ANNEXURE G

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.

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.

MANAGEMENT ECHELON

POST 09/31 : DIRECTOR: ORGANISATIONAL EFFECTIVENESS REF NO: HR 5/1/2/3/09
Compensation Fund

SALARY : R948 174 – 1116918 per annum (All inclusive)

CENTRE : Pretoria


DUTIES:
- Develop and monitor the implementation of change management initiatives for the Fund. Manage and monitor organisational design and job evaluation processes.
- Oversee the management of Business Process and implementation of improvement processes in the Fund. Oversee the implementation of the Fund Quality Management System (QMS) as per ISO 9000:2008 requirements. Manage resources (human, financial, equipment/assets) of the Directorate. Manage the operational processes of the Organisational Effectiveness services.

ENQUIRIES:
Mr V Mafata, Tel: (012) 319 9495

APPLICATIONS:
Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

FOR ATTENTION:
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE:
23 March 2018 at 16:00

POST 09/32:
DIRECTOR: RISK MANAGEMENT REF NO: HR 5/1/2/3/10
Compensation Fund

SALARY:
R948 174 – 1116918 per annum (All inclusive)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
- Manage the development and implementation of policies and regulations related to the enterprise risk services in the Fund. Develop and manage the business continuity management processes in the Fund. Oversee and manage regulatory compliance and risk assessment within the Fund. Manage risk awareness, education and training programmes. Manage the overall resources of the Directorate.

ENQUIRIES:
Mr V Mafata, Tel: (012) 319 9495

APPLICATIONS:
Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

FOR ATTENTION:
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE:
23 March 2018 at 16:00

OTHER POSTS

POST 09/33:
PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/01/06

SALARY:
R417 552 per annum

CENTRE:
Provincial Office: Braamfontein

REQUIREMENTS:
**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.

**ENQUIRIES**

**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

**CLOSING DATE**

19 March 2018 at 16:00

**POST 09/34**

**CAREER GUIDANCE COORDINATOR REF NO: HR 4/4/1/90**

**SALARY**: R417 552 per annum

**CENTRE**: Provincial Office: East London

**REQUIREMENTS**


**DUTIES**: Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisations. Manage, and co-ordinate the administration of psychometric assessment.

**ENQUIRIES**

Ms. KD Mogotlane, Tel: (043) 701 3076

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.

**FOR ATTENTION**

Sub-directorate: Human Resources Operations, Provincial Office.

**CLOSING DATE**

19 March 2018 at 16:00

**POST 09/35**

**ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/4/02/05**

**SALARY**: R334 545 per annum

**CENTRE**: Provincial Office: Braamfontein

**REQUIREMENTS**


**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. RE Tema, Tel: (011) 853 0311

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 Korte Street, Braamfontein.

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Gauteng

**CLOSING DATE**

19 March 2018 at 16:00
**POST 09/36**

**ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICE REF NO:**

HR4/4/9/300

**SALARY**

R334 545 per annum

**CENTRE**

Provincial Office: Mmabatho

**REQUIREMENTS**

A three year relevant tertiary qualification in Office Management/ Administration/ Public Administration. Two (2) years functional experience and two (2) years Supervisory experience. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Listening and observation Innovative, Analytical, Verbal and written communication.

**DUTIES**

Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with view to improve IES system and process. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

**ENQUIRIES**

Mr ABM Mampuru, Tel: (018) 387 8100

**APPLICATIONS**

Chief Director: Provincial Operations, Department of Labour: Private Bag X 2040, Mmabatho, 2735

**FOR ATTENTION**

Human Resources Operations Mmabatho or hand deliver at 2nd Floor, Provident House, University Drive, Mmabatho.

**CLOSING DATE**

19 March 2018 at 16:00

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**POST 09/37**

**CONTINUOUS BUSINESS PROCESS IMPROVEMENT SPECIALIST REF NO:**

HR 5/1/2/3/07

Compensation Fund

**SALARY**

R334 545 – 394 065 per annum (SR 9)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Manage Business processes in the Fund. Map existing and future Fund processes and systems. Facilitate the implementation of improvement processes and systems. Implement the operational plan of the sub-directorate.

**ENQUIRIES**

Ms N Stuurman, Tel: (012) 313 6360

**APPLICATIONS**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia

**FOR ATTENTION**

Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**CLOSING DATE**

23 March 2018 at 16:00
**POST 09/38**

**assistant director: ICT audits ref no: HR 5/1/2/3/08**

(This is a Re-Advertised candidates who previously applied are encouraged to re-apply)

Compensation Fund

**salary**

R334 545 – 394 065 per annum (SR 9)

**centre**

Pretoria

**requirements**


**duties**

Co-ordinate and execute information system audit functions within the directorate. Provide input to monitoring the Funds compliance with all relevant legislation and regulations. Assist in the management of the sub-directorate

**enquiries**

Ms TE Dikokoe, Tel: (012) 406 5753

**applications**

Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia

**for attention**

Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**closing date**

23 March 2018 at 16:00