

## 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>	:	18 June 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 ( NB: A, B,C is compulsory) 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 22/35</u></b>	:	<b><u>CHIEF INFORMATION OFFICER REF NO: HR4/18/06/17HO</u></b> Chief Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R1 127 334 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Undergraduate Degree on NQF 7 in Information Communication and Technology. Five (5) years experience in a Senior Management position in the field of ICT. A valid driver's licence. Knowledge: Service Levy Agreements (ICT), Technical standards / procedures (ICT), Latest Developments on ICT field, Procurement of ICT equipment, Training and Development, Managerial functions, Financial regulations, Public Service Act, Public Service regulations. Skills: Analytical thinking, Research, Computer utilization, Policy formulation, Adaptability during changes to meet the goals, Strategic management, Communication, Project management.
<b><u>DUTIES</u></b>	:	Provide strategic leadership, support and advice to the Department regarding Information Communication Technology systems. Develop departmental supporting information management and information technology policies and strategies. Monitor the implementation and performance of Public Private

		Partnership contract management for the Department. Promote effective management of information and information technology as enabler as a strategic resources. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Responsible for the resources and performance management of staff in the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. BB Matebesi, Tel No: (012) 309 4865
<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
<b><u>POST 22/36</u></b>	:	<b><u>DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR4/18/06/01HO</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>	:	Facilitate and coordinate the review of the Provincial Strategic Plans. Monitor Performance against plans and set targets. Manage the compilation of performance information reports. Provide secretariat services for all management meetings in the office of the Director-General. Manage the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. M Bronkhorst, Tel No: (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
<b><u>POST 22/37</u></b>	:	<b><u>DIRECTOR: STATUTORY SERVICES REF NO: HR4/18/06/02HO</u></b> Chief Directorate: Statutory and Advocacy Services
<b><u>SALARY</u></b>	:	R948 174 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Four (4) year degree (NQF7 & SAQA recognized) in Law/ LLB. Admission as an Attorney or Advocate who had undergone pupillage and passed their Bar examinations. Five (5) years of experience at a Middle Management level. Three (3) years functional experience in a Legal / Inspection and Enforcement services. A valid driver's licence. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strategic management, Analytical, Innovative, Strong leadership, strategic decision-making abilities.
<b><u>DUTIES</u></b>	:	Develop strategy to render administration of statutory law. Plan, develop and lead the conduct of research and/ or investigate on the development of statutory law. Plan and develop strategy to encourage cooperation of relevant stakeholder's e.g. internal stakeholder and external stakeholder. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage the implementation of capacity programmes on statutory services.
<b><u>ENQUIRIES</u></b>	:	Adv. F Mncanca, Tel No: (012) 309 4562

**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

**POST 22/38** : **DIRECTOR: WORK-SEEKER SUPPORT SERVICES REF NO: HR4/18/06/04HO**  
Directorate: Work-Seeker Services

**SALARY** : R948 174 per annum (All inclusive)

**CENTRE** : Head Office

**REQUIREMENTS** : Three (3) year Degree (NQF7 and SAQA recognized) in Public/Business Administration/Public/Business Administration/Public/ Business management/ Psychology/Industrial Psychology. A valid driver's licence. Five (5) years of experience at a middle management level. Three (3) years functional experience in public employment services/public operations. Knowledge: Good Governance, Departmental Policies and Procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial Management, PFMA, LRA &EE, COIDA, Skills Development Act, UI Act, Public Service Regulations. Skills: Planning and organizing, Communication Good interpersonal relations, Analytical, Computer literacy, Project management, Strong leadership, Research, Presentation, Report writing, Project Management.

**DUTIES** : Manage and maintain programmes for gathering information on work seekers, training opportunities, institutions, careers information and guidance; and other related functions as outlined in the ES Act. Manage the development of standards, tools, materials etc. to support Provincial Offices and Labour Centres on ES matters. Manage the implementation of work seekers support programmes. Manage special labour market programmes for designated group (youth, women and people with disabilities retrenches, ex-offenders). Monitor, evaluate, and report on the work seeker services activities in the Provincial Offices and Labour Centres.

**ENQUIRIES** : Mr. Sagren Govender, Tel No: (012) 309 4141

**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

#### **OTHER POSTS**

**POST 22/39** : **DEPUTY DIRECTOR: IT INFRASTRUCTURE SUPPORT REF NO: HR4/4/3/2DDITIS/UIF**

**SALARY** : R657 558 per annum (All inclusive)

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Information Technology/ Computer Sciences / Information Systems. Three (3) years functional experience in network support. Two (2) years experience at management level. Valid driver's license. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), State Information Technology Agency Processes (SITA), Information Technology, Infrastructure and Network Architecture Designs, Electronic Communication Transaction Act, Electronic Document Management System, Minimum Information Security Standards (MISS). Skills: Problem Solving, Presentation, Planning and Organising, Strong Analytical skills, Communication skills (both verbal and written), Ability to influence, Computer Literacy, Report writing, Project Management, Driving.

