

## 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** : 04 December 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 46/13** : **PROVINCIAL CHIEF INSPECTOR: IES 2 POSTS**  
Re-advertisement
- SALARY** : R948 174 per annum (All inclusive)
- CENTRE** : Provincial Office: Free State- Reference No: HR 4/17/11/02HO (1 post)  
Provincial Office: Eastern Cape- Reference No: HR 4/17/11/03HO (1 post)
- REQUIREMENTS** : Three (3) year Degree (NQF level 7 and SAQA recognized) in Engineering/ Environmental Health /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** : DDG IES: Ms A Moiloa, Tel: (012) 309 4553  
**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 46/14** : **DEPUTY DIRECTOR: LABOUR CENTER OPERATIONS 2 POSTS**

**SALARY** : R779 295 per annum (all inclusive)  
**CENTRE** : Labour Centre: Oudtshoorn-Reference No: HR4/4/5/116 (1 post)  
 Labour Centre: King Williams Town-Reference No: HR4/4/1/90 (1 post)  
**REQUIREMENTS** : Three (3) 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.  
**DUTIES** : 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.

**ENQUIRIES** : Mr BH Gama, Tel: (043) 701 3128. Mr M Ntamo, Tel: (021) 441 8056  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.  
 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hands deliver at No 9 long Street, Cape Town  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office.  
 Sub-directorate: Human Resources Management, Western Cape.

**POST 46/15** : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/7/45**

**SALARY** : R779 295 per annum (all inclusive)  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Three year relevant tertiary qualification in Labour Relations/BCOM Law/ LLB. Two (2) years management experience. Three (3) years functional experience Inspection enforcement/Labour relations matters. Valid driver's license. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulations and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Research, Project Management.  
**DUTIES** : Manage the implementation of employment standards inspection strategy, policy and procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed to internal and external stakeholders. Manage all the resources of the Sub-Directorate such as Human Resources; Financial Resources; Assets, etc  
**ENQUIRIES** : Ms NL Njwambe, Tel: (013) 655 8776  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Emalahleni

**POST 46/16** : **DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2DDAS/UIF**  
Re-advertisement

**SALARY** : R 657 558. Per annum (all inclusive)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years tertiary qualification in Actuarial Services / Mathematics / Economics / Statistics / Finance. Five (5) years experience in Actuarial Management. Knowledge: UI Act, UI Contributions Act, Public Finance Management Act (PFMA), Treasury Regulations, Investment markets and portfolio management, Generally Accepted Accounting Practices (GAAP), International Financial Reporting Standards, Generally Recognised Accounting Practices (GRAP), MS Office, Actuarial projections and reporting methodologies and techniques. Skills: Leadership, Management, Computer Literacy, Communication, Accounting, Time Management, Planning and Organization, Analytical, Research,

**DUTIES** : Provide technical guidance and actuarial functions in the UIF. Manage financial accounting and disclosure Services. Maintain the working relationship with external actuaries and investment advisors. Manage the provision of comprehensive financial administration services. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Ms ASC Fourie, Tel: 012 337 1520  
**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 46/17** : **OCCUPATIONAL THERAPIST GRADE 1 (DISABILITY MANAGEMENT) REF NO: HR4/4/7/51**

**SALARY** : R459 558-510 042 per annum (OSD)  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms LP Magubane, Tel: (013) 655 8733  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Emalahleni

- POST 46/18** : **ASSISTANT DIRECTOR: IES REF NO: HR4/4/4/10/15**  
Re-advertisement
- SALARY** : R417 552 per annum  
**CENTRE** : Labour Centre: Germiston  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations/ Labour Law/BCOM Law/ 4 year Law qualification. Two (2) years supervisory experience. Two (2) years functional experience in Inspection and Enforcement functions. 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: (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 46/19** : **PRINCIPAL INSPECTOR: BASIC CONDITIONS EMPLOYMENT ACT REF NO: HR 4/6/6/107**
- SALARY** : R417 552 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Labour Relations Management/Law Degree. Two (2) years supervisory experience. Two (2) years functional experience in labour/inspections enforcement services. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, BCEA, Public Service Regulations, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Employment Services Act. Skills: Planning and organizing, Computer literacy, Communication, Problem Solving, Interviewing listening and observation Presentation, Research, Project management, Analytical, Innovative.
- DUTIES** : Ensure the implementation of programmes, work plans and policies for Basic Condition Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Condition Employment Act and Regulations. Monitor, evaluate and report on impact of Basic Condition Employment Act programmes. Provide technical advice on sector specific Basic Condition Employment Act matters. Manage the resources within the unit. Conduct advocacy campaigns on BCEA and analyse the impact.
- ENQUIRIES** : Mr W Mokoena, Tel: (015) 290 1666  
**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.
- POST 46/20** : **ASSISTANT DIRECTOR: LABOUR MIGRATION SERVICES REF NO HR4/17/11/37HO**
- SALARY** : R417 552 per annum  
**CENTRE** : Branch: Public Employment Services, Head Office

