

## 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** : 28 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](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: Note the correct salary notch for the posts of Office Administrator: Medical Services Ref No: HR5/1/2/3/19 for Compensation Fund and Personnel Practitioner: Conditions of Services Ref No: HR5/1/2/3/20 for Compensation Fund is SR7 Notch 1(R226 611 per annum). The posts were advertised on the PSVC No 31 of 2017 with the incorrect notch of R266 611 per annum.

## OTHER POSTS

**POST 32/13** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/276**

**SALARY** : R 779 295 per annum (All inclusive)

**CENTRE** : Labour Centre: De Aar

**REQUIREMENTS** : Three year relevant tertiary qualification in Public Management / Public Administration / Management / Business Management/ Business Administration/Operations Management. Two (2) years management experience. Three years functional experience in business/organisational operations/services. Valid driver's licence. Knowledge: Public Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Project management.

**DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Manage the budget of the Labour Centre. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

**ENQUIRIES** : Mr ZL Albanie, Tel no: (053) 8381500

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or Hand delivered at c/o Pniel & Compound Street, Kimberley

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Kimberley

**POST 32/14** : **SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/1/80**

**SALARY** : R779 295 per annum (all inclusive)

**CENTRE** : Provincial Office: East London

**REQUIREMENTS** : Three year tertiary qualification in Environmental Health/Analytical Chemistry/Chemical Engineering/Electrical Engineering/Mechanical Engineering/ Civil and Construction Engineering. Two (2) years management experience. Three (3) years functional experience in Health and Safety Inspection/ Services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act, Public Service transformation and management issues, White paper on transformation of Public Services, Ability to convert policy into action, Public service Regulation and Relevant prescripts, corporate governance. Skills: Facilitation, Planning and Organizing, Computer Literacy, Problem Solving, Interpersonal, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.

**DUTIES** : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the sub-directorate such as Human Resource, Financial Resources, Assets and etc.

**ENQUIRIES** : P Bodoza, Tel no: (043) 701-3272

**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London

**FOR ATTENTION** : Human Resources Management, Eastern Cape

**POST 32/15** : **PSYCHOMETRIST / REGISTRED COUNSELLOR (GRADE1) REF NO: HR4/4/8/107**

**SALARY** : R514 476 per annum (OSD)

**CENTRE** : Labour Centre: Bethlehem

**REQUIREMENTS** : Four years B Psych qualification or a B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES** : Ms I Goosen, Tel no: (057) 3910200

**APPLICATIONS** : 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 32/16** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/8/268**

**SALARY** : R417 552 per annum

**CENTRE** : Provincial Office: Kimberly

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations Management/ BCOMM Law /LLB Degree. Two (2) years Supervisory experience. Two (2) years relevant functional experience in Labour Inspections and enforcement Services. Valid driver's licence (B). Knowledge: Departmental Policies and procedures, Batho Pele principles, Public Finance Management Act, Labour Relations Act, Public Service Regulations, Promotion of Equity and prevention of unfair discrimination, Promotion of Administrative Justice Act, Employment Equity Act . Skills: Planning and Organizing, Computer

literacy, Communication, Problem solving, Interviewing, listening and observation, Presentation, Research, Project management.

**DUTIES** : Ensure the implementation of programmes, work plans and policies for Employment Equity Act and Regulations administered by the Department of Labour. Conduct investigations into complex cases that have been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Act programmes. Provide technical advice on sector specific to Employment Equity Act matters. Conduct Advocacy campaigns on EEA and analyse the impact thereof .Manage resources within the unit.

**ENQUIRIES APPLICATIONS** : Mr IS Vass, Tel no: (053) 8381500

: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or Hand delivered at c/o Priel & Compound Street, Kimberley

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Kimberley

**POST 32/17** : **ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR 4/4/10/123**

**SALARY** : R417 552 per annum

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science (Psychology) Public Administration/Business Administration a valid driver's license. Two (2) years Management experience. Two (2) years functional experience in Public Employment/Public Administration/Management Services. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies. Skills: Planning and organising, Computer literacy, Interpersonal, Analytical, Presentation Leadership, networking, Information Management, Verbal and written communication.

