

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>	:	11 April 2018
<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 12/31</u>	:	<u>DIRECTOR: PUBLIC EMPLOYMENT SERVICES 8 POSTS</u>
<u>SALARY CENTRE</u>	:	R948 174 per annum (All inclusive)
	:	Provincial Office: Gauteng-Ref No: HR4/4/18/20GP Eastern Cape-Ref No: HR4/4/18/21EC Western Cape -Ref No: HR4/4/18/22WC Kwazulu-Natal-Ref No: HR4/4/18/23KZN Limpopo-Ref No: HR4/4/18/24LP Mpumalanga-Ref No: HR4/4/18/25MP North-West-Ref No: HR4/4/18/26NW Northern Cape Cape-Ref No: HR4/4/18/27NC
<u>REQUIREMENTS</u>	:	Four (4) year Degree (NQF7 and SAQA recognized) in Humanities/Commerce. A valid driver's licence. Five (5) years of experience at a middle management level. Three (3) years functional experience in employment services and skills development environment. Knowledge: Good Governance, Departmental Policies and Procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial Management, PFMA, LRA &EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Communication, Good interpersonal relations, Facilitation, Computer literacy, Project management, Strong leadership, Research, Presentation, Report writing.
<u>DUTIES</u>	:	Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Manage work seeker and employer services (registration of work seekers and employment counselling) within the Province. Provide leadership and technical support on all areas of public employment services.

Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Develop and manage the implementation of capacity programmes on advocacy services. Manage resources of the Directorate PES in the Province.

ENQUIRIES : Mr. X Sicwebu, Tel: (012) 309 4382

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 12/32 : **PRINCIPAL PSYCHOLOGIST (9 POSTS)**

SALARY : R919 467 per annum (OSD)

CENTRE : Provincial Office:
 Northern Cape- Ref No: HR4/4/1/51(1 post)
 Free State-Ref No: HR4/4/8/52(1 post)
 North-West-Ref No: HR4/4/9/24(1 post)
 Mpumalanga-Ref No: HR4/4/7/41(1 post)
 Limpopo-Ref No: HR4/4/6/13(1 post)
 Kwazulu-Natal -Ref No: HR4/4/5/55(1 post)
 Eastern Cape-Ref No: HR4/4/8/17(1 post)
 Western Cape-Ref No: HR4/4/10/30(1 post)
 Gauteng-Ref No: HR4/4/4/22(1 post)

REQUIREMENTS : Master of Psychology plus registration with HPCSA as a Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with HPSA as a Psychologist in nay identified categories. Valid driver's license. Knowledge: Relevant Government Strategies, Relevant ILO conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Skills: Counselling, Planning and organising, Verbal and written communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Information management.

DUTIES : Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.

ENQUIRIES : Ms. N Tetjana, Tel: (046) 645 770
 Ms. LB Mduduma, Tel: (046) 761 3151
 Mr. XT Madikane, Tel : (049) 892 2142
 Ms. Z Maimane Tel: (021) 441 8125
 Ms. M Van Zyl, Tel: (011) 853 0503
 Ms. Z Mazibuko, Tel: (031) 366 2052
 Mr. T Mokoena, Tel :(018) 387 8100/8128
 Mr. MS Magwasha, Tel: (015) 2901742
 Ms. L Masombuka. Tel: (013) 655 8800
 Mr. MA Senakhomo, Tel: (053) 8381545
 Ms. NP Douw-Jack, Tel :(051) 505 6203

APPLICATIONS : Post: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road For Attention: Sub-directorate: Human Resource Management, Kimberly
 Post: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 For Attention: Sub-directorate: Human Resources Management, Limpopo
 Post: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
 Post: For Attention: Sub-directorate: Human Resources Management, Bloemfontein
 Post: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho For Attention: Sub-directorate: Human Resources Management, Mmabatho
 Post: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street,

