre: Germiston- HR 4/4/4/07/05 (3 Posts) Labour Centre: Johannesburg-HR 4/4/4/07/06(1 Post) Labour Centre: Kempton park- HR 4/4/4/07/07(3 Posts) Labour Centre: Nigel-HR 4/4/4/07/08(1 Post) Labour Centre: Randburg-HR 4/4/4/07/09(4 Posts) Labour Centre: Roodepoort-HR 4/4/4/07/10 (3 Posts) Labour Centre: Sandton -HR 4/4/4/07/11(2 Posts) Labour Centre: Soweto-HR 4/4/4/07/12(1 Post) Labour Centre: Springs-HR 4/4/4/07/13(2 Posts) Labour Centre: Vereeniging-HR 4/4/4/07/14 (1 Post) Labour Centre: Atteridgeville-HR 4/4/4/07/15 (2 Posts) Labour Centre: Bronkhorstspuit-HR 4/4/4/07/16(3 Posts) Labour Centre: Garankuwa-HR 4/4/4/07/17 (1 Post) Labour Centre: Mamelodi-HR 4/4/4/07/18(3 Posts) Labour Centre: Pretoria-HR 4/4/4/07/19(3 Posts) |

Labour Centre: Randfontein-HR 4/4/4/07/20 (3 Posts)
Labour Centre: Tembisa-HR 4/4/4/07/21(2 Posts)
Maponya Mall (Satellite Office)-HR 4/4/4/07/22(1 Post)

REQUIREMENTS

: Grade 12 /Senior Certificate with Mathematics or Accounting. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Departmental of Labour and UIF policies and procedures, UIF's Vision, Mission and Values, Customer Care Principles, Procedures and guidelines. Skills: Interviewing, Communication (Verbal and written), Computer literacy, Time management, Customer Relations, Analytical, Telephone etiquette, Interpersonal.

DUTIES

: Provide screening services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.

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 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, 2001 Hand delivered at 77 Korte Street, Braamfontein.

FOR ATTENTION

: Sub-directorate: Human Resources Management, Gauteng Province.