

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 : 04 January 2019 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 50/30 : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: HR 4/18/12/91HO**
 Chief Directorate: Financial Management

SALARY : R697 011 per annum (All inclusive)
CENTRE : Head Office
REQUIREMENTS : Three year relevant tertiary qualification in Financial Management/ Accounting. Two (2) years Management experience. Three (3) years functional experience in financial planning. A valid driver's licence. Knowledge: Departmental Policies and Procedure, Public Finance and Management Act (PFMA), Treasury Regulations and Budget Guidelines, Batho Pele Principles, Government Accounting. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy (Word, Excel and Power Point), Interpersonal Relations, Presentation, Analytical, Competency in English Language, Assertiveness.

DUTIES : Coordinate the compilations of Medium Term Expenditure Framework (MTEF). Monitor the allocations of budget including the capital budget within the Department of Labour. Monitor, Consolidate and Manage roll-over funds in the Department. Coordinate the compilations of the Estimates of National Expenditure and Adjusted Estimates of National Expenditure (ENE, AENE). Coordinate the compilations of the Appropriation Statement during the Year-End process. Manage the resources within the Financial Planning Sub-directorate.

ENQUIRIES : Mr. D Kyle Tel No: (012) 309 4298
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 50/31 : **PSYCHOMETRIST/ REGISTERED COUSELLOR REF NO: HR4/4/8/354**

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

CENTRE : Labour Centre: De Aar

REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1:** 0 (zero) experience. **Grade 2:** 8 years relevant experience. **Grade 3:** 16 years relevant experience. 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

ENQUIRIES : Mr. A Senakhomo Tel No: (053) 838 1545

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Kimberley.

POST 50/32 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: HR 4/18/12/08HO**
Directorate: Management Advisory Services

SALARY : R299 709 per annum

CENTRE : Head Office

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resources Management/Management Services/Industrial Engineering/Operations/Production Management/Psychology. Two (2) years functional experience in Organisational Development/Effectiveness/Work Study services. Knowledge: Basic understanding of policies, regulation, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Understanding of information analysis, Job profile design and Job evaluation, Business Process Management Organisational Design, DPSA Resolutions and Guidelines, Human Resource Development Policies, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Computer literate, Facilitation, Good communication (verbal and written), Listening, Planning and organising, Good Interpersonal relations, Interviewing, Research, Analytical, Problem solving, Interviewing.

DUTIES : Develop, review job profiles for newly created and existing posts in the Department of Labour. Conduct job evaluation processes in the Department of Labour. Conduct organisational development investigations. Coordinate the development of Business Process Improvement. Conduct and provide change management processes intervention in the Department.

ENQUIRIES : Mr. T Mokomane, Tel No: (012) 309 4319

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