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: 11 April 2018
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). 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: DIRECTOR: PUBLIC EMPLOYMENT SERVICES 8 POSTS

SALARY: R948 174 per annum (All inclusive)
CENTRE: 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


DUTIES: 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)
- Gauteng: Ref No: HR4/4/4/22 (1 post)


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,
OTHER POSTS

Labour Centre

SALARY: R779 295 per annum (All inclusive)

CENTRE: Upington


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: Mr. ZL Albanie, Tel: (053) 8381 500
APPLICATIONS: 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 12/34: SPECIALIST: HEALTH AND HYGIENE REF NO: HR 4/18/03/33HO
Directorate: Occupational Health and Hygiene

SALARY: R779 295 per annum (All inclusive)

CENTRE: Head office


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 : Ms. HDD Huna, Tel: (012) 309 4148
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 12/35 : DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HR4/4/2DDRM/UIF
Unemployment Insurance Fund

SALARY : R657 558, per annum (all inclusive)
CENTRE : Pretoria

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 : Ms MM Ramoshaba, Tel: 012 337 1412/1463
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 12/36 : DEPUTY DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES (2 POSTS) REF NO: HR 4/18/03/50HO
Chief Directorate: Financial Management

SALARY : R657 558 per annum (All inclusive)
CENTRE : Head Office

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 : R657 558 per annum (All inclusive)
CENTRE : Head Office

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 : Ms. NSF Sigaba, Tel: (012) 309 4545
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 12/38 : PSYCHOMETRIST / REGISTRED COUNSELLOR (GRADE1) REF NO: HR4/18/03/9HO
Branch: Public Employment Services

SALARY : R514 476 per annum (OSD)
CENTRE :

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)


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 : Moramang Hlalele, Tel: (012) 309 4734
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 12/39 : PSYCHOMETRIST / REGISTRED COUNSELLOR (GRADE1) (31 POSTS)
Alberston - 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)
Rooiport - Ref No: HR4/4/4/14 (1 post)
Vanderbijlpark - Ref No: HR4/4/4/16 (1 post)
Harismith - Ref No: HR4/4/9/17 (1 post)
Petrusburg - Ref No: HR4/4/4/18 (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: HR4/4/4/18 (1 post)
Zastron - Ref No: HR4/4/9/19 (1 post)
Groblerdal - 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)
Sable - Ref No: HR4/4/7/26 (1 post)
Mogwase - Ref No: HR4/4/10/41 (1 post)
Knysna - Ref No: HR4/4/10/42 (1 post)
Mossel Bay - Ref No: HR4/4/10/43 (1 post)
Paarl - Ref No: HR4/4/10/44 (1 post)
Worcester-Ref No: HR4/4/4/10/44 (1 post)

**REQUIREMENTS:**


**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) 2501662
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, Bloemfontein
Post: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein 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: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein for Attention: Sub-directorate: Human Resources Management, Gauteng
POST 12/40: ASSISTANT DIRECTOR: FINANCE AND PROVISIONING REF NO: HR4/4/02/19

SALARY: R334 545 per annum
CENTRE: Provincial Office: Braamfontein

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

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

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