**REQUIREMENTS** : Three (3) years tertiary qualification in Public Administration/ Business Administration/ Public Management/Business Management/ Social Science. Two (2) years supervisory experience. Two (2) years functional experience in public employment services/ operations. A valid driver's licence. Knowledge: International Conventions of relevant bodies (ILO, International Organisation for Migration [IOM] and UN), Immigration Act, Employment Service Act, Essential Labour law (BCEA, LRA and EEA), Public Service Act, PFMA. Skills: Planning and organizing, Communication Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership.

**DUTIES** : Coordinate and Implement policies and programmes of the Labour Migration in South Africa. Coordinate the position of secretariat services to the ICBLM committee. Coordinate relations with International / Cross Boarder Labour Migration (ICBLM) stakeholders. Coordinate technical support functions to the committee International/ Cross Boarder Labour Migration (ICBLM) visa adjudication process. Manage all resources of the division.

**ENQUIRIES** : Ms N Ngwenya, Tel: (012) 309 4471

**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 46/21** : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/17/11/41HO**

**SALARY** : R334 545. Per annum

**CENTRE** : Directorate: Employment Relations, Head Office

**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations Management/Human Resources Management/ LLB. Two (2) years functional experience in Employment Relations services. Two (2) years Supervisory experience. Valid drivers licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

**DUTIES** : Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the Employment Relation section. Coordinate the finalization of all the disciplinary cases in the Department. Manage resources of the section.

**ENQUIRIES** : Ms T Makuya, Tel: (012) 309 4720

**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 46/22** : **ASSISTANT DIRECTOR: COID 4 POSTS**

**SALARY** : R334 545. Per annum

**CENTRE** : Labour Centre: Polokwane-Reference No: HR4/6/6/106((1 post)  
Provincial Office: Mmabatho-Reference No: HR4/4/9/293(1 post)  
Labour Centre: Rustenburg-Reference No: HR4/4/9/294(1 post)  
Labour Centre: Klerksdorp-Reference No: HR4/4/9/295(1 post)

**REQUIREMENTS** : Three (3) year National Diploma/Degree qualification in Public Management/Business Management/Human Resource Management/Operations Management/Nursing with three (3) years experience in a claims/medical insurance processing environment on senior claim assessor / supervisor level and a valid driver's license. Knowledge: Public Services Regulation, DoL and Compensation Fund business strategies and goals, Directorate goals and

- performance requirement, Compensation Fund Services, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service( Batho Pele Principles), Fund Values, Fund IT Operating System, Technical knowledge, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, 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 (including developing others), Client Orientation and Customer Focus, Communication, Work Ethics and self management, Risk Management and Corporate Governance.
- DUTIES** : Provide oversight and control to the 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 TE Maluleke, Tel: (015) 290 1662.  
Ms KM Gaolatlhwe, Tel: (018) 387 8146
- APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane  
Chief Director: Human Resources Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Office 212, 2<sup>nd</sup> Floor
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.  
Sub-directorate: Human Resources Operations, Mmabatho
- POST 46/23** : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFSA/UIF**  
Re-advertisement
- SALARY** : R334 545. Per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) years tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting Principles, Software, coding and programming used in the financial and related systems. Skills: Communication, Listening, Analytical, Presentation, Problem Solving, Innovative and Creative, People Management, Report Writing, Planning and Organizing, Interpretation, Advanced Computer Literacy.
- DUTIES** : Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Manage the development of any new system requirements Maintenance of data. Manage exception transactions. Manage a logging system for all service requests, errors and change requests. Co-ordination of the use of the systems by all users. Co-ordinate the control and allows access, security of access, levels of access and access to specific fields on the financial system by all users. Co-ordinate the integration between the financial systems with the operational system. Co-ordinate all maintenance calls, request for service and user support. Provide high-level user support with regard to use of financial systems, running of reports, running data queries through data bases and financial reports. Manage resources (Human, Finance, Equipment, Assets) in the section ENQUIRIES: Ms M Schmidt, Tel: (012) 337 1716
- 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