

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** : 01 October 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 (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 37/38** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/1/208**
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All inclusive)
: Labour Centre: Queenstown
: 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 APPLICATIONS** : Adv. EM Yawa, Tel No: (043) 701 3128
: 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

POST 37/39 : **DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTI CORRUPTION**
REF NO: HR4/10/101

SALARY : R697 011 per annum (All inclusive)
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year tertiary qualification in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years Management experience. Three (3) years functional experience in Risk management/ Internal auditing services. Knowledge: Public sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Treasury Regulations, Anti Fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic management, Financial Management, Facilitation, Investigation, Interviewing, People management, Computer literacy, Time management, Communication, Interpersonal, Presentation, Planning and organising.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud strategy. Develop plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

ENQUIRIES : Ms. Z Maimane, Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeeck and Long Street

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 37/40 : **COUNSELLOR (X2 POSTS)**

SALARY : R547 917 (OSD)
CENTRE : Labour Centre: Fort Beaufort Ref No: HR 4/4/1/179 (X1 Post)
Labour Centre: Oudtshoorn Ref No: HR 4/4/10/104 (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. Z Maimane, Tel No: (021) 441 8125
Ms. N Tetyana, Tel No: (046) 645 4686

APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeeck and Long Street. For Attention: Sub-directorate: Human Resources Management, Western Cape
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

POST 37/41 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/04/24**

SALARY : R444 693 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years qualification Labour Relations Management/BCOM Law/LLB. Two (2) years supervisory experience. Two (2) years functional experience in Labour/Inspections Enforcement Services. Valid Drivers license (B). Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance

- Management Act Public Service Regulations, Employment Equity Act, COIDA. Skills: Planning and Organising, Computer literacy Communication, Problem Research Solving, Interviewing, listening and observation, Presentation, Research, Project Management, Analytical, Innovative.
- DUTIES** : Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.
- ENQUIRIES** : Adv. M Msiza, Tel No: (012) 309 5253
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng
- POST 37/42** : **PRINCIPAL COID: EMPLOYERS AUDITOR (X2 POSTS)**
- SALARY** : R444 693 per annum
- CENTRE** : Provincial Office: Mpumalanga-Ref No: HR4/4/7/62(X1 Post)
Provincial Office: KwaZulu-Natal-Ref No: HR4/4/5/68(X1 Post)
- REQUIREMENTS** : Three (3) years tertiary qualification in Financial Accounting / BCOM Accounting / BCOM Law / BCOM Commerce / LLB. Two (2) years functional experience in compliance / Inspection and Enforcement Environment. Two (2) years supervisory experience. Valid drivers licence. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS act and Regulations, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer Literacy, Research, Interpersonal, Innovative and creative.
- DUTIES** : Manage the implementation of SOP'S and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.
- ENQUIRIES** : Mr. EM Khambula, Tel No: (031) 366 2203
Ms. NL Njwambe, Tel No: (013) 655 8775
- APPLICATIONS** : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. For Attention: Human Resources Management, KwaZulu-Natal.
Chief Director Provincial Operations: 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 37/43** : **ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR 4/4/4/08/06**
- SALARY** : R444 693 per annum
- CENTRE** : Provincial Office: Gauteng
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two (2) years functional experience in Labour market data processing/ statistics. Two (2) years supervisory experience. Valid drivers licence (B). Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act, Public Service Regulations and relevant prescripts, Statistics and Database software packages, Functioning of DOL Labour Centres and Business Units, Labour legislation. Skills: Research, Communication, Computer Literacy, Innovative, Interpersonal relation, Analytical, General management, Project management, Data analysis, Leadership.
- DUTIES** : Manage performance information of the provinces in the Department of Labour, in order to insure that the pre-determined plans and objectives of the organization are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of

Service Delivery Improvement Plans. Assist in consolidating and analyzing trends recorded through quarterly performance reports against. Manage all the resources of the division.

ENQUIRIES : Mr. D Kgwele, Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 37/44 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/08/08**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Gauteng
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 : Adv. M Msiza, Tel No: (012) 309 5253
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 37/45 : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES REF NO: HR4/ 4/4/07/08**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Braamfontein (Gauteng)
REQUIREMENTS : Three (3) year relevant tertiary qualification in Business/ Public Administration/ Management/ Information Management. Two (2) years Supervisory experience. Two (2) years functional experience in the Administration Services. Knowledge: Relevant Departmental policies and procedures, Basic Condition of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication Interpersonal relations, Decision –making, Problem-solving, Presentation, Conflict management, Computer Literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section (Weekly).

ENQUIRIES : Mr. NS Mthethwa, Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 37/46 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES (X2 POSTS)**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Western Cape-Ref No: HR4/4/10/197(X1 Post)
Provincial Office: Limpopo-Ref No: HR4/6/6/01(X1 Post)
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 : Ms. T Maluleke, Tel No: (015) 290 1662
Ms. Z Maimane, Tel No: (021) 441 8125

APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeek and Long Street, For Attention: Sub-directorate: Human Resources Management, Western Cape
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700, For Attention: Sub-directorate: Human Resources Management, Limpopo

POST 37/47 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/9/298**

SALARY : R299 709 per annum

CENTRE : Labour Centre: Christiana

REQUIREMENTS : Three (3) year relevant tertiary qualification in Business Administration/Business Management and/ or Public Administration/ Public Management /Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES : Monitor and oversee the help desk at the first port of entry within Registration Services. Oversee the employment services rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyze the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending complaints / queries.

ENQUIRIES : Ms. F Diokana, Tel No: (018) 387 8132

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735,
Physical address 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION : Human Resources Operations