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 : 20 April 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). 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 13/27 : DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR 4/18/04/01HO

SALARY : R948 174 per annum (all inclusive)

CENTRE : Directorate: Planning, Monitoring and Evaluation, Head Office


DUTIES : Manage the coordination of workshops to develop and monitor the implementation of Services Delivery Plan, norms and standards. Facilitate and coordinate the review of the Provincial Strategic Plans. Develop, implement and maintain service delivery monitoring and Evaluation tool for the Provinces. Monitor Performance against plans and set targets. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.

ENQUIRIES : Ms. M Bronkhorst, Tel: (012) 309 4969

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
Deputy Director: Labour Centre Operations

**SALARY**

R779 295 per annum (All inclusive)

**CENTRE**

Labour Centre: Litchenburg

**REQUIREMENTS**


**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. OPS Sebapatso, Tel: (018) 387 8100

**APPLICATIONS**

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

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**Deputy Director: Public Employment Services**

**SALARY**

R779 295 per annum (all inclusive)

**CENTRE**

Provincial Office: Mmabatho

**REQUIREMENTS**


**DUTIES**

Manage work seeker registration within the Province. Manage employer services within the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business Unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

**ENQUIRIES**

Mr. OPS Sebapatso, Tel: (018) 387 8100

**APPLICATIONS**

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

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**Assistant Director: IES**

**SALARY**

R417 552 per annum

**CENTRE**

Labour Centre: Kwazulu-Natal

**REQUIREMENTS**


**DUTIES**

Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

**ENQUIRIES**

Mr MP Tshabalala, Tel: (033) 341 5300

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 940, Durban, 4000

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal

**POST 13/31**

PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/7/13

**SALARY**

R417 552 per annum

**CENTRE**

Provincial Office: Emalahleni

**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**

Ms. NL Njwambe, Tel: (013) 655 8775

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hands deliver at Department of Labour, Corner Hofmeyer Street and Beatty Avenue

**FOR ATTENTION**

Sub-directorate: Human Resource Management, Emalahleni

**POST 13/32**

ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/9/315

**SALARY**

R334 545 per annum

**CENTRE**

Labour Centre: Rustenburg

**REQUIREMENTS**


**DUTIES**

Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the
resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES : Mr. OPS Sebapatso, Tel: (018) 387 8100
APPLICATIONS : 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