

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 representativity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	26 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 of all qualification(s), academic records including a <u>Senior certificate</u> , ID-document and a Driver's license where applicable. The certification must be within three (3) months as at the advert closing date. 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. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

<u>POST 06/39</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS 2 POSTS</u> (NB: Post for Provincial Office: Eastern Cape is a re-advert; extension to the closing date applicants who applied may apply / not re-apply)
<u>SALARY CENTRE</u>	:	R1 127 334 per annum (All inclusive) Provincial Office: Eastern Cape- Ref No: HR4/18/02/14HO (1 post) Provincial Office: Mpumalanga-Ref No: HR 4/18/02/17HO (1 post)
<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.

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 06/40 : **PROVINCIAL CHIEF INSPECTOR: IES REF NO: HR4/18/02/77HO**

SALARY : R948 174 per annum (All inclusive)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) year Degree (NQF level 7 and SAQA recognized) in Engineering /BCOM Law /LLB/ Environmental Health. 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 Moilola, 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

POST 06/41 : **DIRECTOR: DECLARATIONS AND CALL CENTRE SERVICES (SR13) REF NO: HR4/4/3DDCCS/UIF**
(Re-advertisement)

SALARY : R948 174 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) (Degree) as recognized by SAQA in Operations Management / Operations Research / Industrial Engineering / Public Management Business Administration / Finance/Call Centre / Customer Services / Business Process Reengineering. Five (5) years experience at a middle management level with functional experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing, Financial Management , Interviewing, Monitoring and Evaluation, Presentation, Negotiation, Problem Solving, Driving.

DUTIES : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with

Unemployment Insurance Act (UIA), Provide leadership and develop strategies for the effective management of claim processes. Provide an effective strategic direction and ensure effective operational administration / management in the Fund. Provide leadership and develop strategies with regards to the Contact Centre. Manage resources (Human, Financial, Equipment / Assets) in the Directorate.

ENQUIRIES : Ms KJ Kumbi, Tel: (012) 337 1614
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

OTHER POSTS

POST 06/42 : **ASSISTANT DIRECTOR: PROJECTS REF NO: HR4/4/3/2ASDP/UIF**

SALARY : R334 545 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three (3) years tertiary qualification in Information Technology / Project Management or relevant qualification. Certificate in project management will be an added advantage. Two (2) years supervisory experience. Two (2) years experience in ICT project management environment, valid driver's license. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Promotion of Access of Information Act (PAIA), Skills: People Management, Problem Solving, Conflict management, Facilitation and Presentation, Driving, Negotiation and Influencing, Planning and Organizing, Analytical, Communication, Computer Literacy, Report Writing, Financial Management.

DUTIES : Manage effective delivery of Information Communication Technology priority projects for the UIF. Manage Information Communication Technology project deliverables in line with the Fund's project management standards and Methodologies. Ensure that the Project deliverables meet the quality standards and ensure the production of timely and accurate information, Manage resources (Assets, Financial, Equipment/Assets) in the section.

ENQUIRIES : Mr X Monakali, Tel: (012) 337 1482
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 06/43 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF**

SALARY : R334 545 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three years tertiary qualification in Internal Auditing. Valid driver's license. Four (4) years functional experience in Internal Auditing Registered member with professional body e.g. Institute of Internal Auditors. Knowledge: Internal Audit Manual and Methodology, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Project Management, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice, Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Auditor General Processes and Procedures, Basic Condition of Employment Act (BCEA), Promotion of Access to Information Act (PAIA) Labour Relations Act (LRA), Skills: Communication, Coordinating, Audit Techniques, Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Computer Literacy, Report Writing.

DUTIES : Develop and provide inputs on audit coverage plan and three year rolling plan. Execute audit engagement Planning, Review the effectiveness of controls on systems, assets and operations. Verify the reliability and integrity of financial information. Provide internal audit administration support services. Manage resources (Human, Financial, Equipment/Assets) in the Section.

ENQUIRIES : Mr KB Mahloko, Tel: (012) 337 1609
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