East London For Attention: Sub-directorate: Human Resources Management:
 Provincial Office: East London
 Post: Chief Director: Provincial Operations: PO Box 4560, Johannesburg,
 2001, or hands deliver at 77 Korte Street, Braamfontein for Attention: Sub-
 directorate: Human Resources Management, Gauteng
 Post: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or
 hand deliver at Cnr Riebeek and Long Street for Attention: Sub-directorate:
 Human Resources Management, Western Cape
 Post: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni,
 1053 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty
 Avenue, Witbank. For Attention: Sub-directorate: Human Resources
 Management, Emalahleni
 Post: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or
 hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban For
 Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal

OTHER POSTS

POST 12/33 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/309**
 Labour Centre

SALARY CENTRE REQUIREMENTS : R779 295 per annum (All inclusive)
 : Uppington
 : Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr. ZL Albanie, Tel: (053) 8381 500
 : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road
 : Sub-directorate: Human Resource Management, Kimberly

POST 12/34 : **SPECIALIST: HEALTH AND HYGIENE REF NO: HR 4/18/03/33HO**
 Directorate: Occupational Health and Hygiene

SALARY CENTRE REQUIREMENTS : R779 295 per annum (All inclusive)
 : Head office
 : Three (3) year relevant tertiary qualification in Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene. Two (2) years management experience. Three (3) years functional experience in Occupational Health and Hygiene Services. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, OHS Act and Regulations, UIA , UI Contribution Act, Skills Development Act, OHSAS, ISO 14001, Employment Equity Act. Skills: Innovative, Facilitation, Computer literacy, Presentation, Interpersonal, Problem Solving, Analytical, Verbal and written communication, Interviewing, listening and observation, Planning and organizing, Research, Project Management.

DUTIES : Provide input into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Act, regulations and Standards. Conduct complex inspections for Health and Hygiene regularly as per OHS programme. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and

Hygiene. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES APPLICATIONS : Ms. HDD Huna, Tel: (012) 309 4148

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 12/35 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HR4/4/2DDRM/UIF**
Unemployment Insurance Fund

SALARY CENTRE REQUIREMENTS : R657 558. per annum (all inclusive)
Pretoria
Three years tertiary qualification in Public Management / Public Administration, Information Science, Records Management, Records and Archives Management, Certificate in Archives and Records Management will be an added advantage. Five (5) years functional experience in Records Management, of which two (2) years must be at management level. Knowledge: Public Finance Management Act (PFMA), National Archives and Records Service of South Africa Act (NARSSA), Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act, (PAJA). Information Security Policy. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standard (MISS). Public Service Regulations (PSR). Public Service Act (PSA) Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA). Skills: People Management, Records Management, Financial Management, Analytical, Problem Solving, Presentation, Planning and organising, Communications (Verbal and Written), Computer Literacy, Report writing.

DUTIES : Manage the implementation of records management policies and systems. Manage the facilitation of records management workshops. Manage the provision of registry services. Manage the provision of effective records management systems. Manage the disposal of records in accordance with National Archives and Records Services of South Africa Act. Manage the resources (Human, Finance, Equipment / Assets) in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms MM Ramoshaba, Tel: 012 337 1412/1463

FOR ATTENTION : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 12/36 : **DEPUTY DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES (2 POSTS) REF NO: HR 4/18/03/50HO**
Chief Directorate: Financial Management

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive)
Head Office
Three (3) year relevant tertiary qualification in Financial Management /Accounting. Two (2) years management experience. Three (3) years functional experience in oversight of SOEs/ Financial Management/ Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practice (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.

DUTIES : Manage, monitor and advise SOEs (State Owned Entities) on corporate governance compliance matters. Manage, monitor and advise SOEs on governance and financial oversight. Evaluate financial performance and positions of businesses in determining the affordability of Ministerial variations of sectoral determinations. Manage and supervise the resources of the directorate.

ENQUIRIES : Mr. FS Petersen, Tel: (012) 309 4287

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 12/37 : **DEPUTY DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR 4/18/03/72HO**
Directorate: Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive)
Head Office
Three (3) year relevant tertiary in Public Management/ Administration/ Project Management/Statistics. Two (2) years Management experience. Three (3) years functional experience in Planning and Monitoring services. A valid driver's licence. Knowledge: Departmental policies and procedures, Public Service Act, Treasury Regulations, Public Service Regulations and relevant prescripts, All relevant Labour legislations, Public Service Code of Conduct, Corporate Governance, Batho Pele principles. Skills: Strategic Management, Leadership, Monitoring and Evaluation, Communication (verbal and written), People management, Planning and organizing, Policy development and implementation, Computer literacy, Interviewing, Presentation, Project management, Problem solving.

