

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 : 12 March 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 08/145 : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: HR 4/18/02/38 HO**

SALARY : R 657 558 per annum (all inclusive)

CENTER : Directorate: Fleet and Auxiliary Services, Head Office

REQUIREMENTS : Three (3) year relevant tertiary qualification in Public Management/ Administration /Information Management. Two (2) years management experience. Three (3) years functional experience in Auxiliary Services. Knowledge: Records/ Document Management, National Archive Act, Departmental Policies and Procedures, Treasury Regulations, Batho Pele Principles, Public Finance Management Act, Public Service Regulation. Skills: Computer literacy, Planning and organizing, Interpersonal, Problem solving, Project management, Presentation.

DUTIES : Develop and manage the implementation of policies and procedures related to Auxiliary Services. Develop and review strategies and policies for the successful implementation of records management in accordance with National Archives Act No 43 of 1996. Manage the bulk photocopy services and waste paper recycling. Manage Messenger and postal/mail services. Manage the cleaning services in Head Office. Monitor and evaluate management and utilization of resources.

FOR ATTENTION APPLICATIONS : Sub-directorate: Human Resources Operations, Head Office
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

ENQUIRIES : Ms. T Malindzisa, Tel: (012) 309 4647

POST 08/146 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: HR 4/18/02/34 HO**

SALARY : R 657 558 per annum (all inclusive)

CENTER : Directorate: Fleet and Auxiliary Services, Head Office

REQUIREMENTS : Three (3) year relevant tertiary qualification in Building Environment (Architecture/ Quantity Surveying/ Civil Engineering. Two (2) years management experience Three (3) years functional experience in Facilities Management. Knowledge: Government Facilities Management

Processes, National Building Regulation Standards, Construction Industry Development Board, Departmental Policies and procedures, Public Finance Management Act, Treasury Regulation, Public Service Act and Regulations, Floor Plan design, Batho Pele principles, Government processes and procedures regarding physical facilities management. Skills: Facilitation, Computer Aided Droughting (software), Planning and Organizing, Interpersonal, Problem solving, Project management, Communication (verbal and written), Presentation.

DUTIES : Manage the building lease hold portfolio of the Department and its budget. Manage Construction project, maintenance and refurbishment projects of the Department and its budget. Establish and Implement the Government Immovable Asset Management Act Requirements. Advise the Department on construction projects to be undertaken, and liaise with the Department of Public Works and related stakeholders to ensure value for money of the project. Design office floor plans and management space planning in accordance with approved norms and standards. Develop, manage and implement Policies and Procedures related to Facilities Management. Manage the resources of the Directorate.

FOR ATTENTION APPLICATIONS : Sub-directorate: Human Resources Operations, Head Office
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

ENQUIRIES : Ms. T Malindzisa, Tel: (012) 309 4647

POST 08/147 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/10/185**

SALARY CENTER REQUIREMENTS : R 657 558 per annum (all inclusive)
: Provincial Office: Western Cape
: Three (3) year tertiary qualification in Operations Management /Operations Research/ Public Management/Business Administration/Finance. Two (2) years management experience. Three (3) years functional experience in operations. Knowledge: Public Finance Management Act, Treasury regulations, Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act, Public Finance Management Act, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA) Labour Relation Act, Employment Equity Act, Public Service Regulation, Public Service Act, Operations Systems. Skills: Leadership, Management, Communication both verbal and written, Interpersonal, Conflict Management, Team Building Financial Management, Project Management, Analytical, innovative/Creative.

DUTIES : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the Resources in the sub directorate.

FOR ATTENTION APPLICATIONS : Sub-directorate: Human Resources Management, Western Cape
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

ENQUIRIES : Ms. Z Maimane, Tel: (021) 4418125

POST 08/148 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/8/159**

SALARY CENTRE REQUIREMENTS : R 417 552 per annum
: Provincial Office: Free State
: Three (3) years qualification Labour Relations Management/BCOM Law/LLB. Two (2) years supervisory experience. Two (2) years functional experience in Labour/Inspections Enforcement Services. Valid Driver's license (B). Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act Public Service Regulations, Employment Equity Act, COIDA. Skills: Planning and Organising, Computer literacy Communication, Problem Research Solving, Interviewing, listening and observation, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

FOR ATTENTION APPLICATIONS : Sub-directorate: Human Resources Management, Bloemfontein
: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

ENQUIRIES : Ms AZ Mantutle, Tel: (051) 5056 347