

## 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>	:	22 May 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 of all qualification(s), academic records including a Senior certificate, ID-document and a Driver's license where applicable. The certification must be within three (3) months as at the advert closing date. 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. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

## MANAGEMENT ECHELON

<b><u>POST 18/16</u></b>	:	<b><u>DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/3/3DBS/WC</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) Degree as recognized by SAQA in Operation Management /Operation Research /Public Management / Business Administration /Finance /Business Process Reengineering. Five (5) years working experience at middle managerial level with functional experience. A valid driver's license. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Financial Management, Conflict Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA). Skills: Computer literacy, Policy formulation, Proficient Communication, Plan and Organising, Knowledge Management, Interpersonal Report Writing, Analytical.
<b><u>DUTIES</u></b>	:	Oversee the implementation of strategy of the Unemployment Insurance Fund (UIF). Manage the effective rendering of operation services. Oversee the implementation of employer audit services. Manage the implementation of risk.

Management strategies. Manage all resources (Human, Financial equipment/Assets.  
**ENQUIRIES** : Mr M Ntamo Tel No: (021) 441 8112  
**APPLICATIONS** : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**OTHER POSTS**

**POST 18/17** : **DEPUTY DIRECTOR: CLAIMS CREDITORS REF NO: HR4/4/3/2DDCC/UIF**

**SALARY** : R657 558 per annum (All inclusive)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years National qualification in Public Management, Accounting Sciences/ Financial Management / Commerce Three (3) years functional experience in Financial Management. Two (2) years must be at a management level. Knowledge: Public Financial Management Act (PFMA) no.1 of 1999, Public Service Regulation (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), International Financial Reporting Standards (IFRS), Basic Conditions of Employment Act (BCEA), Batho Pele Principles. Skills: Financial Management, Diversity Management, Presentation, Problem Solving, Planning and Organising, Project Management, Communication, Computer literacy, Report Writing, Analytical, Interpersonal, Numeracy, Research, Monitoring and Evaluation.

**DUTIES** : Approve and monitor the reconciliation of payments for the Unemployment Insurance claims to eligible beneficiaries. Monitor, follow up and report on open vouchers (payment which financial institutions could not process for various reasons). Compile financial reports on benefits payments. Manage the implementation of internal controls. Manage resources (Human, Financial, Equipment, Assets) in the Sub- Directorate.

**ENQUIRIES** : Ms HA Aderibigbe, Tel No: (012) 337 1112  
**APPLICATIONS** : Chief Director: Corporate Services P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Building, Pretoria 0001  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 18/18** : **SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/5/36**

**SALARY** : R417 552 per annum  
**CENTRE** : Labour Centre: Pietermaritzburg  
**REQUIREMENTS** : Three year tertiary relevant qualification in Public Administration/Social Science. Two (2) years supervisory experience. Two (2) years functional experience in Employment Services administration/Coordination. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

**DUTIES** : Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

**ENQUIRIES** : Mr. MP Tshabalala, Tel No: (033) 341 5300  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Kwazulu-Natal.

**POST 18/19** : **ASSISTANT DIRECTOR: CLAIM DEBTORS REF NO: HR4/4/3/2ASDCD/UIF**

**SALARY** : R334 545 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years tertiary qualification in Financial Management / Cost and Management Accounting. Four (4) years experience in Finance environment of which Two (2) years must be at Supervisory level. Knowledge: Public Finance Management Act (PFMA), Conflict Management. Basic Conditions of Employment Act (BCEA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognised Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Debtors Management, Labour Relations Act (LRA). Skills: Accounting, Communication, Listening, Computer literacy (MS Office Suite), Interpersonal, Attention to detail, Time Management, Report Writing, Planning and Organizing.

**DUTIES** : Manage the overpayment Debt collection processes. Guide and support the team in the provision of support services to Provincial offices. Manage and maintain the debtor's records. Manage the reconciliation of overpayment debtor's accounts. Manage resources (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES** : Mr. MR Nchabeleng, Tel No: (012) 337 1415  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 18/20** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/2ASDOD/UIF**

**SALARY** : R334 545 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : A three years relevant tertiary qualification in Management Services / Organisational and Work-Study / Production Management / Operations Management. Job evaluation certificate and valid driver's license. Two (2) years Supervisory experience and two (2) years functional experience in Organisational Development. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Job Evaluation Process and Equate System, Job Analysis and Organisational design Principles, Office Accommodation Processes, Work-Study Techniques, Procedure and Methods. Skills: Communication, Computer literacy, Listening, Analytical, Presentation, Research, Problem Solving, Benchmarking, Innovative and Creative, Numeracy, Report writing, Interpersonal, Time Management, People Management, Planning and Organising.

**DUTIES** : Develop and review the organisational structure. Facilitate the development and review of job profiles. Conduct job evaluation in the Fund. Manage all resources in the Sub-Directorate.

**ENQUIRIES** : Ms. MR Makokotlela, Tel No: (012) 337 1821  
**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 18/21** : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2ASCC/UIF**

**SALARY** : R334 545 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years tertiary qualification in Contact Centre Management / Operations / Public Management / Business Administration / Management / Administration Management / Public Administration/ Communication. Two (2) years experience at a supervisory level. Two (2) years functional experience in Call Centre. Knowledge: Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Labour Relation Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and

Organising, Policy analysis, Communication, Computer literacy Report Writing, Customer focus, Customer service, Listening, Attention to detail.

**DUTIES** : Monitor the handling of incoming calls. Monitor the handling of walk-in enquiries. Implement the Call Centre policies and procedures. Manage resource (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES APPLICATIONS** : Mr. JN Mthembu, Tel No: (012) 337 1189

**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 0001. Sub-directorate: Human Resource Management, UIF

**POST 18/22** : **ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR4/4/4/04/21**

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum  
: Provincial Office: Gauteng  
: Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two (2) years functional experience in Labour market data processing/ statistics. Two (2) years supervisory experience, Valid drivers license (B) Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act, Public Service Regulations and relevant prescripts, Statistics and Database software packages, Functioning of DOL Labour Centres and Business Units, Labour legislation. Skills: Research, Communication, Computer literacy, Innovative, Interpersonal relation, Analytical, General management, Project management, Data analysis, Leadership.

**DUTIES** : Manage performance information of the provinces in the Department of Labour, in order to insure that the pre-determined plans and objectives of the organization are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analyzing trends recorded through quarterly performance reports against. Manage all the resources of the division.

**ENQUIRIES APPLICATIONS** : Mr. D Kgwele, Tel No: (011) 853 0300

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein. Sub-directorate: Human Resources Management, Gauteng

**POST 18/23** : **ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR4/4/4/04/22**

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum  
: Provincial Office: Gauteng  
: Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two years functional experience in Labour market analysis. Two (2) years supervisory experience. Valid drivers license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Analytical methods, Labour market dynamic, Research Methodology, Project management, COIDA, SDA, LRA, EEA, BCEA, OHSA, UIA. Skills: Assertiveness, Communication Interpersonal, Innovative, creative and leadership, Management, planning organisation, Analytical, Team management, Stress management, Data analysis.

**DUTIES** : Assess the impact of labour legislation on the different stakeholders (civil service, labour and business etc.) by conducting provincial and contributing to national research projects for the purpose of monitoring and evaluating national policy and socio-economic trends. Manage all the resources of the division.

**ENQUIRIES APPLICATIONS** : Mr. D Kgwele, Tel No: (011) 853 0300

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein. Sub-directorate: Human Resources Management, Gauteng