

## 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** : 16 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](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.

## MANAGEMENT ECHELON

- POST 39/16** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/17/09/12HO**  
(Re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R 1 127 334 per annum (All inclusive)
- CENTRE** : Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public Administration/Business Administration /Public Management/ Business Management/ Labour Law/ Operations Management/ Project Management. Five (5) years of experience at a senior management level. Five (5) years functional experience in operational/administrative service. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
- DUTIES** : Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships

and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

**ENQUIRIES** : Ms M Bronkhorst, Tel no: (012) 309 4969  
**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 39/17** : **DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR 4/17/9/01HO**

**SALARY** : R948 174 per annum (all inclusive)  
**CENTRE** : Branch: Inspection and Enforcement Services, Head Office.  
**REQUIREMENTS** : Four year Degree (NQF7 and SAQA recognized) in Law/LLB. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupillage and passes their bar exams. A valid driver's licence. Five (5) years of experience at a middle management level. Three (3) years functional experience in a Legal/ Inspection and Enforcement services. A valid driver's licence. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strong leadership, strategic decision making abilities, Analytical, Innovative.

**DUTIES** : Develop strategy to render administration of advocacy law. Conduct research and/or investigation on the development of advocacy law. Develop strategy to encourage cooperation of relevant stakeholders. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage the implementation of capacity programmes on advocacy services. Manage resources of the Directorate Advocacy such as HR, Financial, Assets and etc.

**ENQUIRIES** : Ms F Mncanca, Tel no: (012) 309 4774  
**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

#### **OTHER POST**

**POST 39/18** : **DEPUTY DIRECTOR: BENEFICIARY SERVICES 2 POSTS**  
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

**SALARY** : R657 558 per annum (all inclusive)  
**CENTER** : Provincial Office: Mpumalanga- Reference No: HR4/4/7/38(1post)  
Provincial Office: Free State- Reference No: HR4/4/8/118 (1 post)  
**REQUIREMENTS** : Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent qualification. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Basic Condition of Employment Act, Batho Pele principles, Labour Relations Act, Employment Equity Act, Public Service Regulation, Public Service Act, Operations Systems. Skills: Leadership, Management, Financial Management, Report Writing Computer Literacy, Team Building, Negotiation, Project management, Analytical, Communication (both verbal & written), Innovative / Creative.

**DUTIES** : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the Unit. Manage the provision of comprehensive financial administration services. Manage the resource in the Sub Directorate.

**ENQUIRIES** : Ms D Chiloane, Tel no: (013) 655 88701  
Ms NP Douw-Jack, Tel no: (051) 5056 203

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X7263, Emalaheni, 1035 or hand deliver at Corner of Hoffmeyer and Beatty Avenue, Labour Building 1035, For Attention: Sub-directorate: Human Resources Management, Provincial Office: Mpumalanga  
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.