**DUTIES** : Coordinate International Cross Border Labour Migration and PEA/TES functions. Coordinate the provision of services to distress companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.

**ENQUIRIES APPLICATIONS** : Ms Z Maimane, Tel no: (021) 4418125

: Chief Director: Provincial Operations: PO Box 872, Cape Town, Hands deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Western Cape.

**POST 32/18** : **ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/5/61**

**SALARY** : R334 545 per annum

**CENTRE** : Labour Centre: Pietermaritzburg

**REQUIREMENTS** : Three (3) year tertiary qualification degree/diploma in Public Management/ Administration / Social Science /OHS/Finance and HRM is required. A medical background will be an added advantage e.g. Professional nurse. Five (5) to eight years supervisory experience in compensation of claims and medical claims processing environment. Valid driver's licence. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and COID Act, regulations, policies and procedures, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service( Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPSA guidelines on COIDA. Skills: Required Technical Proficiency, Business writing, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation, Work Ethics and self management, Risk Management and Corporate Governance.

**DUTIES** : Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer

registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

**ENQUIRIES** : Mr MP Tshabalala Tel no: (033) 341 5300

**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Kwazulu-Natal.

**POST 32/19** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR 4/4/7/11**

**SALARY** : R334 545 per annum

**CENTRE** : Provincial Office: Emalahleni

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Public Administration/Management/Business Administration/Management. Two (2) years Supervisory experience. Two (2) years functional experience in Support Services. Code EB Drivers Licence. Knowledge: Analytical Methods, Basic Communication Principles, Diversity Management, Group Dynamics, Research, Project Management, COIDA, LRA, EEA, BCEA, OHSA, UIA, PES Bill. Skills: Analytical, Assertiveness, Communication, Interpersonal, innovative and creative, leadership, Management, Planning, Organisation, Map reading, Performance Management System, Stress Management, Team Management.

**DUTIES** : Manage Inspection and Enforcement Services budget. Coordinate and Plan Training for IES Unit. Responsible for drafting all reports within IES Unit. Collating statistics. Monitor and Administration.

**ENQUIRIES** : Ms NL Njwambe Tel no: (013) 655 8776

**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Emalahleni

**POST 32/20** : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES REF NO: HR 4/4/10/122**

**SALARY** : R334 545 per annum

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Three years relevant tertiary qualification in Business/Public Administration/Management or Financial Management. Two (2) years Supervisory experience. Two (2) years functional experience in the Administration Services. A valid driver's licence. Knowledge: Relevant Departmental policies and procedures, Basic conditions of Employment Act, Batho Pele principles, Minimum Information Security Standard, Archives Records, National Archives and Record Services, Safety and security, Accommodation procedures, Damage and loss control. Skills: Communication, Interpersonal relations, Decision making, Problem solving, Presentation, Conflict Management, Computer literacy, Verbal and written communication.

**DUTIES** : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational.

**ENQUIRIES** : Ms Z Maimane, Tel no: (021) 4418125

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, Hands deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Western Cape.

**POST 32/** : **APPLICATION DEVELOPMENT: JAVA REF NO: HR 4/17/08/04HO**

**SALARY** : R334 545 per annum

**CENTRE** : Chief Directorate: Information Communication Technology, Head Office

**REQUIREMENTS** : Three year relevant tertiary qualification in Information Communication Technology or relevant qualification. Four (4) years functional experience in Application Development and Support (specialization in JavaScript). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software developments methodologies including Waterfall and Agile, Batho Pele Principles Departmental

Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.

**DUTIES** : Analyze, specify and develop customized software Applications Java. Provide support and maintenance of customized software Applications Java. Develop applications according to the defined standards and best practice principles.

