

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** : 03 September 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 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 POSTS

- POST 33/03** : **DEPUTY DIRECTOR: COIDA REF NO: HR4/4/7/54**
- SALARY** : R826 053 per annum (all inclusive)
- CENTRE** : Provincial Office: Emalaheni
- 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 Administrative Justice Act (PAJA), DoL and Compensation 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, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.
- 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 Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES : Ms. LP Magubane, Tel No: (013) 655 8748
APPLICATIONS : Department of Labour: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 33/04 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/7/38**

SALARY : R697 011 per annum (all inclusive)
CENTRE : Provincial Office: Emalahleni
REQUIREMENTS : Three (3) year tertiary qualification in Operations Management /Operations Research/ Public Management/Business Administration/Finance and/ or equivalent qualification. Two (2) years management experience. Three (3) years functional experience in operations. Knowledge: Public Finance Management Act, Treasury regulations, Unemployment Insurance Act and Regulations(UIAR), Unemployment Insurance Contribution Act, Public Finance Management Act, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Basic Conditions of Employment Act(BCEA) Labour Relation Act, Employment Equity Act, Public Service Regulation, Public Service Act, Operations Systems. Skills: Leadership, Management, Communication both verbal and written, Interpersonal, Conflict Management, Team Building Financial Management, Project Management, Analytical, innovative/Creative.

DUTIES : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the Resources in the sub directorate.

ENQUIRIES : Ms. M Mazibuko, Tel No: (013) 655 8870/1
APPLICATIONS : Department of Labour: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 33/05 : **COUNSELLOR (X2 POSTS)**

SALARY : R547 917(OSD)
CENTRE : Labour Centre: Ermelo – Ref No: HR 4/4/7/43 (X1 Post)
Labour Centre: Mkhondo– Ref No: HR 4/4/7/44 (X1 Post)
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 : Ms. L Mashego, Tel No: (017) 819 7632
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 9054, Ermelo, 2350 or hand deliver at Merino Building, Cnr of De Jager & Joubert Street, Ermelo.
Deputy Director: Labour Centre Operations, Private Bag X 34, Piet Retief, 2380 or hand deliver at Balalas Building, 42 Kotze Street, Piet Retief.

POST 33/06 : **ASSISTANT DIRECTOR: COID REF NO: HR4/4/9/19**

SALARY : R444 693 per annum
CENTRE : Labour Centre: Rustenburg

- REQUIREMENTS** : Diploma/ Degree qualification in Public Management / Business Management / HRM / Operational Management/ Nursing Diploma (3years) Degree. Three (3) years experience in claims/ Medical insurance processing environment on senior claim assessor/ supervisor level. Knowledge: Public Service Regulations, DOL and Compensation Fund business strategies and goals Directorate goals and performance requirements Compensation Fund Services, PFMA and Treasury Regulations, Relevant Stakeholders, Customer service(Batho Pele principles), Fund values, Required IT Knowledge, Fund IT Operating system, Public Services Act Technical knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Strategic Leadership, Programme and Project Management, Financial Management, Change management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, 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.
- DUTIES** : Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.
- ENQUIRIES** : Mr. T Mokoena, 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 33/07** : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES (X3 POSTS)**
- SALARY** : R356 289 per annum
- CENTRE** : Provincial Office: East London-Ref No: HR4/4/1/180
Provincial Office: Kwazulu-Natal-Ref No: HR4/4/5/57
Provincial Office: Free State-Ref No: HR4/4/8/193
- REQUIREMENTS** : BPROC / LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver's licence. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.
- DUTIES** : Appear in court for enforcement of COID and OHS. Manage the implementation of COIDS and OHS enforcement processes. Manage the advocacy strategy for COID and OHS-IES in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
- ENQUIRIES** : Mr. EM Khambula, Tel No: (031) 366 2203
Adv. LD Mkhonto, Tel No: (043) 701 3287
Mrs. A Manttule, Tel No: (051) 505 6347
- APPLICATIONS** : Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London. For Attention: Sub-directorate: Human Resources Management: Provincial Office: East London
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
Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 33/08 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/9/28**

SALARY : R356 289 per annum

CENTRE : Provincial Office: North-West

REQUIREMENTS : LLB degree/ Four (4) year legal qualification. Two (2) years functional experience in legal environment. Admission as Attorney or Advocate. Valid drivers licence. Knowledge: Employment Equity Act, Public Service Act, Ability to convert policy into action, Treasury Regulations, Compensation for Occupational Injuries and Diseases Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Basic Condition of Employment Act, Occupational Health and Safety Act, Skill Development Act, Employment Service Act, Labour Court Rules and Practice Directives, Magistrate Court Rules and Practice Directives, Labour Relation Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Computer literacy, Verbal and written communication, Good interpersonal, Problem solving, Facilitating, Presenting, Conflict Management, Research, Litigation, Analytical, Innovative, Client focused, Sense of responsibility, Organisational / Goal driven, Disciplined and ability to meet deadlines, Assertiveness.

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province. Manage the resources within the unit.

ENQUIRIES : Mr. ABM Mampuru, 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