DUTIES : Provide technical advice and monitor the alignment of Provinces Strategic Plans with the Department, National Priorities and Planning. Facilitate and coordinate the review of the Provincial Strategic Plans. Develop, implement and maintain service delivery Monitoring and Evaluation Tool for the Provinces. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.

ENQUIRIES APPLICATIONS : Ms. NSF Sigaba, Tel: (012) 309 4545

FOR ATTENTION : 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

POST 12/38 : **PSYCHOMETRIST / REGISTERED COUNSELLOR (GRADE1) REF NO: HR4/18/03/9HO**
Branch: Public Employment Services

SALARY CENTRE REQUIREMENTS : R514 476 per annum (OSD)
Head Office
Four (4) years B Psych qualification or a Four (4) B Psych equivalent Qualification. Valid drivers 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: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Support the provision and implementation of employment counselling services. Develop employment counselling resource materials. Provide and implement recruitment, psychometric assessment and selection. Participate in the Subsidy Schemes for People with Disabilities. Manage operations and personnel resources of the employment counselling support.

ENQUIRIES APPLICATIONS : Moramang Hlalele, Tel: (012) 309 4734

FOR ATTENTION : 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

POST 12/39 : **PSYCHOMETRIST / REGISTERED COUNSELLOR (GRADE1) (31 POSTS)**

SALARY CENTRE : R514 476 per annum (OSD)
Fort Beaufort – Ref No: HR 4/18/4/1 (1 post)
Graaf-Reinet– Ref No: HR 4/18/4/2 (1 post)
Mdantsane- Ref No: HR4/18/4/3 (1 post)
Estcourt–Ref No: HR 4/4/8/171 (1 post)
Pinetown- Ref No: HR4/4/8/172 (1 post)
Richmond-Ref No: HR4/4/8/173(1 post)
Ulundi-Ref No: HR4/4/8/174(1 post)
Verulam-Ref No: HR4/4/8/175(1 post)

Alberton-Ref No: HR4/4/4/10(1 post)
 Brakpan-Ref No: HR4/4/4/11(1 post)
 Carltonville-Ref No: HR4/4/4/12(1 post)
 Nigel-Ref No: HR4/4/4/13(1 post)
 Roodepoort-Ref No: HR4/4/4/14(1 post)
 Sebokeng-Ref No: HR4/4/4/15(1 post)
 Vanderbijlpark-Ref No: HR4/4/4/16(1 post)
 Harrismith-Ref No: HR4/4/9/17(1 post)
 Petrusburg-Ref No: HR4/4/9/18(1 post)
 Zastron-Ref No: HR4/4/9/19(1 post)
 Groblersdal-Ref No: HR4/4/6/20(1 post)
 Lebowakgomo-Ref No: HR4/4/6/21(1 post)
 Seshego-Ref No: HR4/4/6/22(1 post)
 Barberton-Ref No: HR4/4/7/23(1 post)
 Bethal-Ref No: HR4/4/7/24(1 post)
 Lydenburg-Ref No: HR4/4/7/25(1 post)
 Sabie-Ref No: HR4/4/7/26(1 post)
 Mogwase-Ref No: 4/4/3/31(1 post)
 Knysna-Ref No: HR4/4/10/41(1 post)
 Mossel Bay-Ref No: HR4/4/10/42(1 post)
 Paarl-Ref No: HR4/4/10/43(1 post)
 Worcester-Ref No: 4/4/10/44(1 post)

