

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>	:	19 February 2018 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 05/32</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/18/02/14HO</u>
<u>SALARY</u>	:	R1 127 334 per annum (All inclusive)
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	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

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

SALARY : R948 174 per annum (all inclusive)
CENTRE : Directorate, Communication, Head Office.
REQUIREMENTS : Three (3) year Degree (NQF7 & SAQA recognized) in Communication Science/ Public Relations/ Marketing. Five (5) years Middle Management experience. Three (3) years functional experience in Communications services. Valid driver's licence .Knowledge: The Government Communication and Information Systems, Public Access to Information Act, Government Communication strategies and policies, Public Finance Management Act, Public Service Regulations, Public Service Act, Public Service Code of Conduct, All labour legislations, Departmental Policies and procedures, Corporate Governance, Minimum Information Security Standards, Batho pele Principles. Skills: Financial management, Leadership, Strategic management, Project management, Decision making, Verbal and written Communication, Interpersonal relations, Computer literacy, Project management.

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)
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit is required. Three (3) years management experience. Two (2) years functional experience in Auditing and/ or Financial Management. Valid driver's licence. Knowledge: Public Services Regulations, Departmental policies and procedures, LRA, BCEA, COIDA Act, PFMA, SDLA, Customer Service (Batho Pele Principles), UIA, UI Contribution, Occupational Health and Safety Act (OHS), Skill Development Act, Employment Equity Act. Skills Facilitation, Computer literacy, Innovative, Planning and Organizing, Problem Solving, Decision Making, Analytical, interviewing, Presentation, Research, Project management.

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

		Policy Framework Act, Broad Based Black Economic Empowerment Act, Ability to convert policy into action, Departmental policies and procedures, Batho Pele principles, GRAP, GAAP. Skills: Computer literacy, General Management, Project Management, Financial Management, Communication, Interpersonal relation, Leadership.
<u>DUTIES</u>	:	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: Co-ordinate 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AA Mabusela, Tel: 012 843 7300
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 05/36</u>	:	<u>PSYCHOMETRIST / REGISTRED COUNSELLOR (GRADE1) 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R514 476 (OSD)
	:	Labour Centre: Phuthaditjaba –Ref No: HR 4/4/8/139 (1 post) Mthatha–Ref No: HR 4/4/1/101 (1 post)
<u>REQUIREMENTS</u>	:	Four years B Psych qualification or a B Psych equivalent Qualification. Valid Driver's licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mamburu, Tel: (058) 713 0373 Mr S Maputaka, Tel: (041) 506 5000
	:	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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Bloemfontein

Human Resources Management, Eastern Cape

POST 05/37 : **SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/8/154**

SALARY CENTRE REQUIREMENTS : R417 552 per annum
: Labour Centre: Bloemfontein
: Three year tertiary relevant qualification in Public Administration/Social Science. Two (2) years supervisory experience. Two (2) years functional experience in Employment Services administration/Coordination. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

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 APPLICATIONS : Ms WE Williams, Tel: (051) 411 6402
: 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 CENTRE REQUIREMENTS : R417 552 per annum
: Provincial Office: Emalahleni
: Three (3) years relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration). Two (2) years Supervisory experience. Two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Social Plan Guidelines. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

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 APPLICATIONS : Mr EA Masemola, Tel: (013) 655 8960
: 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 CENTRE REQUIREMENTS : R334 545per annum
: Provincial Office: Limpopo
: Three (3) 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. A valid driver's licence. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation Investigation, Interviewing, People Management, Computer Literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organising

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 545per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations. Valid driver's licence. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental policies and procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem Solving, Conflict management, People management.

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

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management / Personnel Management. Two (2) years supervisory experience. Two (2) years functional experience in Human Resources Management. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Minimum Information Security Standard, Batho Pele Principles, Compensation for Occupational Injuries on Diseases Act, Employment Equity Act, PFMA, Skills Development Act. Skills: Planning and organizing, Computer literacy Communication (verbal and written), Problem Solving, Negotiation, Event Management, Presentation, Analysis, Ability to convert policy into action, People Management.

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 545per 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,

Public Financial Management Act Departmental policies and procedures, Public Service transformation and management issues, White Paper on transformation of Public Services, Batho Pele Principles, All Labour Legislations. Skills: Computer literacy, Project Management, Communication (both verbal and writing), Financial Management, Leadership, Strategic Management, Decision making, Interpersonal, Facilitation, Ability to convert policy into action.

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