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.*

**ANNEXURE G**

**POST 44/33**

**PRINCIPAL PSYCHOLOGIST**

**REF NO:** HR4/4/8/208

**SALARY:** R974 634 per annum (OSD)

**CENTER:** Provincial Office: Free State


**DUTIES:** Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.

**ENQUIRIES**

Ms E Maneli Tel No: (051) 505 6350

**APPLICATIONS**

Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

**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.
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST 44/34 : DEPUTY DIRECTOR: COID REF NO: HR4/4/8/207

SALARY : R 826 053 per annum (all inclusive)
CENTER : Provincial Office: Free State
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 : Dr. N Kahla, Tel: (051) 505 6397
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hands deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

POST44/35 : REGISTERED PSYCHOMETRIST/ COUSELLOR REF NO: HR4/4/5/86

SALARY : Grade 1 (R 547 917. - R 608 103) (OSD) 5 years relevant experience
           Grade 2 (R 626 481. - R 695 295) (OSD) 8 years relevant experience
           Grade 3 (R 712 950.00 - R 791 253) (OSD) 16 years relevant experience
CENTRE : Labour Centre: Dundee

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 T Khumalo, Tel: (034) 21 23147
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 : Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 44/36 : PRINCIPAL COIDA: EMPLOYER AUDITOR REF NO: HR4/4/8/206

SALARY : R 444 693 per annum
CENTER : Provincial Office: Free State
**REQUIREMENTS**


**DUTIES**

Manage the implementation of SOP's and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relations to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.

**ENQUIRIES**

Ms. A Mantutle, Tel: (051) 505 6210

**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

**POST 44/37**

**PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/9/40**

**SALARY**

R 444 693 per annum

**CENTER**

Provincial Office: Mmabatho

**REQUIREMENTS**


**DUTIES**

Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the Process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

**ENQUIRIES**

Mr. ABM Mampuru, Tel: (018) 387 8100

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, or hand delivers at University Drive, Provident House, Mmabatho

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Mmabatho

**POST 44/38**

**ASSISTANT DIRECTOR: TRAINING AND PERFORMANCE MANAGEMENT REF NO: HR4/4/7/45**

**SALARY**

R 356 289 per annum

**CENTER**

Provincial Office: Mpumalanga

**REQUIREMENTS**

**DUTIES**

Coordinate and monitor the implementation of Human Resource Development initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction programmes in the Province. Monitor and evaluate the impact of training implemented in the Province. Manage all the resources of the Sub unit.

**ENQUIRIES**

Mr LM Nkotsoe, Tel: (013) 655 8762

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Provincial Office: Mpumalanga