

## 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 representativity in line with the numeric targets as contained in our Employment Equity plan.*

<b><u>CLOSING DATE</u></b>	:	29 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 representativity in line with the numerical targets as contained in our Employment Equity Plan.

## OTHER POSTS

<b><u>POST 19/02</u></b>	:	<b><u>DEPUTY DIRECTOR: COIDA REF NO: HR4/4/5/36</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Braamfontein
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification Degree/ Diploma in Public Management/ Administration/ Social science/ OHS/ Finance/ HRM is required. 3 – 5 years' experience in management of claims processing (medical & compensation). Knowledge: Public Service, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, 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 value, Required IT Knowledge, Fund IT Operating System, DPSA guidelines on COIDA, Technical knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Fund IT Operating System, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision making, Accountability, People Management and Empowerment (including developing others), Client Orientation and Customer Focus, Communication, Work Ethic and self-

management, Risk Management and Corporate Governance, Customer Service Improvement, Data Capturing, Quality Management.

**DUTIES** : Coordinate effective provision and administration of compensation and assessment services. Oversee the provision of specialist support in the province/ labour centre. Liaise with internal and external stakeholders in respect of COID legislation. Assist in the management of the province/ labour centre.

**ENQUIRIES APPLICATIONS** : Ms. Z Mabudusha, Tel No: (012) 313 6397

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**POST 19/03** : **SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/5/36**  
(Re-advert extension of a closing date)

**SALARY CENTRE REQUIREMENTS** : R417 552 per annum  
Labour Centre: Pietermaritzburg  
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 APPLICATIONS** : Mr. MP Tshabalala, Tel No: (033) 341 5300

**FOR ATTENTION** : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.

**POST 19/04** : **ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR4/4/4/04/21**  
(Re-advert extension of a closing date)

**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 licence (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.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng.

**POST 19/05** : **ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR4/4/4/04/22**  
(Re-advert extension of a closing date)

**SALARY** : R334 545 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : 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 licence. 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** : Mr. D Kgwele, Tel No: (011) 853 0300  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng.