

## 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.*

**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 (including Senior Certificate), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants, who do not comply with the above-mentioned requirements / instructions 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 36/24** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR 4/18/09/01HQ**  
Chief Directorate: Legal Services

**SALARY** : R448 269 – R1 084 437 per annum (OSD)  
**CENTRE** : Head Office  
**REQUIREMENTS** : LLB Degree. Admission as an Attorney or Advocate. A valid driver's licence. Eight (8) years post qualification legal experience. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Promotion of Administration Justice Act (PAJA), Promotion of Access to Information Act, (PAIA), Criminal Procedure Act, Law of Evidence, The Constitution of the Republic of South Africa, Labour Relations Act (LRA), Litigation Procedures, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Occupational Health and Safety Act (OHSA), Public Employment Service Act. Skills: Planning and organizing, Communication (Written and Verbal), Listening, Computer literacy, Time Management, Presentation, Report Writing, Analytical, Liaison, Diplomacy, Policy Development, Networking, interviewing, Financial Management, Project Management, Strategic Planning, Negotiation.

**DUTIES** : Provide necessary and professional legal advice and support in the Department. Provide legal strategic direction to obtain maximum impact on the Department's service delivery. Draft legislations, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal binding documents for the Department. Facilitate the promotion of an effective relationship with all stakeholders. Appear in court. Manage litigation on behalf of the Department.

**ENQUIRIES** : Prof V Singh, Tel No: (012) 309 4611  
**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  
**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/25** : **PRINCIPAL INSPECTOR: DIVING ACTIVITIES REF NO: HR 4/18/09/13HO**  
Directorate: Health and Hygiene

**SALARY** : R444 693 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Three (3) year relevant qualification in Environmental Health/Occupational Hygiene/Physiology/Chemical Engineering. Valid driver's license. Three (3) years experience in occupational hygiene inspections. One (1) year experience in diving services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Detailed knowledge of Occupational Health and Safety Act, COIDA, UIA, Skills Development Act, Employment Equity Act, Experience of commercial diving safety and training. Skills: Leadership/ Management, Report writing, Interpersonal, Communication, Computer literacy, Project management, Negotiation, Facilitation, Planning and Organizing Problem solving, Interviewing, listening and observation, Presentation, Analytical, Innovative.

**DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour (DoL) in terms of the OHS Act, Regulations and Standards. Conduct advocacy, audits, inspections and investigation of incidents and complaints. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES** : Ms. BDD Huna, Tel No: (012) 309 4408  
**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  
**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/26** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/200**

**SALARY** : R444 693 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Electrical Engineering. Valid driver's license (B). Two (2) years supervisory experience. Two (2) years functional experience in Electrical Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHSAS, COIDA, UIA, UI Contribution Act, Skills Development Act, Employment Equity Act, ISO 18001. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal & Written), interviewing, Presentation, Innovative, Analytical, Research, Project management.

**DUTIES** : Provide inputs into the development of Electrical Engineering and ensure implementation of Policies and ensure implementation of OHS Strategic for the Department of Labour (DoL) in terms of OHS Act and Regulation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES** : Mrs. A Mantule, Tel No: (051) 050 6347  
**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  
**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/27** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/8/199**

**SALARY** : R444 693 per annum  
**CENTRE** : Provincial Office: Free State

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Mechanical Engineering. Valid driver's license (B). Two (2) years supervisory experience. Two (2) years functional experience in Health and Hygiene inspection/services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, COIDA, UIA, UI Contribution Act, Skills Development Act, Employment Equity Act, ISO 14001, ISO 18001. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

**DUTIES** : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategic for the Department of Labour (DoL) in terms of OHS Act and Regulation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES** : Mrs. A Mantule, Tel No: (051) 050 6347

**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

**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/28** : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/341**

**SALARY** : R356 289 per annum

**CENTRE** : Provincial Office: Kimberly

**REQUIREMENTS** : LLB Degree/ Four (4) years legal tertiary qualification. Admission as an attorney or advocate. Two (2) years functional experience in legal environment. A valid driver's license. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Departmental policies and procedures, Accounting system and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy, Verbal and written communication, Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.

**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.

**ENQUIRIES** : Mr. IS Vass, Tel No: (053) 8381652

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley

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

**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/29** : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/8/336**

**SALARY** : R356 289 per annum

**CENTRE** : Provincial Office: Kimberly

**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, 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. IS Vass, Tel No: (053) 8381652

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Priel & Compound Street, Kimberley

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

**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/30** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS (X2 POSTS)**

**SALARY CENTRE** : R356 289 per annum  
Provincial Office: East London- Ref No: HR4/4/1/201(X1 Post)  
Provincial Office: Kimberley: Ref No: HR4/4/343(X1 Post)

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's licence Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem solving, Conflict management People management.

