

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
REQUIREMENTS : A Three years tertiary qualification at NQF Level 7 (as recognised by SAQA) in Management Services or Production Management or Operations Management or Industrial Engineering or Public Management/ Human Resource Management with Management Services Certificate or Certificate in Applied Organisational Development or Industrial Psychology. A Minimum of 5 years working experience in the area of Organisational Development or Organisational Design and Job Evaluation or Change Management or Business Process Management or Quality Management (ISO9000:2008) at MMS level Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund values. Required IT knowledge. DPSA guidelines on COIDA. Relevant technical knowledge linked to require technical Skills. iso9000:2008 and Quality Management systems. SDI principles and practices. Understanding of Lean Principles. EE Act, SDA & BCEA Legislative requirements: COIDA Act. Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). LRA Skills: Strategic Capability and Leadership. Programme and Project Management. Strong Analytical. Financial Management. Change Management. Knowledge Management. Service

DUTIES : Delivery Innovation (SDI). Problem Solving and Analyses. People Management and Empowerment. Client Orientation and Customer focus. Communication Skills 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 APPLICATIONS : Mr V Mafata, Tel: (012) 319 9495

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

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

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

SALARY CENTRE REQUIREMENTS : R948 174 – 1116918 per annum (All inclusive)
Pretoria
A Three years tertiary qualification at NQF Level 7 (as recognised by SAQA) in Internal Auditing or Finance or Risk Management. A Minimum of 5 years working experience at MMS level Knowledge: Supply Chain Management prescripts. Promotion of access to information. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS projects etc. Application of research methodology. Customer Service (Batho Pele principles) Legislative requirements: Public Finance Management Act (PFMA). Public Service Act. Public Service Regulations. Treasury Regulations. Monitoring and Evaluation frameworks Skills: Research and development. Computer literacy. Policy formulation. Excellent communication. Knowledge management. Planning and Organising. Diversity management. People development and empowerment. Strategic management and leadership. Financial management. Project management

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

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

CLOSING DATE : 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 CENTRE REQUIREMENTS : R417 552 per annum
Provincial Office: Braamfontein
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 Drivers 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.

ENQUIRIES APPLICATIONS : Adv. M Msiza, Tel: (012) 309 5253

FOR ATTENTION CLOSING DATE : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
: Sub-directorate: Human Resources Operations, Head Office
: 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 : Four year relevant tertiary qualification in B Psych. Two years (2) supervisory experience and two years (2) functional experience in Employment/Career Counselling. Drivers Licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, OHS Act, Immigration Act, Employment Services Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Information Management.

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 APPLICATIONS : Ms. KD Mogotloane, Tel: (043) 701 3076
: Chief Director: Provincial Operations: Private Bag X9005, East London, 5200
Or hand deliver at 03 Hill Street, East London.

FOR ATTENTION CLOSING DATE : Sub-directorate: Human Resources Operations, Provincial Office.
: 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 : 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 APPLICATIONS : Ms. RE Tema, Tel: (011) 853 0311
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION CLOSING DATE : Sub-directorate: Human Resources Management, Gauteng
: 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

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 : A National Diploma/ B Tech Degree/ Bachelor Degree in Industrial Engineering, Operations Management or Production Management. 2 Years functional experience in Business process re-engineering and 2 Years supervisory working experience in Business process re-engineering environment Knowledge: Industrial engineering practices. Continuous improvement tools. LEAN methodology. Quality management. Business Process Re-engineering. Continuous improvement techniques. Public Service, DoL and Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund IT Operating Systems. Technical knowledge. The industrial classification system. ISO9001. Project Management. Risk Management and Fund Governance. External Environmental Awareness Legislative requirements: COIDA Act. Public Service Regulations. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). LRA, EE Act, SDA and BCEA Skills: Business Writing Skills. IT Operating System. Decision making. Applied Strategic Management. Applied technology. Budgeting and Financial Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. People Management. Inter-personal. Problem solving. Project or programme management. Team leadership. Change Management

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-Advertisement candidates who previously applied are encouraged to re-apply)
Compensation Fund

SALARY : R334 545 – 394 065 per annum (SR 9)
CENTRE : Pretoria
REQUIREMENTS : A B. Com Degree/ National Diploma (with a major in Internal Auditing). Certified Information System Auditor (CISA) or studying towards CISA will be an added advantage. At least 3-5 years' experience in Information Systems Audit and or Internal Audit with 1-2 years supervisory experience with knowledge of data analytics and computer assisted audit techniques Knowledge: Public Service, DoL and Compensation Fund business strategies and goals. Directorate/ Sub-Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service, Department of Labour and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles. Fund Values. Required IT knowledge. Fund IT Operating Systems. Technical knowledge. DPSA guidelines on COIDA Legislative Requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. IT Operating Systems. Decision making. Self-Management. Applied Strategic Management. Applied technology. Budgeting and Financial Management Communication and Information Management. Continuous improvement Customer Focus and Responsiveness. People and Performance Management. Developing others. Diversity Management. Impact and influence. Managing inter-personal conflict and resolving problems. Networking and Building bonds. Planning and organising. Problem solving. Project or programme management. Team leadership. Risk Management and Fund Governance. Change Management. External Environmental Awareness

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