

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 : 18 September 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 35/19 : **CHIEF LEGAL ADMINISTRATION OFFICER REF NO: HR 4/17/08/15HO**

SALARY : R1 068 564 per annum (All inclusive)

CENTRE : Chief Directorate: Legal Services, Head Office

REQUIREMENTS : LLB Degree (NQF Level 7 and SAQA recognized. Admission and the right to appear in the High Court of South Africa as an Attorney or Advocate. Valid driver's licence. Five (5) years experience at a senior Managerial level. Five (5) years functional experience in legal advisory. Knowledge: Departmental policies and procedures, Batho Pele Principles, Financial Management, Strategic Management, Interpretations of Acts and Regulations, Human Resources Management. Skills: Strong leadership, Verbal and written communication, Facilitation, Problem solving, Computer literacy, Presentation, Performance Management, Analytical, Coordination of functions.

DUTIES : Liaise with State Attorney, Office of the Chief State Law Advisor and Public Protector and other relevant structures and stakeholders. Draft operational plans and compile status reports on legal matters in the Department. Provide legal advisory services in the Department. Provide advice to the Minister, Director-General. Supervise the work of the officials in the Chief Directorate and manage their performance and development. Ensure sound financial management in the Chief Directorate.

ENQUIRIES : DDG: CS Ms BB Matebesi, Tel no: (012) 309 4865/4226

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

POST 35/20 : **PROVINCIAL CHIEF INSPECTOR: IES 2 POSTS**

SALARY CENTRE : R898 743 per annum (All inclusive)
 Provincial Office: Free State- Reference No: HR 4/17/08/16HO (1 post)
 Provincial Office: Eastern Cape- Reference No: HR 4/17/08/17HO (1 post)

REQUIREMENTS : Three (3) year Degree (NQF level 7 and SAQA recognized) in Engineering /BCOM Law /LLB. Five (5) years middle management experience. Three (3) years functional experience in Inspections Enforcement/labour relations matters. A valid driver's licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Condition of Employment Act, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA,UIA, UI Contribution Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Research, Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide technical advice on all areas of inspection and enforcement. Execute IES strategies and directives. Promote awareness through Advocacy and Education Programmes. Manage the resources within the Inspectorate and Enforcement Unit.

ENQUIRIES APPLICATIONS : DDG IES: Ms A Moiloa, Tel no: (012) 309 4553
 Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 35/21 : **SENIOR SPECIALIST: HEALTH AND HYGIENE REF NO HR 4/17/08/03HO**

SALARY CENTRE REQUIREMENTS : R898 743 per annum (All inclusive)
 Directorate: Occupational Health and Hygiene, Head office
 Three (3) year Degree (NQF7 & SAQA recognized) in Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene. Five (5) years Middle Management experience. Three (3) years functional experience in Occupational Health and Hygiene Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, OHS Act and Regulations, UIA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Innovative, Facilitation, Computer literacy, Presentation, Interpersonal, Problem Solving, Analytical, Verbal and written communication, Interviewing, listening and observation, Planning and organizing.

DUTIES : Develop and implement Strategies, Policies and Guidelines on Health and Hygiene for the Department of Labour. Provide Guidance and participate in conducting complex inspections for Health and Hygiene regularly as per OHS prescripts. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and Hygiene. Provide support for enforcement action, including preparation of reports for legal proceedings. Manage resources and monitor performance of staff within the Directorate.

ENQUIRIES APPLICATIONS : Mr T Szana, Tel no: (012) 309 4389
 Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

OTHER POSTS

POST 35/22 : **DEPUTY DIRECTOR: COIDA REF NO: HR 4/4/7/18**

SALARY CENTRE REQUIREMENTS : R657 55 8 per annum (All inclusive)
 Provincial Office: Emalahleni (Mpumalanga)
 Three year tertiary qualification degree / diploma in Public Management / Administration / Social Science / OHS / Finance and HRM is required. Five (5) to (8) eight years management experience in claims processing environment (medical

and compensation). Valid driver's licence. Knowledge: Public Services Regulations, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, COIDA Act, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), DPSA guidelines on COIDA, Technical knowledge, Occupational Health and Safety Act (OHS), PAJA, Promotion of Access to Information Act, Road Accident Fund (RAF), Unemployment Insurance Act, Constitution Act of 1996 (amended). 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, Data capturing, Quality Management.

DUTIES : Coordinate efficient provision and administration of Compensation and assessment services. Oversee the provision of specialist in the Province/ Labour Centre. Liaise with internal and external stakeholders in respect of COIDA legislation. Assist in the management of the Province/ Labour Centre. Manage human, financial and physical resources of the sub- directorate.

