

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 : 02 October 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 37/20 : **DEPUTY DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR 4/4/5/95**

SALARY : R779 295 per annum (All inclusive)

CENTRE : Provincial Office: Kwazulu-Natal

REQUIREMENTS : Three (3) year tertiary qualification in Social Sciences/ Economics/ Statistics. Two (2) year Management experience. Three (3) years functional experience in Labour market analysis, data processing and research field. Valid driver's license. Knowledge: Research processes, Project management, Labour economics, Statistics software application, Labour Legislation, Financial management, PFMA, Public Service Administration, Batho Pele Principles. Skills: Report writing, Advance Computer-MS Office, Statistical software, Stakeholder relations, Communication, Presentation, Leadership, Problem solving and decision making, Project Management, Statistical analysis, Analytical, Innovative.

DUTIES : Provide Performance Information Management Services. To monitor and evaluate the impact of legislation through research. Provide a data and information service. Manage all resources of of the Sub-Directorate.

ENQUIRIES : Ms JKC Manogaran, Tel no: (031) 366 2013

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

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

POST 37/21 : **DEPUTY DIRECTOR: COMMUNICATION REF NO: HR 4/4/3/2DDC/UIF**
Re-advertisement

SALARY : R657 558 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three year tertiary qualification in Communications/ Journalism/ Public Relations. Five (5) years experience in Communication/ Public Relations of which two (2) years must be at management level. A valid driver's license. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Procedures and policies of UIF, Business case/ concept of the UIF. Promotion to Access to Information Act (PAIA), Communications and marketing policy of the Government, Media in general and specific operations of different media sections, Marketing and promotional strategies. Skills: Communication, Creative Writing, Editing and proofreading, Computer Literacy, Management, Analytical, Project Management, Conflict Management, Management, Analytical, Project Management, Conflict Management.

DUTIES : Render an effective and efficient media relations services. Provide effective publications services. Manage the development of departmental website content. Render Library services. Manage resources (Human, Financial, Assets) in the Directorate.

ENQUIRIES : Mr GM Buthelezi, Tel no: (012) 337 1692/1430
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 37/22 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT: REF NO: HR4/4/3/2DDCM/UIF**
Re-advertisement

SALARY : R657 558 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three years tertiary qualification in Industrial and Organisational Psychology / Public Administration/ Human Resources Management. Post graduate diploma or Advanced Programme in Organisational Development will be added advantage. Five (5) years experience in managing and implementing change management interventions at various levels of the organisation to improve efficiency and effectiveness of which two (2) years must be management experience. Knowledge: Public Finance Management Act (PFMA), Change Management Principles and Methodologies, Project Management approaches, tools and phases, Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA), Change Management Framework. Skills: People Management, Problem Solving, Presentation, Planning and Organising, Strong Analytical, Communication (both written and verbal), Ability to influence, Computer Literacy, Report writing.

DUTIES : Develop, implement, review, monitor and evaluate change management framework, strategy and intervention. Manage employee engagement in the Fund. Participate in multi-disciplinary projects in order to inculcate change acceptance and enable the department to meet its objectives. Manage resources within the Sub-directorate.

ENQUIRIES : Ms HD Mhlongo, Tel no: (012) 337 1984/1444
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 37/23 : **ASSISTANT DIRECTOR: IES REF NO: HR4/4/08/01**

SALARY : R417 552 per annum
CENTRE : Labour Centre: Germiston
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/ Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience in Inspection /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, Public Service Regulations, Occupational Health and Safety Act, COIDA SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical Verbal and written communication.

DUTIES : Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

ENQUIRIES : Mr MD Kgwele, Tel no: (011) 345 6300

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

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

POST 37/24 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: HR4/4/3/2ASDQA/UIF**

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : A three years tertiary qualification in Contact Management/ Public Administration/ Communication/ Business Management/ Business Administration or equivalent qualification. Four (4) years functional experience of which Two (2) years must be at a supervisory level. Knowledge: Telephone Etiquette, Call Centre Processes, Call Centre Systems, Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Batho Pele Principles. Skills: Computer Literacy-Microsoft Suites, Interpersonal, Communication, Listening, Customer Focused, Problem solving, Planning and Organizing, Analytical, Report Writing, Creativity.

DUTIES : Monitor and evaluate the quality of the call received and provide advice on Standard Operational Measures. Manage and monitor the analysis of the systematic call centre reports. Monitor the maintenance of the call centre systems. Monitor the maintenance of call centre equipment. Manage resources in the section.

ENQUIRIES : JN Mthembu, Tel no: (012) 337 1189

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 37/25 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT: REF NO: HR4/4/3/2ASDOD/UIF**
Re-advertisement

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years relevant tertiary qualification in Management Services / Organizational and Work-Study / Production Management / Operations Management / Industrial Psychology or relevant qualifications. Job evaluation certificate and Valid Drivers license. Two (2) years Supervisory experience and two (2) years functional experience in Organizational Development. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act, (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act, (PSA), Job Evaluation Process and Equate System, Job Analysis and Organisational design Principles, Office Accommodation Processes, Work-Study Techniques, Procedure and Methods. Skills: Communication, Computer literacy, Listening, Analytical, Presentation, Research. Problem Solving,

DUTIES : Benchmarking, Innovative and Creative, Numeracy, Report writing, Interpersonal, Time Management, People Management, Planning and Organizing.

DUTIES : Develop and review the organizational structure. Facilitate the development and reviewal of job profiles. Conduct job evaluation in the Fund. Monitor optimal work layouts, office accommodation and working conditions. Conduct procedure and method study. Manage resources (Human, Finance, Equipment, Assets) in the section.

ENQUIRIES : JN Mthembu, Tel no: (012) 337 1189

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 37/26 : **ASSISTANT DIRECTOR: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR4/4/3/2ASDPISS/UIF**

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : A three (3) years tertiary qualification in Security Risk Management and State Security Management Course. Private Security Industry Regulatory Authority (PSIRA) Grade A certificate. Four (4) years functional experience in security environment of which 2 years in supervisory. Knowledge: Public Financial Management Act (PFMA), Private Security Industry Regulatory authority (PSIRA), Security Management, Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Control of Access to Public Premises and Vehicle Act, National Intelligence Processes, Criminal Procedures Act, Disaster Management, Labour Relations Act. Skills: People Management, Problem Solving, Presentation, Planning and Organizing, Analytical, Communication, Computer Literacy, Report Writing, Creativity.

DUTIES : Facilitate the provision of protection/safeguarding of assets, personnel, documents, communications, and information. Coordinate the administration of vetting and security clearance applications guided by SSA (NIA) and its statutory bodies. Monitor and maintain access to the building and key control. Supervise resources (Human, Financial, Equipment/Assets) in the section.

ENQUIRIES : VH Cibi, Tel no: (012) 337 1745

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