

**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.*

<b><u>CLOSING DATE</u></b>	:	20 April 2018 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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**

<b><u>POST 13/27</u></b>	:	<b><u>DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR 4/18/04/01HO</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum (all inclusive)
<b><u>CENTRE</u></b>	:	Directorate: Planning, Monitoring and Evaluation, Head Office
<b><u>REQUIREMENTS</u></b>	:	Three (3) year Degree (NQF7 & SAQA recognized) in Project Management/ Public Management/ Statistical Analysis/ Statistics. Five (5) years Middle Management experience. Three (3) years functional experience in Planning, Monitoring and Evaluation services. Valid drivers 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: Leadership, Strategic management, Monitoring and Evaluation, People Management, Verbal and written Communication, Planning and organizing, Computer literacy, Project management, Presentation, Policy development and implementation, Problem solving.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. M Bronkhorst, Tel: (012) 309 4969
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office

## OTHER POSTS

**POST 13/28** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/9/299**

**SALARY** : R779 295 per annum (All inclusive)  
**CENTRE** : Labour Centre: Litchenburg  
**REQUIREMENTS** : 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** : Mr. OPS Sebatso, 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

**POST 13/29** : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/9/309**

**SALARY** : R779 295 per annum (all inclusive)  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science (Psychology, Public /Business Administration. Two (2) years management experience. Three (3) years functional experience in Public Employment/Public Administration/ Management Services. A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Services Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Services Act. Skills: Planning and organizing, Communication, Computer Analytical, Presentation, Interpersonal Leadership, Networking, Report writing, Information management.

**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.

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**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

**POST 13/30** : **ASSISTANT DIRECTOR: IES REF NO: HR4/4/5/18**

**SALARY** : R417 552 per annum  
**CENTRE** : Labour Centre: Kwazulu-Natal  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Law/ Four (4) year Law qualification. Two (2) years supervisory experience. Two (2) years functional experience in Inspection /enforcement services. A valid driver's licence. Knowledge: Departmental Policies and Procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Public Service Regulations, Occupational Health and Safety Act ,COIDA SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and

		organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical Verbal and written communication.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Mr MP Tshabalala, Tel: (033) 341 5300
	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000
	:	Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal
<b><u>POST 13/31</u></b>	:	<b><u>PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/7/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R417 552 per annum
	:	Provincial Office: Emalahleni
	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. NL Njwambe, Tel: (013) 655 8775
	:	Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hands deliver at Department of Labour, Corner Hofmeyer Street and Beatty Avenue
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Emalahleni
<b><u>POST 13/32</u></b>	:	<b><u>ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/9/315</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum
	:	Labour Centre: Rustenburg
	:	Three (3) year tertiary qualification degree/diploma in Public Management/ Business Management / Operational Management /HRM/ three (3) year Nursing diploma/ degree. A medical background will be an added advantage. Three (3) years' experience in claims /medical insurance processing environment on a senior claim assessor/ supervisor level. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and COIDA Act, regulations, policies and procedures, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service( Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPSA guidelines on COIDA. Skills: Required Technical Proficiency, Business writing, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation, Work Ethics and self-management, Risk Management and Corporate Governance.
<b><u>DUTIES</u></b>	:	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**  
**APPLICATIONS**

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**FOR ATTENTION**