

## 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.*

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.
- FOR ATTENTION** : Sub-directorate: Human Resource Management, Kimberly
- CLOSING DATE** : 20 August 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](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies( Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. 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. Successful candidates will be expected to sign a performance agreement.

## OTHER POST

- POST 31/40** : **COID EMPLOYER AUDITOR REF NO: HR4/4/8/316 (X2 POSTS)**
- SALARY** : R242 475 per annum
- CENTRE** : Provincial Office: Northern Cape
- REQUIREMENTS** : Three (3) year relevant qualification in Financial Accounting/ BCOM Accounting/ Accounting/LLB/BCOM Law/BCOM in Commerce. No experience required. Valid driver's license. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Disease Act (COIDA). UIA & UICA. OHS Act and Regulations. Public Service Act. Public Service Regulations. Public Financial Management Act (PFMA). Skills: Computer literacy. Communication (written and Verbal). Facilitation. Interpersonal Planning and organising. Innovative and creative.
- DUTIES** : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within the prescribed time frames. Issue Enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on weekly basis to report performance.
- ENQUIRIES** : Mr. IS Vass, Tel No: (053) 8381652