**ENQUIRIES APPLICATIONS** : Ms E Cronje, Tel no: (012) 309 4876

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

**POST 32/21** : **APPLICATION DEVELOPMENT: ASP.NET REF NO: HR 4/17/08/05HO**

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum  
 : Chief Directorate: Information Communication Technology, Head Office  
 : Three year relevant tertiary qualification in Information Communication Technology or relevant qualification. Four (4) years functional experience in Application Development and Support (specialization in ASP. NET). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software developments methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.

**DUTIES** : Analyze, specify and develop customized software Applications ASP.NET. Provide support and maintenance of customized software Applications ASP.NET. Develop applications according to the defined standards and best practice principles.

**ENQUIRIES APPLICATIONS** : Ms E Cronje, Tel no: (012) 309 4876

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

**POST 32/22** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: HR 4/4/8/272**

**SALARY CENTRE REQUIREMENTS** : R281 148 per annum (OSD)  
 : Labour Centre: Kimberley  
 : A National diploma/Degree in Occupational Therapy. A Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage plus a minimum of six to nine (6-9) years' relevant post community service experience and a proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: Public Service, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Customer Service (Batho Pele Principles). Legislative requirements: COIDA Act, Regulations and Policies, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy Development Act, Integrated National Disability Strategy, Occupational Health and Safety Act, Public Service Act, Employment Equity Act, Labour Relation Act, Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution Act 108 of 1996 (Amended), General knowledge of Public Service Regulations Skills: Rehabilitation, Analytical, Business writing, Required IT skills, Strategic leadership, Financial management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, Problem solving and Analysis, Decision making, Accountability, Client orientation and Customer Focus, Communication, Work Ethic and self-management, Risk Management and Corporate Governance, Environmental Awareness

**DUTIES** : Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the disability Management section.

**ENQUIRIES APPLICATIONS** : Dr IP Jood- Molaolwe, Tel no: (053) 838 1589  
 : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or Hand delivered at c/o Pniel & Compound Street, Kimberley

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Kimberley

**POST 32/23** : **SENIOR EMPLOYER AUDIT SERVICES OFFICER REF NO: HR 4/4/8/278**

**SALARY** : R281 418 per annum  
**CENTRE** : Provincial Office: Kimberley  
**REQUIREMENTS** : Three(3) year tertiary qualification in Labour Relations Management/ BCom Law/LLB/ Internal Auditing Two (2) years functional experience in Auditing and /financial Management. Valid driver's licence. Knowledge: OHS act and Regulations, Public service Act and Regulations, Batho Pele Principles, Departmental Policies and Procedures COIDA, UIA, SDLA, EEA, SDA, BCEA, LRA. Skills: Planning and Organizing, Facilitation, Computer Literacy, Communication written and verbal, Problem, Project management, Analytical.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provides expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitors and evaluate impact of UIA &COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage resources within the Unit.

**ENQUIRIES** : Mr IS Vass, Tel no: (053) 8381500  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or Hand delivered at c/o Pniel & Compound Street, Kimberley

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Kimberley

**POST 32/24** : **LEGAL ADMINISTRATIVE OFFICER 4 POSTS (MR3 TO MR5) REF NO: HR 5/1/2/3/21**  
(Re-Advertisement)

**SALARY** : R226 227 – R818 301 per annum (OSD)  
**CENTRE** : Provincial Offices: Western Cape (1 Post), Compensation Fund, Pretoria (2 Posts) and Free State (1 Post)

**REQUIREMENTS** : A Four-year legal qualification or equivalent. Three to Five years post graduate experience in Legal Service. Admission as an Advocate of Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund business strategies and goals, Directorate / sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, DPSA guidelines on COIDA. Legislative Requirements: COIDA Act, Regulations and Policies, Public service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), General knowledge of the Public Service Regulations, LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency, Business Writing, Required IT, IT Operating Systems, Decision making, Self Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving, Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness, Legal Skills

**DUTIES** : Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 application hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.