**DUTIES** : Manage installation, configuration, maintenance of LAN and WAN (Local Area Network, Wide Area Network), Perform network monitoring functions (LAN & WAN), Provide planning and advanced technical expertise, Manage the contract and services rendered by the service providers. 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** : Mr. VM Gqoli Tel No: (012) 337 1613/1422

**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 22/40** : **DEPUTY DIRECTOR: COID REF NO: HR4/4/8/179**

**SALARY** : R657 558 per annum (All inclusive)

**CENTRE** : Provincial Office: Free State

**REQUIREMENTS** : Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years Management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service Regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administration Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving, Decision Making, People Management and Employment (including developing others), Communication (written and verbal), Risk Management.

**DUTIES** : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the province. Provide operational and technical support to Processing labour Centre within the province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

**ENQUIRIES** : Dr. N Kahla, Tel No: (051) 051 505 6397

**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Bloemfontein

**POST 22/41** : **CAREER GUIDANCE COORDINATOR: PUBLIC EMPLOYMENT SERVICES NO: HR4/4/1/90**  
(Re-advertisement previous applications will not be considered, applicants must apply)

**SALARY** : R417 552 per annum

**CENTRE** : Provincial Office: East London

**REQUIREMENTS** : Four (4) year relevant tertiary qualification in BPsych. Two years (2) supervisory experience. Two (2) years functional experience in Employment/Career Counselling. A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, OHS Act, Immigration Act, Employment Services Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Information Management.

**DUTIES** : Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisations. Manage, and co-ordinate the administration of psychometric assessment.

**ENQUIRIES** : Ms. KD Mogotloane, Tel No: (043) 701 3076

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office.

**POST 22/42** : **SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/8/318**

**SALARY** : R417 552 per annum

**CENTRE REQUIREMENTS** : Labour Centre: Kimberly  
: Three (3) 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 J Mphahlele, Tel No: (053) 8381580  
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at Corner Pniel & Compound Street, Kimberley

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Kimberley

**POST 22/43** : **ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR4/4/1/120**

**SALARY CENTRE REQUIREMENTS** : R417 552 per annum  
: Provincial Office: Eastern Cape  
: 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** : Ms. NN Tetyana, Tel No: (043) 701 3019  
: Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office.

**POST 22/44** : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2ASDITP/UIF (Re-advert)**

**SALARY CENTRE REQUIREMENTS** : R334 545 per annum  
: Unemployment Insurance Fund: Pretoria  
: Three (3) year tertiary qualification in Information Technology/ Project Management/ Public Administration/ Public Management / Operations Management. Certificate in Project management will be an added advantage. Four (4) years functional experience of which two (2) years must be in ICT project management / Administration. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Protected Disclosure Act, Unemployment Insurance Act (UIA), Unemployment Insurance

Contribution Act (UICA), Promotion of Access to information Act (PAIA) Skills: People Management, Problem Solving, Conflict management, Presentation, Driving, Planning and Organising, Analytical, Communication, Computer Literacy, Report Writing, Creativity, Numeracy.

**DUTIES** : Manage effective delivery of Information Communication Technology priority projects for the UIF, Manage Information Communication Technology project deliverables in line with the Fund's strategic objectives, quality standards and expectations, Provide best practice development and implementation in all Information Communication Technology projects and programmes, Manage resources (Financial, Equipment /Assets) in the section.

**ENQUIRIES** : Mr. VM Gqoli Tel No: (012) 337 1613/1422

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 22/45** : **ASSISTANT DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2ASDRPD/UIF (X2 POSTS)**  
Re-advert

**SALARY** : R334 545 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Humanities: Policy Studies/ Development Studies/ Social Sciences/Public Administration / Management. A post graduate degree in research or development studies will be an added advantage. Two (2) years functional experience in Research and Policy Development environment. Two (2) years supervisory. Knowledge: Policy Analysis, Development and Management, Research Management and Methodologies, Quality Management, Project Management, Public Finance Management Act (PFMA) , Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA) Skills: Report writing, Risk Management , Financial Management , Diversity Management, Computer Literacy, Research Methodology, Communication, Conflict Management, Problem Solving Presentation, Planning and Organizing, Analytical and Creativity

**DUTIES** : Facilitate Policy Development processes in Unemployment Insurance Fund Coordinate and monitor the review of policies in Unemployment Insurance Fund, Conduct research studies for Unemployment Insurance Fund, Manage resources (Human, Finance, Equipment, Assets) within the section

**ENQUIRIES** : Ms DM Ratau, Tel No: (012) 337 1706

**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 22/46** : **ASSISTANT DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/7/37**

**SALARY** : R334 545 per annum

**CENTRE** : Provincial Office: Mpumalanga

**REQUIREMENTS** : Three (3) years tertiary qualification in Administration/Public Management/equivalent qualifications. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Basic Condition of Employment Act, Batho Pele principles, Labour Relations Act ,Employment Equity Act, Public Service Regulation, Public Service Act, Operations Systems. Skills: Communication (verbal & written) Management, Listening, People Management, Numeracy Computer literacy Time management Customer Relations Analytical Interpersonal.

**DUTIES** : Manage employer's declarations & maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and

training services to the business unit. Manage resources (Human, Financial, Equipments/Assets) in the section.

**ENQUIRIES**

: Ms. NF Mkhonto, Tel No: (013) 655 8829

**APPLICATIONS**

: Human Resources Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at Corner of Hofmeyer and Beatty Avenue, Labour Building.

**FOR ATTENTION**

: Sub-directorate: Human Resources Management, Provincial Office: Mpumalanga