ENQUIRIES APPLICATIONS : Ms LP Magubane, Tel no: (013) 655 8733
 Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

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

POST 35/23 : **SENIOR LEGAL ADMINISTRATIVE OFFICER (MR 6) REF NO: HR 4/4/3/2DDSLAO/UIF**
 Re-advertisement

SALARY CENTRE REQUIREMENTS : R420 909- R 1023 054 per annum (OSD)
 : Unemployment Insurance Fund: Pretoria
 : A Four year Degree in Law (LLB/B.Proc) or equivalent qualifications. At least eight years legal services experience (OSD). Admitted as an Attorney/ Advocate. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Regulations Act (PSA), Promotion of Access to Information Act (PAIA), Promotion of Administration Justice Act (PAJA), Criminal Procedure Act, Labour Relations Act, The constitution of the Republic of South Africa, Unemployment Insurance Act and Regulations (UICA), Unemployment Insurance Act (UIA), Litigation Procedures, Law of Evidence, Constitutional Law. Skills: Negotiation skills, Communication skills, Time Management skills, Planning and Organizing skills, Project Management skills, Financial Management skills, Strategic planning skills, Report writing, Listening, Computer Literacy, Liaison skills, Diplomatic skills, Policy Development, Networking skills, Interviewing skills.

DUTIES : Provide necessary and professional legal advice and support in the Fund. Provide legal strategies directions to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memorandum of understanding, service level arrangements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship with all stakeholders.

ENQUIRIES APPLICATIONS : Adv. MC Phathela, Tel no: (012) 337 1775
 : 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 35/24 : **ASSISTANT DIRECTOR: RESEARCH AND POLICY DEVELOPMENT: REF NO: HR4/4/3/2ASDRPD/UIF**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
 : Unemployment Insurance Fund: Pretoria
 : A three year tertiary qualification in Public Administration / Public Management. Four (4) years functional experience in Research and Policy environment of which two (2) years must be at supervisory level. Knowledge: Policy Analysis,

Development and Management, Research Methodology, Quality Management, Project Management, Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA). Skills: Report writing, Risk Management, Financial Management, Diversity Management, Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, Power Point and Statistical Software such as SPSS, Communication, Conflict Management. Problem Solving, Presentation, Planning and Organizing, Analytical and Creativity.

DUTIES : Facilitate Policy Development processes in Unemployment Insurance Fund. Conduct research studies for Unemployment Insurance Fund. Coordinate and monitor the review of policies in Unemployment Insurance Fund. Manage resources (Human, Finance, Equipment, Assets) within the section.

ENQUIRIES APPLICATIONS : Ms DM Ratau, Tel no: (012) 337 1706

FOR ATTENTION : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
Sub-directorate: Human Resource Management, UIF

POST 35/25 : **ASSISTANT DIRECTOR: BUDGETS REF NO: HR4/4/3/2ASDB/UIF**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
: Unemployment Insurance Fund: Pretoria
: National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Four (4) year functional experience in financial management environment of which two (2) years must be at supervisory level. Knowledge: Public Finance Management Act (PFMA), National Treasury MTEF Guidelines Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), International Financial Reporting Standards (IFRS), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Financial Management, Communication, Computer Literacy, Time Management, Report writing, Planning and organising, Analytical, Creative, Numeracy.

DUTIES : Render effective budget process of the Fund. Provide effective budget governance and compliance to the Fund Prepare budget reports. Manage resources (Financial, Equipment / Assets) in the section.

ENQUIRIES APPLICATIONS : MT Ramanyimi, Tel no: (012) 337 1513

FOR ATTENTION : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
Sub-directorate: Human Resource Management, UIF

POST 35/26 : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/9/280**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
: Provincial Office: Kimberly
: LLB Degree /Four (4) years relevant tertiary qualification in Law. Right of appearance in a High Court as an admitted attorney or advocate. Two (2) years functional experience legal environment. A valid driver's license. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, UI contributions Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES policies. Manage the advocacy programmes on compliance and enforcement for IES in the Province. Oversee administration for statutory services in the Province. Develop and implement a Labour Centre monitoring program for enforcement files. Manage the resources within the unit.

ENQUIRIES APPLICATIONS : Mr IS Vass, Tel no: (053) 8381500
: 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 35/27 : **RISK COMMITTEE MEMBER REF NO: HR4/17/08/41HO**
Three years contract

SALARY CENTRE REQUIREMENTS : Members will be remunerated according to rates approved by the Department
: Department of Labour: Head Office, Pretoria
: A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPISA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

DUTIES : Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES APPLICATIONS : Mr Zwane, Tel no: (012) 309 4561
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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