

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 : 08 January 2018 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 50/110 : **DEPUTY DIRECTOR: PLANNING MONITORING AND EVALUATION REF NO: HR 4/17/11/01**

SALARY : R657 558 per annum (all inclusive)

CENTRE : Sheltered Employment Enterprise, Silverton

REQUIREMENTS : Three year tertiary qualification in Public Management/ Administration / Project management /Statistics. Two years Management experience. Three year functional experience in Planning and Monitoring service Knowledge: Departmental policies and procedures, Supported Employment Enterprises Business Case and other relevant prescripts, Public Service Act, Treasury regulations, Public Service Regulations and relevant prescripts, All relevant Labour legislation, Public Service Code of Conduct, Corporate governance, Batho pele principles. Skills: Strategic Management, Leadership, Monitoring and Evaluation, Communication (verbal & written), People Management, Planning and organizing, Policy development and implementation, Computer literacy, Interviewing listening and observation, Presentation, Project Management, problem solving.

DUTIES : Develop and maintain appropriate governance to support the Supported Employment Enterprises strategy development process. Manage the implementation of the monitoring and evaluation framework. Monitor, Evaluate and analyse service delivery. Manage monitoring and evaluation policy development, implementation and research.

ENQUIRIES : Ms MM Moteme, Tel: (012) 843 7300

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

<u>POST 50/111</u>	:	<u>PRINCIPAL INSPECTOR: BCEA REF NO: HR 4/4/7/54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum Provincial Office: Emalahleni 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NL Njwambe, Tel: (013) 655 8775 Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer Street and Beatty Avenue.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Emalahleni
<u>POST 50/112</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/8/300</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum Provincial Office: Kimberly Three years tertiary qualification in Administration/Public Management/equivalent qualifications plus two year supervisory experience and three years functional experience in Unemployment Insurance Operations Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act, Labour Relation Act, Employment Equity Act, Public Service Regulation, Public Service Act, Operations systems. Skills: Communication (both verbal & written, Management, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal
<u>DUTIES</u>	:	Manage employers' declarations & maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. B Gwabeni Tel: (053) 838 1554 Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or Hand delivered at c/o Pniel & Compound Street, Kimberley
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Kimberley