

## 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.*

- APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X 9005, East London, 5201 or hand deliver at Department of Labour, No.3 Hill Street, East London.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, East London.
- CLOSING DATE** : 02 May 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](http://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.

## OTHER POST

- POST 15/33** : **DEPUTY DIRECTOR: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/149**
- SALARY** : R657 558 per annum (All inclusive)
- CENTRE** : Provincial Office: East London
- REQUIREMENTS** : Three years relevant tertiary qualification in Human Resource Management/ Business/ Public Management/ Administration. Two (2) years management experience. Three (3) years functional experience in the Human Resources Management Services. Knowledge: Logis, Persal, BAS, Supply Chain Management policies, Recruitment and Selection Strategies, Human resources administration, Relevant legislation, BCEA, PSA, Preferential Procurement policy framework. Skills: Time Management, Leadership/Management, Report writing, Presentation, Interpersonal, Diversity Management, Facilitation, Computer literate, Analytical, Negotiation, Communication (verbal/written), Innovative.
- DUTIES** : Provide an integrated human resources management support and ensure the implementation of all HR policies in the Province. Manage and coordinate the implementation of an integrated performance, training and development management in the Provincial office and Labour Centres. Manage the employment relations services in the Provincial office and Labour Centres. Manage the administration of service benefits, recruitment and selection for Provincial office and Labour Centres. Provide a financial management service in the Provincial

**ENQUIRIES**

Office and Labour Centres. Manage the supply chain processes within the Provincial Office and Labour Centres.  
: Mr. ALT Makapela, Tel No: (043) 701 3128