

## 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** : 15 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](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.
- ERRATUM**: Please note that the post of Supervisor: Registration with Ref No: HR4/4/9/298 advertised in Public Service Vacancy Circular 37 dated 14 September 2018 exist at the Labour Centre: Klerksdorp not Christiana as previous stated on the advert. The rest of the advert remains unchanged. Enquiries: Ms F Diokana Tel No: (018) 387 8132

## OTHER POSTS

- POST 39/186** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/349**
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All inclusive)  
: Labour Centre: De Aar  
: 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** : Mr. ZL Albanie, Tel No: (053) 838 1500  
**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

**POST 39/187** : **DEPUTY DIRECTOR: COIDA REF NO: HR4/4/4/07/17**  
(Re-advertisement)

**SALARY** : R826 053 per annum (all inclusive)  
**CENTRE** : Provincial Office: Braamfontein  
**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. V Mabudusha Tel No: (011) 853 0478  
**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 39/188** : **DEPUTY DIRECTOR: EMPLOYMENT STANDARD (BCEA ADMINISTRATION) REF NO: HR4/18/10/01HQ**

**SALARY** : R826 053 per annum (all inclusive)  
**CENTRE** : Directorate: Employment Standard, Head Office  
**REQUIREMENTS** : Three year relevant tertiary in Labour Relations/Human Resource Management/Law. Two (2) management experience. Three years (3) functional experience in Labour Relations/Employment Standards services. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Constitution of South Africa Act, Batho Pele Principles, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Skills Development Act, Public Financial Management Act. Skills: Verbal and written communication, Computer literacy, Statistical analysis, Labour Economic, Analytical.

**DUTIES** : Manage the administration of Ministerial and Sectorial Determinations. Develop and Monitor the system of administrating the BCEA in Provinces. Monitor the advocacy on conditions of employment to protect vulnerable workers. Manage training and provide administration support services in the Sub-Directorate and Provinces.

**ENQUIRIES** : Mr. S Rathai Tel No: (012) 309 4636  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 39/189** : **ASSISTANT DIRECTOR: COID REF NO: HR4/4/1/12**

**SALARY** : R444 693 per annum  
**CENTRE** : Labour Centre: Mthatha  
**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. S Mapukata, Tel No: (047) 501 5600  
**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X9005, 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.

**POST 39/190** : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/759**

**SALARY** : R356 289 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**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. NL Njwambe Tel No: (013) 6558 775  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Emalahleni