

## 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** : 18 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.

## MANAGEMENT ECHELON

- POST 48/82** : **DIRECTOR: EMPLOYMENT STANDARDS REF NO: HR 4/18/11/44HO**  
Directorate: Employment Standards
- SALARY** : R1 005 063 per annum (All inclusive)
- CENTRE** : Head Office
- REQUIREMENTS** : Three year (3) degree (NQF7 & SAQA recognized) in Labour Relations/Human Resource Management/Law. Five (5) years middle management experience (Deputy Director Level). Five years (5) 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, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting Systems and Internal Control, Batho Pele Principles, Corporate governance, Labour Relations and Collective Bargaining systems, International Labour Organisation (ILO). Skills: Verbal and written communication, Computer literacy, Administration and financial management, Ability to build higher performance team, Project management, Strategic management, Analytical, Problem solving, Conflict management, Innovative.
- DUTIES** : Develop and control system of ministerial and sectorial determination. Control plan to monitor implementation and advocacy on conditions of employment to protect vulnerable workers. Develop and control system of standards settings to provide

advice to the relevant stakeholders. Manage Employment Condition Commission (Statutory Body) and promulgation process regarding standards setting.

**ENQUIRIES** : Mr. T Mkalipi, Tel No: (012) 309 4123

**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

#### **OTHER POSTS**

**POST 48/83** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/1/222**

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

**CENTRE** : Labour Centre: Lusikisiki

**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** : Adv. EM Yawa, Tel No: (043) 701- 3128

**APPLICATIONS** : 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 48/84** : **DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTI CORRUPTION REF NO: HR 4/4/7/67**

**SALARY** : R697 011 per annum (All inclusive)

**CENTRE** : Provincial Office: Mpumalanga

**REQUIREMENTS** : Three (3) year tertiary qualification in Risk Management/Auditing or Accounting or Economics. Two (2) years Management experience. Three (3) years functional experience in Risk Management/Internal Audit. A valid driver's licence. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act Labour Relations Act, Public Service Act and Regulations. Skills: Project Management, Analytical, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, Power Point), Mentoring and coaching.

**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. M Mazibuko Tel No: (013) 655- 8701

**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyr Street and Beatty Avenue, Witbank.

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

**POST 48/85** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/4/11/04**

**SALARY** : R356 289 per annum

- CENTRE** : Provincial Office: Braamfontein
- REQUIREMENTS** : Three (3) year tertiary qualification in Risk Management/ Internal Audit/ Compliance management. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Fraud and Corruption. A Valid EB Code driver's license. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedures Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.
- DUTIES** : Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.
- ENQUIRIES** : Ms. RE Tema, Tel No: (011) 853 -0311
- 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