

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 : 30 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 41/75 : **REGISTERED PSYCHOMETRIST/ COUSELLOR GRADE1-3 (X2 POSTS)**

SALARY : Commencing: Grade 1: R547 917 - R608 103 (OSD)
Commencing: Grade 2: R626 481 - R695 295 (OSD)
Commencing: Grade 3: R712 950 - R791 253 (OSD)

CENTRE : Labour Centre: Queenstown – Ref No: HR 4/4/1/175 (X1 Post)
Labour Centre: Grahamstown- Ref No: HR 4/4/1/176 (X1 Post)

REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification.
Grade 1: 5 years relevant experience. **Grade 2:** 8 years relevant experience. **Grade 3:** 16 years relevant experience. 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. ZM Kali, Tel No: (045) 807 5400 (Queenstown)
Ms. Z Papu, Tel No: (046) 622 2104 (Grahamstown)

APPLICATIONS : 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.

POST 41/76 : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/11**

SALARY : R444 693 per annum

CENTRE : Provincial Office: Limpopo

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 : Ms. T Maluleke Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700

FOR ATTENTION : Physical address: 42a Schoeman Street, Polokwane, 0700

POST 41/77 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HR4/18/10/14HO**

Directorate: Labour Relations

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/ Human Resources Management/ Law. Two (2) years supervisory experience. Two (2) years functional experience in Labour Relations/ Collective Bargaining. Knowledge: Public Service on 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, Accounting systems and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Verbal and written communication, Interpersonal Relations, Ability to build high performance teams, Computer literacy, Project management, Communication, Analytical, Problem solving, Conflict Analytical, Innovative, Management.

DUTIES : Develop and monitor the registration of labour organisation (Daily). Obtain information to monitor compliance of labour organisation in terms of legislation (Daily). Develop and monitor the extension of Collective Agreements (Daily) Strengthen the capacity of labour market institutions. Manage resources of Sub – Directorate such HR, assets, etc. (Monthly).

ENQUIRIES : Ms. SK Mahlangu, Tel No: (012) 309 4588

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

POST 41/78 : **ASSISTANT DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES REF NO: HR4/18/10/03HO**

Directorate: Financial Liaison- Public Entities

SALARY : R356 289 per annum

CENTRE : Head Office

- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Financial Management / Accounting. Two (2) years supervisory experience. Two (2) years functional experience in oversight of SOEs (State Owned Entities)/ Financial Management/Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organizational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognized Accounting Practice (GRAP). Skills: Planning and organizing Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation Analytical, Financial and Performance Report writing.
- DUTIES** : Monitor and advise SOE's on governance compliance issues. Monitor and advise SOE's on financial governance and financial oversight. Evaluate the financial performance and positions of businesses in determining affordability of the Ministerial variations from sectoral determinations. Supervise the resources of the directorate
- ENQUIRIES** : Mr. M Tsoetsi Tel No: (012) 309 4114
- 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