- REQUIREMENTS** : Four (4) year B Psych qualification or a 4 year 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: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : 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.
- ENQUIRIES** :
 Ms. N Tetjana, Tel: (046) 645 770
 Ms. LB Mduduma, Tel: (046) 761 3151
 Mr. XT Madikane, Tel : (049) 892 2142
 Ms. Z Maimane Tel: (021) 441 8125
 Ms. M Van Zyl, Tel: (011) 853 0503
 Ms. Z Mazibuko, Tel: (031) 366 2052
 Mr. T Mokoena, Tel :(018) 387 8100/8128
 Ms. T Maluleke, Tel: (015) 2901662
 Ms. L Masombuka. Tel: (013) 655 8800
 Ms. S Irwin, Tel: (053) 8381515
- APPLICATIONS** :
 Post: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road For Attention: Sub-directorate: Human Resource Management, Kimberly
 Post: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 For Attention: Sub-directorate: Human Resources Management, Limpopo
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 Post: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London For Attention: Sub-directorate: Human Resources Management: Provincial Office: East London
 Post: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein for Attention: Sub-directorate: Human Resources Management, Gauteng

Post: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeek and Long Street for Attention: Sub-directorate: Human Resources Management, Western Cape

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Post: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 12/40 : **ASSISTANT DIRECTOR: FINANCE AND PROVISIONING REF NO: HR4/4/4/02/19**

SALARY : R334 545 per annum
CENTRE : Provincial Officer: Braamfontein
REQUIREMENTS : Three (3) year relevant qualification in BCOM Accounting or Financial Management. Two (2) years supervisory experience. Two (2) years functional experience in the Finance Services. Knowledge: Public Service Transformation and Management issues, White Paper on transformation of Public Service, Public Services Act, Ability to convert policy into action, Public Services Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management , Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project Management, Strategic management, Analytical, Problem solving, Conflict management.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, e.g. PFMA, Treasury regulations, etc. Manage procurement support service in the Province. Monitor the Provincial budget to ensure efficient and effective utilization of resources. Develop and monitor the implementation of assets management system. Manage all resources of the

ENQUIRIES : Ms. CL Ngwane, Tel: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng Directorate.

POST 12/41 : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR4/4/5/11**

SALARY : R334 545 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three (3) year qualification in Office Management / Administration / Public administration. Two (2) years supervisory experience. Two (2) years functional experience in office support environment. Valid driver's licence. 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 audit to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to Provincial Chief Inspector. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the Provincial Chief Inspector. Attend to DG and Ministerial enquiries.

ENQUIRIES : Mr. EM Khambula, Tel: (031) 366 2203
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 12/42 : **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: HR4/4/3/3ARCC/UIF**

Unemployment Insurance Fund

SALARY : Members will be remunerated according to rates (market related) approved by the Department
CENTRE : Pretoria

- REQUIREMENTS** : Applicants are invited for an experienced candidate with CA (SA), (CIMA) or any other relevant professional financial qualification, for appointment as the Chairperson of the Audit and Risk Committee of the Unemployment Insurance Fund (UIF). An applicant must be registered with a professional body of his/her expertise. Knowledge and experience in Investments and Financial Markets will be added as an advantage. Applicants must further have expertise in Insurance, COSO model, COBIT Framework, King IV, Public Sector Risk Management Framework, and extensive leadership and experience in serving on the Risk/Audit Committees. Candidates should have experience in GRAP Financial statements, governance, risk management and controls for more than ten (10) years. Applicant may not be in employment with the Department of Labour, UIF, or other entities of the department of Labour. The applicant should be independent, objective and knowledgeable on the status of their positions as a chairperson of the Audit and Risk Committee.
- DUTIES** : Chairperson of the Audit and Risk Committee shall also serve as an Audit Committee member of the Department of Labour. The Chairperson should provide leadership in the audit committee meetings, prepare Audit and Risk Committee reports and interrogate management reports. The chairperson shall also be responsible to prepare a UIF quarterly audit and risk committee report and present it to the Department of Labour audit committee and or Director General and will also be expected to attend and present his report on quarterly basis to UIF Advisory Board. It will be the responsibility of the Chairperson to ensure that all the responsibilities or the roles of the audit and risk committee are discharged according to the Audit and Risk Committee Charter and any relevant act, standards and regulations.
- ENQUIRIES** : Mr V Mulindi, Tel: (012) 337 1121
- 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