

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.

<u>CLOSING DATE</u>	:	23 October 2017 at 16:00
<u>NOTE</u>	:	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

<u>POST 41/27</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/17/09/12HQ</u> (Re-advertisement, applicants who previously applied are encouraged to re-apply .The post also advertised on the PSCV NO 39 of 2017, this is a re-advert and extension of closing date)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 1 127 334 per annum (All inclusive) Provincial Office: Western Cape 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.
<u>DUTIES</u>	:	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: (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

OTHER POSTS

POST 41/28 : **DEPUTY DIRECTOR: ASSETS AND FLEET MANAGEMENT: REF NO: HR4/4/3/2DDAFM/UIF**
(Please be informed that this is a re-advertisement of the above-mentioned post. Applicants who applied previously should re-apply.)

SALARY : R 657 558 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three years tertiary qualification in Financial Accounting/ Public Administration/ Asset Management / Facility Management / Logistic Management. A valid driver license. Five years experience in Assets and Fleet Management of which two years must be at a management level. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA, Public Finance Management Act (PFMA) Project Management, Project Management, Assets Management, Government –Wide Immovable Asset Management (GIAMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Band Black economic Empowerment (BBBEE), Supply Chain Management, Fleet Management, Labour Relation Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA). Skills: Financial Management, Interpersonal, Analytical, Problem Solving, Project Management, Presentation, Planning and Organising, Communication (Written and Verbal), Computer Literacy, Report Writing.

DUTIES : Develop, review and implement asset and fleet management / sourcing and procurement strategy, policies and procedures. Manage the fleet and administration thereof (pool and subsidized). Manage and coordinate travel and accommodation arrangement activities. Manage and maintain effective assets register allocation and monitor the utilization of assets. Manage losses / surplus and disposal of assets. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES : Ms TM Tivane, Tel: (012) 337 1463
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 41/29 : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION: REF NO: HR4/4/3/2DDFA/UIF**

SALARY : R 657 558 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : National Diploma / B Degree in Accounting or equivalent qualification in Accounting and Auditing. Five (5) years relevant experience in Accounting or Auditing. Two (2) years must be at a management level. Knowledge: Public Finance Management Act (PFMA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), National Treasury Regulations, Generally Recognised Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA). Skills: Accounting, Communications, Listening, Computer Literacy (MS Office Suite), Interpersonal, Time Management, People Management, Report writing, Planning and organising, Analytical, Research, Numeracy.

DUTIES : Manage the analysis of Business Information. Coordinate, control and align all financial policies and procedures. Manage financial strategic objectives through monitoring and evaluation. Manage resources (Finance, Human, Financial, and Equipment) in the section.

ENQUIRIES : Mr ND Maleka, Tel: (012) 337 1891

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 41/30 : **ASSISTANT DIRECTOR: COIDA 8 POSTS**
(Re-advertisement, applicants who applied before must re-apply)

SALARY CENTRE : R 334 545 per annum
: Provincial Office: Braamfontein–Ref No: HR4/4/4/10/01(1 Post)
: Labour Centre: Kempton Park -Ref No: HR4/4/4/10/02 (1 Post)
: Labour Centre: Krugersdorp -Ref No: HR4/4/4/10/03 (1 Post)
: Labour Centre: Germiston-Ref No: HR4/4/4/10/04 (1 Post)
: Labour Centre: Soshanguve -Ref No: HR4/4/4/10/05 (1 Post)
: Labour Centre: Vereeniging-Ref No: HR4/4/4/10/06 (1 Post)
: Labour Centre: Mbombela - Ref No: HR4/4/7/41(1 Post)
: Labour Centre: Secunda –Ref No: HR4/4/7/42 (1 Post)

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 drivers 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 : Ms J D Nkambule / Ms P Mafata: Tel: (011) 853 0478
Ms LL Shawe, Tel: (013) 753 2844/5
Ms LP Magubane, Tel: (013) 655 8733

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein.

FOR ATTENTION APPLICATIONS : Sub-directorate: Human Resources Management, Gauteng Province.
: 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 41/31 : **AUDIT AND RISK ASSURANCE COMMITTEE CHAIRPERSON: REF NO: HR4/4/3/ARACC/UIF**

SALARY CENTRE : Members will be remunerated according to rates approved by the Department.
: Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Applications are invited from experienced candidates with CIA or CA (SA) for appointment as the Chairperson of the Audit and Risk Assurance Committee of Unemployment Insurance Fund for a period of three years. A relevant three year tertiary or equivalent qualification in Commerce, Auditing, Risk Management and Law. Applicants must have expertise in labour, auditing, finance and legal environment. The applicant should be independent and knowledgeable on the status of their positions as Chairperson of the Audit Committee. A knowledgeable person who keeps up to date with the developments of audit, accounting profession and developmental aspects. A person who has Government interest in delivering a better service to its

citizens. Candidates should have been exposed in the auditing, governance and risk management environment for more than ten years. Exposure in serving in the oversight committee will be an added advantage.

DUTIES

: The Chairperson will be responsible to establish procedures to govern the Committee's work and ensure the Committee's full discharge of its duties. The Audit and Risk Assurance Committee must review the following: The effectiveness of the Unemployment Insurance Fund internal control system. The effectiveness of the Unemployment Insurance Fund internal audit function. The Risk areas of the Entities Funds to be covered in the scope on internal and external audits. The adequacy, reliability and accuracy of the financial information provided to management and users of such information. Any accounting and auditing concern identified as a result of internal and external audits. The Funds compliance with legal and regulatory provisions. The activities of internal audit function including its annual work programme, coordination with external auditors, reporting of significant investigations and responses of management to specific recommendations. Where relevant, the independence and objectivity of the external auditors.

ENQUIRIES

APPLICATIONS

: Mr KB Mahloko, Tel: (012) 337 1609/1135
: 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