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.

CLOSING DATE : 02 July 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. 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.

OTHER POSTS

POST 24/38 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS X4 POSTS

SALARY : R779 295 per annum (All inclusive)

CENTRE : Labour Centre: Mkhondo- Ref No: HR 4/4/4/7/42 (X1 Post)
Labour Centre: Garankuwa- Ref No: HR 4/4/4/05/07 (X1 Post) (Gauteng)
Labour Centre: Sebokeng- Ref No: HR 4/4/4/05/12 (X1 Post) (Gauteng)
Labour Centre: Attridgeville-, Ref No: HR 4/4/4/05/04 (X1 Post) (Gauteng)

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: Ms. M Mazibuko, Tel No: (013) 655 6701
Mr. MJ Zigana, Tel No: (011) 853 0316
Mr. MC Luxande, Tel No: (011) 853 0307

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beaty Avenue, Witbank.
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni
Sub-directorate: Human Resources Management, Gauteng

POST 24/39: CAREER COUNSELLOR (GRADE1) REF NO: HR4/4/9/508

SALARY: R514 476 per annum (OSD)
CENTRE: Labour Centre; Christiana


DUTIES: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES: Mr. OPS Sebapatso, Tel No: (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 24/40: ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/18/06/41HO

SALARY: R334 545 per annum
CENTRE: Head Office


DUTIES: Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Employment Relation. Manage resources of the section.
APPLICATION DEVELOPMENT: JAVA REF NO: HR4/18/06/44HO
Chief Directorate: Information Communication Technology

SALARY: R334 545 per annum
CENTRE: Head Office
REQUIREMENTS:
Three (3) year relevant tertiary qualification in Information Communication Technology or (3) relevant qualification in ICT. Four (4) years functional experience in Application Development and Support (specialization in JavaScript). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software developments methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.

DUTIES:
Analyze, specify and develop customized software Applications Java. Provide support and maintenance of customized software Applications Java. Develop applications according to the defined standards and best practice principles.

ENQUIRIES: Ms. E Cronje, Tel No: (012) 309 4876
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

APPLICATION DEVELOPMENT: PL/SQL REF NO: HR4/18/06/40HO
Chief Directorate: Information Communication Technology

SALARY: R334 545 per annum
CENTRE: Head Office
REQUIREMENTS:
Three (3) year relevant tertiary qualification in Information Communication Technology or (3) relevant qualification in ICT. Four (4) years functional experience in Application Development and Support (specialization in PL/SQL). Knowledge: Software languages and associated development platforms and tools, Multi-tier software architecture and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software developments methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Problem Solving, Communication, Time Management, Planning and organizing, Multi-tier architecture, Project management.

DUTIES:
Analyze, specify and develop customized software Applications PL/SQL. Provide support and maintenance of customized software Applications PL/SQL. Develop applications according to the defined standards and best practice principles.

ENQUIRIES: Ms. E Cronje, Tel No: (012) 309 4876
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

WORKSHOP TEAM LEADER X3 POSTS

SALARY: R334 545 per annum
CENTRE:
SEE: Cape Town (Ndabeni) - Ref No: HR 5/18/05/18(X1 Post)
SEE: Johannesburg – Ref No: HR 5/18/05/19 (X1 Post)
SEE: Pretoria (Silvertown) – Ref No: HR 5/18/05/20 (X1 Post)
REQUIREMENTS:
added advantage. Knowledge: Manufacturing principles/procedures, Technical
design/development, Supervision/management, Disability Act and policies, First
Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and
organizing, Communication, Computer, Analytical, Facilitation, Interpersonal,
Leadership, Innovative, Stakeholder management, Project Management.

DUTIES
Control all workshop technical aspects within the Factory. Manage workshop
planning, manufacturing process and material costing. Monitor the maintenance of
machinery and tools. Ensure compliance to Occupational Health and Safety within
factory.

ENQUIRIES
Ms. G Manamela, Tel No: (012) 843 7300

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