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: 19 February 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). 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 05/32: CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/18/02/14HO

SALARY: R1 127 334 per annum (All inclusive)

CENTRE: Provincial Office: Eastern Cape


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: (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 05/33**: DIRECTOR: COMMUNICATION REF NO: HR 4/18/01/01HO

**SALARY**: R948 174 per annum (all inclusive)

**CENTRE**: Directorate, Communication, Head Office.


**DUTIES**: Develop and implement strategies with regards to stakeholder relations and media production within the Department of Labour and its key Stakeholders. Provide strategic guidance in the evaluation and analysis of print and electronic media so as to contribute to professional and timeous DOL communication. Produce and distribute publications on services rendered by the Department of Labour including the management of the DoL Website and Intranet. Manage resources within the Directorate Communications.

**ENQUIRIES**: Mr TPM Thejane, Tel: (012) 309 4865

**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 05/34**: SPECIALIST: EMPLOYER AUDIT REF NO: HR4/4/9/303

**SALARY**: R779 295 per annum (all inclusive)

**CENTRE**: Provincial Office: Mmabatho (North-west)


**DUTIES**: Manage and monitor the implementation of UIA and COIDA programme strategy. Develop systems to provide expert and advice on sector specific to UIA and COIDA matters. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the implementation of advocacy campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement unit.

**ENQUIRIES**: Mr ABM Mampuru, Tel: (018) 387 8100

**APPLICATIONS**: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho 2737

**FOR ATTENTION**: Sub-directorate: Human Resources Management, Mmabatho

**POST 05/35**: DEPUTY DIRECTOR: FINANCE REF NO: HR 4/17/11/01

**SALARY**: R657 558 per annum (All inclusive)

**CENTRE**: Sheltered Employment Enterprise, Silverton

**REQUIREMENTS**: Three year tertiary qualification. Three (3) year management experience. Two (2) years functional experience. Knowledge: Public Finance Management Act, Supply Chain Procedure, Treasury Regulations, Preferential Procurement

**DUTIES**

Manage the financial System processes within the Supported Employment Enterprises: Set up and maintain transaction processing rules, item processing rules, and parameters etc. Monitor the security function on financial by adding new users on the system, resetting of revoked users ID's, access to the ODE structure, access to functional areas, access to workflow groups etc. Manage Expenses, Control and Revenue accounts. Ensure year end and monthly tasks are dealt with. Manage and monitor the Financial Control service to ensure effective and efficient utilization of resources: Coordinate the monthly audit meetings. Attend Audit Steering Committee meetings. Compile and update the Audit Protocol used during the Audit process. Liaise with the CEO regarding Audit Planning Memorandum and Engagement letters for each financial year. Co-ordinate Audit Reports at the financial year end. Compile Financial Policies regarding the Financial Control, update and amend the Delegations regularly. Manage the Financial Report of the factory: Ensure that Expenditure, Revenue, Asset and Liabilities are allocated correctly on a Trail Balance. Identify mis-allocation of transactions in accordance to Standard Chart of Accountants (SCOA). Monitor and clear Control Accounts on a monthly basis. Compile Annual Financial Statements for the factory and ensure that the reporting period is successfully closed on Financial System. Manage the process of Financial Accounting to ensure compliance with all financial prescripts e.g. PFMA, Treasury regulations: Monitor the processing and submissions follow up’s, recovery of all the inter-Departmental salary claims from other departments. Manage the Reconciliation of Accounts for payments made if they are relevant for reporting and control purposes. Monitor that all bank related transactions are cleared before each month. Submit the approved Bank Reconciliations Report to the CFO for verification. Manage all resources of the Sub-Directorate: Manage development of staff in terms of PDP’s Performance Agreements, Performance Assessments and advice on career paths. Monitor staff regarding Human Resource such as Leave, Recruitment and Grievances. Control Budget and utilization of equipment’s in the Sub-directorate.

**ENQUIRIES**
Mr AA Mabusela, 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

**POST 05/36**

**PSYCHOMETRIST / REGISTRED COUNSELLOR (GRADE1) 2 POSTS**

**SALARY**
R514 476 (OSD)

**CENTRE**
Labour Centre: Phuthaditjaba –Ref No: HR 4/4/8/139 (1 post)
Mthatha–Ref No: HR 4/4/1/101 (1 post)

**REQUIREMENTS**

**DUTIES**
Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES**
Ms M Mamburu, Tel: (058) 713 0373 Mr S Maputaka, Tel: (041) 506 5000

**APPLICATIONS**
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Bloemfontein
POST 05/37: SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/8/154

SALARY: R417 552 per annum
CENTRE: Labour Centre: Bloemfontein

DUTIES: Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

ENQUIRIES: Ms WE Williams, Tel: (051) 411 6402
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, Bloemfontein

POST 05/38: ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/55

SALARY: R417 552 per annum
CENTRE: Provincial Office: Emalahleni

DUTIES: Provide administrative support to the PES at the Provincial Office. Compile and monitor the budget for the PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide human resources management functions to PES at the Provincial Office.

ENQUIRIES: Mr EA Masemola, Tel: (013) 655 8960
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 05/39: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/6/6/124

SALARY: R334 545 per annum
CENTRE: Provincial Office: Limpopo

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

ENQUIRIES : Ms TE Maluleke, Tel: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700, Physical address 42A Schoeman Street, Polokwane
FOR ATTENTION : Human Resources Operations, Limpopo.

POST 05/40 : ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS AND EMPLOYMENT REALTIONS REF NO: HR4/6/6/122

SALARY : R334 545 per annum
CENTRE : Provincial Office: Limpopo

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.

ENQUIRIES : Mr MS Magwasha, Tel: (015) 290 1627
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700, Physical address 42A Schoeman Street, Polokwane
FOR ATTENTION : Human Resources Operations, Limpopo.

POST 05/41 : ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS REF HR4/18/01/15HO

SALARY : R334 545 per annum
CENTRE : Chief Directorate: Human Resources Management, Head Office

DUTIES : Manage the process of recruitment and selection within the Department. Manage the administration of Persal system in the Department. Manage staff and other resources.

ENQUIRIES : Ms PP Mthethwa, Tel: (012) 309 4549
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 05/42 : ASSISTANT DIRECTOR: POLICY RESEARCH AND MONITORING REF NO: HR4/18/01/16HO

SALARY : R334 545 per annum
CENTRE : Chief Directorate: Human Resources Management, Head Office
REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resources Management/Public/Business Management. Two (2) years supervisory experience. Two (2) years functional experience in Human Resources Management. Knowledge: Public Service Regulations and relevant prescripts,

**DUTIES**

Co-ordinate the development and revision of Human Resources policies. Provide support and advice on Human Resources policies and practices to clients. Supervise and ensure that the staff establishment is monitored as well as updated through the relevant systems in the department. Monitor and ensure implementation of the Employment Equity Plan. Co-ordinate the development of the Departmental Mid Term Expenditure Framework Human Resource Plan. Manage all resources in the Division.

**ENQUIRIES**

Ms L Rudah, Tel: (012) 309 4569

**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