

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 : 30 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). Certified copy of a copy will not be accepted 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 42/10 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/1/87**

SALARY : R 779 295 per annum (all inclusive)

CENTER : Provincial Office: East London

REQUIREMENTS : Three year relevant tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years management experience. Three (3) years functional experience in Public Employment/Public Administration/ Management Services. Valid driver's license. Knowledge: ILO Conventions, Financial Management, Human Resource Management, OHS Act, Immigration Act, Employment Services Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Information Management.

DUTIES : Manage work seeker registration within the Province (Daily). Manage employer services within the province (Daily). Manage employment counselling within the province (Daily). Manage operation, financial and personnel resources of the PES Business Unit and Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES : Mr BH Gama, Tel: (043) 701 3128

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office.

<u>POST 42/11</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTER OPERATIONS REF NO: HR 4/4/5/116</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 779 295 per annum (all inclusive) Labour Centre: Verulam Three year relevant tertiary qualification in Business/ Public/ Administration/ Management/ Operations Management. Two (2) years management experience. Three (3) years functional experience in business/ organisational operations/ services. Knowledge: Public Finance 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, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project management.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of the Department of Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities (Intermediate). Manage the budget of the Labour Centre (Monthly). Manage all the resources of the Labour Centre (Daily) Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and regulations.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr EM Khambula, Tel: (031) 366 2201 Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Sub-directorate: Human Resources Management,
<u>POST 42/12</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 (DISABILITY MANAGEMENT) 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 459 558-510 042 per annum (OSD) Provincial Office: Kimberley – Reference No: HR4/4/8/294(1 post) Provincial Office: Western Cape- Reference No: HR4/4/10/155 (1 post)
<u>DUTIES</u>	:	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, Skills 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.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	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. Dr IP Jood-Molaolwe, Tel: (053) 838 1589 Ms Z Maimane, Tel: (021) 4418 125 Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road. Sub-directorate: Human Resource Management, Kimberly Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 Sub-directorate: Human Resources Management, Western Cape.

POST 42/13 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/194**

SALARY : R 417 552 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) year relevant tertiary qualification in Civil/Construction Engineering. Two (2) years supervisory experience. Two (2) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSA Standards, ISO 18001. Skills: Facilitation, Planning and organizing, Computer literacy Interpersonal, Problem solving, Interviewing, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Provide inputs into the development and ensure the implementation of Civil and Construction Engineering Policies and Strategy for the Department of Labour in terms of OHS Act and Regulation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr MM Mafani, Tel: (043) 701 3032/3279
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office.

POST 42/14 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/17/10/17HO**

SALARY : R 334 545 per annum
CENTRE : Directorate: Risk Management, Head Office
REQUIREMENTS : Three year tertiary qualification in Risk Management/Internal Auditing/Accounting/Economics. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit services. Valid driver's license. Knowledge: Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, Protected Disclosure Act, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.

DUTIES : Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit.

ENQUIRIES : Mr A Ngxanga, Tel: (012) 309 4166
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 42/15 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR4/4/8/122**

SALARY : R 334 545 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three year tertiary qualification in Risk Management/Internal Audit/Accounting/Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/corruption environment. Valid driver's license. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures All Labour Legislations, Anti-Fraud and

Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organising Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy Presentation.

DUTIES

: Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Labour and external stakeholders on Fraud Prevention & Anti-corruption measure.

ENQUIRIES

: Ms Z Mabena, Tel: (051) 5056 280

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.