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: 19 February 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, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, 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 04/28: DEPUTY DIRECTOR: HRD AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/4/10/09

SALARY: R697 011 per annum (All inclusive)

CENTRE: Provincial Office: Gauteng


DUTIES: Provide integrated Human Resource Management support and ensure the implementation of all HR policies in the Province. Manage and co-ordinate the implementation of an integrated performance management system in the Province. Manage the coordination of Human Resources Development in the Province. Manage staff and all resources of the Sub- Directorate.

ENQUIRIES: Ms. K Ntshingane Tel No: (011) 853 0300

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.
POST 04/29: COUNSELLOR (X2 POSTS)

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: Mdantsane Ref No: HR4/4/1/198 (X1 Post)
- Labour Centre: Pinetown Ref No: HR 4/4/5/102(X1 Post)

REQUIREMENTS:
- Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice).

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:
- Mr. XT Madikane Tel No: (043) 7613151
- Mr. EB Zondi Tel No: (031) 701 7740

APPLICATIONS:
- Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London
- Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

FOR ATTENTION:
- Human Resources Management, Eastern Cape
- Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 04/30: ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/6/23

SALARY: R444 693 per annum

CENTRE: Provincial Office: Limpopo

REQUIREMENTS:

DUTIES:
- Produce statistical analysis of Labour Market Information. Conduct client satisfaction surveys. Ensure information for policy and planning purposes in the Province. Liaise with other institutions and stakeholders. Manage resources in the Unit.

ENQUIRIES:
- Ms. TE Maluleke Tel No: (015) 290 1662

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 04/31: ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/1/12

SALARY: R444 693 per annum

CENTRE: Labour Centre: Mthatha

REQUIREMENTS:
- Diploma/ Degree qualification in Public Management / Business Management / HRM / Operational Management/ Nursing Diploma (3years) Degree. Three (3) years experience in claims/ Medical insurance processing environment on senior

**DUTIES**: Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

**ENQUIRIES**: Mr. S Mapukata Tel No: (047) 501 5600

**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 04/32**: PRINCIPAL COID: EMPLOYERS AUDITOR (X2 POSTS)

**SALARY**: R444 693 per annum

**CENTRE**: Provincial Office: East London Ref No: HR4/4/1/170(X1 Post)

**PROVINCIAL OFFICE: MMABATHO REF NO: HR4/4/9/54(X1 POST)**


**DUTIES**: Manage the implementation of SOP’S and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA, Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.

**ENQUIRIES**: Mr. ABM Mampuru Tel No: (018) 387 8100 Advocate LD Mkhonto Tel No: (043) 701 3279/3287

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


**POST 04/33**: PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/5/04

**SALARY**: R444 693 per annum

**CENTRE**: Provincial Office: Mmabatho

**REQUIREMENTS**: Three (3) years 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, UIF, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skill Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer...
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. EM Khambula Tel No: (031) 366 2203
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 04/34: ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/4/01/02

SALARY: R356 289 per annum
CENTRE: Provincial Office: Gauteng
REQUIREMENTS: BPROC / LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver’s licence. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Corporate governance, Skills Development Act, SDLA. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES: Appear in court for enforcement of COID and OHS. Manage the implementation of COIDS and OHS enforcement processes. Manage the advocacy strategy for COID and OHS-IES in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

ENQUIRIES: Advocate. M Msiza Tel No: (012) 309 4027
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

POST 04/35: ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/4/0808

SALARY: R356 289 per annum
CENTRE: Provincial Office: Gauteng
REQUIREMENTS: LLB Degree/ Four (4) years legal tertiary qualification. Admission as an attorney or advocate. Two (2) years functional experience in legal environment. A valid driver’s license. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Departmental policies and procedures, Accounting system and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy, Verbal and written communication, Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.

DUTIES: Implement statutory processes with respect to all Labour Legislation and IES policies. Implement advocacy programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province.

ENQUIRIES: Advocate. M Msiza Tel No: (012) 309 4027
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
POST 04/36 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/19/02/13HO
Directorate: Risk Management

SALARY : R356 289 per annum
CENTRE : Head Office

DUTIES : Implement Risk management strategies/policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit.

ENQUIRIES : Ms. G Baker Tel No: (012) 309 4968
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.