

## 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** : 03 December 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.

## OTHER POSTS

**POST 46/27** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/353**

**SALARY** : R826 053 per annum (All inclusive)

**CENTRE** : Labour Centre: Postmasburg

**REQUIREMENTS** : Three (3) 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 46/28** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/6/18**

**SALARY** : R444 693 per annum

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : Three years relevant tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/ Financial Management. A Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skill Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem solving, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

**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** : Ms. T Maluleke Tel No: (015) 290 1768

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

**POST 46/29** : **ASSISTANT DIRECTOR: IES REF NO: HR4/4/10/10**

**SALARY** : R444 693 per annum

**CENTRE** : Labour Centre: Pretoria

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Law/ 4 year Law qualification. Two (2) years supervisory experience. Two (2) years functional experience in Inspection and Enforcement functions. A valid Driver's licence. Knowledge: Departmental Policies and Procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Employment Services Act, Public Service Regulations, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation Presentation, Innovative, Analytical, Verbal and written communication.

**DUTIES** : Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

**ENQUIRIES** : Ms. A Phasha Tel No: (012) 309 5050

**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