**DUTIES** : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.

**ENQUIRIES** : Mr. WG Dumalisile, Tel No: (043) 701 3032  
Ms. MR Musa, Tel No: (053) 8381523

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Priel & Compound Street, Kimberley. For Attention: Sub-directorate: Human Resources Management, Provincial Office: Kimberley  
Chief Director: Human Resources Operations: Private Bag X 9005, East London, 5201 or Hand deliver at Department of Labour, No.3 Hill Street, East London. For Attention: Sub-directorate: Human Resources Management, East London.

**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/31** : **ASSISTANT DIRECTOR: OFFICE SUPPORT REF NO: HR4/18/08/03HO**  
Directorate: Fleet and Auxiliary Services

**SALARY CENTRE** : R356 289 per annum  
Head Office

**REQUIREMENTS** : Three (3) year relevant qualification in Public Management/ Public Administration/ Information Management. Two (2) years supervisory experience. Two (2) years functional experience in Records Management. Knowledge: Records Management, National Archives Act, Project Management, Contract Management, Supply Chain Management Framework, Public Finance Management Act, Promotion of Administrative Justice Act. Skills: Leadership, Management, Computer literacy, Presentation, Analytical, Communication (both verbal and written), Facilitation, Organizing and planning.

**DUTIES** : Assist in the formulation, implementation and review of Records Management Policy, Guideline and procedures. Manage registry services in the Department. Manage Postal Services in the Department. Manage cleaning services in the Department. Manage all the Resources within the Division.

**ENQUIRIES** : Ms. T Mmbadlisa, Tel No: (012) 309 4611

**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

**CLOSING DATE** : 21 September 2018 at 16:00

**POST 36/32** : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2ASDITP/UIF**  
Re-advertisement. Applicants that have previously applied should re-apply.

**SALARY** : R356 289 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Information Technology/ Project Management / Public Administration/ Public Management / Operations Management. Four (4) years functional experience of which two (2) years must be ICT project management / Administration. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Human Resource Development Policies, Skills Development Act (SDA), Labour Relations Act (LRA), Project Management, Diversity Management, Basic Conditions of Employment Act (BCEA), Basic Education and Training Act (BET), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA). Skills: Negotiation, People Management, Communication, Presentation, Problem Solving, Creativity, Report Writing, Planning and Organizing, Interpretation, Driving, Computer Literacy, Numeracy.

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

**ENQUIRIES** : Mr. VM Gqoli, Tel No: (012) 337 1613  
**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF  
**CLOSING DATE** : 25 September 2018 at 16:00

**POST 36/33** : **SENIOR PRACTITIONER: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/1SPPWD/UIF**

**SALARY** : R299 709 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) year qualification in Communication / Public Relations / Computer Science / Information Technology / Web Graphic Design. Two (2) years functional experience in Publications and Web Development or Web Administration environment. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Government Communication Information System Role. Skills: Ability to work under pressure and meet deadlines. Branding Principles. Problem Solving. Presentation. Negotiation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Driving. Interpersonal. Creativity. Search engine optimization techniques Ability to work with HTML, Java Script, Net, data bases and content Management Systems.

**DUTIES** : Render the production of UIF publications and distribution. Gather information for the website. Compile content for internal communication platforms. Rendering the procurement of the production of UIF graphic design, videography and photography.

**ENQUIRIES** : Mr. ML Mkamba: Tel No: (012) 337 1471  
**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF  
**CLOSING DATE** : 25 September 2018 at 16:00

**POST 36/34** : **SENIOR TRAINING OFFICER REF NO: HR4/4/3/1STO/UIF**  
Re-advertisement

**SALARY** : R299 709 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ B Degree in Management of Training/ Human Resource Development/ Human Resource Management. Valid driver license. Two (2) years relevant experience. Knowledge: Public Financial Management Act

(PFMA). Promotion of Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Government Communication Information System role. Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Policy analysis and Development. Report writing. Computer Literacy.

**DUTIES**

: Conduct training programs (functional /operational /business). Coordinate compulsory induction and orientation programs. Compile and update operational / functional / business training manuals. Implement the Workplace Skills Plan (WSP).

**ENQUIRIES**

: Mr. TG Oageng Tel No: (012) 337 1566 / 1915 / 1710

**APPLICATIONS**

: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**

: Sub-directorate: Human Resource Management, UIF

**CLOSING DATE**

: 25 September 2018 at 16:00