**ENQUIRIES** : Mr W Mogashoa, Tel no: (012) 319 9475  
**APPLICATIONS** : Acting Chief Director: Corporate Support: Private Bag X 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 32/25** : **UIF CLIENT SERVICE OFFICER 2 POSTS (GAUTENG PROVINCE)**

**SALARY CENTRE** : R183 558 per annum  
 : Labour Centre: Labour Centre: Johannesburg, HR 4/4/4/07/27 (1 post)  
 : Labour Centre: Johannesburg -HR 4/4/4/07/28 (1 post) (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 E Mpumlwana, Tel: (011) 853 0300  
 : Mr BBR Tau, Tel no: (011) 955 4420

**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 Province.

**POST 32/26** : **UIF CLIENT SERVICE OFFICER 15 POSTS (MPUMALANGA PROVINCE)**

**SALARY CENTRE** : R183 558 per annum  
 : Labour Centre: Emalahleni-HR 4/4/725 (3 posts)  
 : Labour Centre: Ermelo-HR 4/4/7/26 (1 post)  
 : Labour Centre: Kwa-Mhlanga-HR 4/4/7/27 (2 posts)  
 : Labour Centre: Malelane-HR4/4/7/28 (2 posts)  
 : Labour Centre: Mbombela-HR 4/4/7/29 (3 posts)  
 : Labour Centre: Middelburg-HR 4/4/7/30 (1post)  
 : Labour Centre: Secunda-HR 4/4/7/31(2 posts)  
 : Labour Centre: Standerton-HR 4/4/7/32(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** : Mr LD Mkhonto, Te no: (013) 656 1422  
 : Ms L Mashego, Tel no: (017) 819 7632  
 : Mr VA Mtshweni, Tel no: (013) 947 2484  
 : Mr R Khoza, Tel no: (013) 790 1528  
 : Ms LL Shawe, Tel no: (013) 753 2844  
 : Mr PB Molapo, Tel no: (013) 283 3600  
 : Ms NMR Sophazi, Tel no: (017) 631 2585  
 : Mr LI Ledwaba, Tel no: (017) 712 1351

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer Street and Beatty Avenue, Witbank

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Emalahleni

**POST 32/27** : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/8/277**

**SALARY CENTRE** : R183 558 per annum  
 : Labour Centre Kimberley

**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 J Mphahlele Tel no: (053) 8381580

**APPLICATIONS** : 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.

**POST 32/28** : **SENIOR REGISTRY CLERK: ACCOUNTS AND BOOKING REF NO: HR 4/4/9/248**

**SALARY** : R152 862 per annum

**CENTRE** : Provincial Office: Mmabatho

**REQUIREMENTS** : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. No experience required. Knowledge: Public Service Finance Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication, People Management.

**DUTIES** : Provide booking services of cars in the Province. Attain information to prepare payment for service provider. Acquire information on payment of fines. Disseminate information to the relevant stakeholder e.g. newly developed policies, new Acts pertaining to transport and etc.

**ENQUIRIES** : Ms F K Diokana, Tel no: (018) 387 8100

**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 32/29** : **SENIOR ADMIN CLERK: TRAVEL ACCOUNTS AND BOOKING REF NO: HR 4/17/08/02HO**

**SALARY** : R152 862 per annum

**CENTRE** : Directorate: Fleet and Auxiliary Services, Head Office

**REQUIREMENTS** : Matriculation/ Grade 12 with Mathematics or Accounting. Knowledge: PFMA, Treasury Regulations, Batho Pele Principles, Departmental policies and procedures, Project Management. Skills: Computer literacy, Presentation, Analytical, Verbal and written Communication.

**DUTIES** : Render the air travel, hotel accommodation booking services to the Official of the Department. Administer the provision of short term rental vehicles and car rental accidents in the Department. Consolidate Travel Services invoices received and prepare payment to Service provider. Coordinate information to ensure payment of air travel, hotel accommodation and short term rental vehicles to relevant officials.

**ENQUIRIES** : Mr LH Shabalala, Tel no: (012) 309 4881

**APPLICATIONS** : 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