

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.

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| <u>CLOSING DATE</u> | : | 02 July 2018 at 16:00 |
| <u>NOTE</u> | : | 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 representativity in line with the numerical targets as contained in our Employment Equity Plan. |

OTHER POSTS

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| <u>POST 24/38</u> | : | <u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS X4 POSTS</u> |
| <u>SALARY CENTRE</u> | : | R779 295 per annum (All inclusive) Labour Centre: Mkhondo- Ref No: HR 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: Atteridgeville-, Ref No: HR 4/4/4/05/04(X1 Post) (Gauteng) |
| <u>REQUIREMENTS</u> | : | Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management. |

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 8701
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 Beatty 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
REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

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 Sebatso, 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**
Directorate: Employment Relations

SALARY : R334 545 per annum
CENTRE : Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Four (4) years functional experience in Employment Relations services, of which three (3) years functioning at the Senior Employment Relations Officer (SR8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

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.

ENQUIRIES APPLICATIONS : Mr. TC Skosana, Tel No: (012) 309 4720
 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 24/41 : **APPLICATION DEVELOPMENT: JAVA REF NO: HR4/18/06/44HO**
 Chief Directorate: Information Communication Technology

SALARY CENTRE REQUIREMENTS : R334 545 per annum
 Head Office
 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 APPLICATIONS : Ms. E Cronje, Tel No: (012) 309 4876
 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 24/42 : **APPLICATION DEVELOPMENT: PL/SQL REF NO: HR4/18/06/40HO**
 Chief Directorate: Information Communication Technology

SALARY CENTRE REQUIREMENTS : R334 545 per annum
 Head Office
 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 APPLICATIONS : Ms. E Cronje, Tel No: (012) 309 4876
 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 24/43 : **WORKSHOP TEAM LEADER X3 POSTS**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
 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 (Silverton) – Ref No: HR 5/18/05/20 (X1 Post)

REQUIREMENTS : National Diploma: Structural Steelwork Detailing OR Diploma in Clothing and Textile Technology/ Diploma in Textile Design and Technology/ Diploma in Textile Technology / National Diploma in clothing management OR Diploma in Wood Technology/ Postgraduate Diploma: Forestry and Wood Science/ National Diploma: Wood Technology. A Trade test certificate in steel or wood will be an

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