ANNEXURE H

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 March 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 06/19

ASSISTANT DIRECTOR: COID REF NO: HR4/4/6/37

SALARY: R444 693 per annum

CENTRE: Labour Centre: Modimolle


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. J Mokobodi Tel No: (015) 290 1665

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700

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

**POST 06/20**
**PRINCIPAL COID: EMPLOYER AUDITOR REF NO: HR4/4/8/367**

**SALARY**
R444 693 per annum

**CENTRE**
Provincial Office: Kimberly

**REQUIREMENTS**

**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. IS Vass Tel No: (053) 838 1652

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Corner Compound and Pniel Road

**FOR ATTENTION**
Sub-directorate: Human Resource Management, Kimberly

**POST 06/21**
**ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/170**

**SALARY**
R444 693 per annum

**CENTRE**
Provincial Office: East London

**REQUIREMENTS**

**DUTIES**
Provide operational and technical support to labour centres for the delivery of effective work- seeker registration services. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

**ENQUIRIES**
Ms KD Mogotloane Tel No: (043) 701 3074

**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**
POST 06/22

ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS AND EMPLOYMENT RELATIONS REF NO: HR4/4/4/01/04

SALARY: R356 289 per annum
CENTRE: Provincial Office: Gauteng
DUTIES: Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
ENQUIRIES: Ms. MH Rampou 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 06/23

ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/6/29

SALARY: R356 289 per annum
CENTRE: Provincial Office: Limpopo
DUTIES: Provide inputs and implement policies pertaining licensing of Provincial vehicles. Monitor licensing discs and tracking systems disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operation of the subsidised motor transport scheme.
ENQUIRIES: Ms. TE Maluleke Tel No: (015) 290 1662
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700
FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

INTERNSHIP PROGRAMME
The Department of Labour would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to 58 graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously and must between the ages of 18-35.

OTHER POSTS
POST 06/24: WORK SEEKER SUPPORT REF NO: HR4/19/02/01HO (X4 POSTS)
Branch: Essa System Support
SALARY: R68 742 per annum
CENTRE: Head Office
REQUIREMENTS: National Diploma/Degree Graphic Design/ Data Analytics/ Web Design and Maintenance
ENQUIRIES: Mr. M Ngwezi Tel No: (012) 309 4527
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 06/25: PES MSS REF NO: HR4/19/02/02HO
Branch: Essa System Support
SALARY: R68 742 per annum
CENTRE: Head Office
REQUIREMENTS: National Diploma/Degree Graphic Design/ Data Analytics/ Web Design and Maintenance
ENQUIRIES: Mr. M Ngwezi Tel No: (012) 309 4527
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 06/26: PES MSS, M&E REF NO: HR4/19/02/03HO (X2 POSTS)
Branch: PESS MSS, Monitoring &Evaluation
SALARY: R68 742 per annum
CENTRE: Head Office
REQUIREMENTS: National Diploma/Degree Graphic Design/ Data Analytics/ Web Design and Maintenance
ENQUIRIES: Mr. M Ngwezi Tel No: (012) 309 4527
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 06/27: EMPLOYER SERVICES REF NO: HR4/19/02/04HO
Branch: Employer Services
SALARY: R68 742 per annum
CENTRE: Head Office
REQUIREMENTS: National Diploma/Degree Graphic Design/ Data Analytics/ Web Design and Maintenance
ENQUIRIES: Mr. M Ngwezi Tel No: (012) 309 4527
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 06/28: LABOUR MIGRATION SERVICES AND PLACEMENT REF NO: HR4/19/02/05HO (X2 POSTS)
Branch: Labour Migration Services and Placement
SALARY: R68 742 per annum
CENTRE: Head Office
REQUIREMENTS: National Diploma/Degree Graphic Design/ Data Analytics/ Web Design and Maintenance
ENQUIRIES: Mr. M Ngwezi Tel No: (012) 309 4527
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 06/29 : PRIVATE EMPLOYMENT AGENCIES REF NO: HR4/19/02/06HO
Branch: Registration of Private Employment Agencies/Temporary Employment Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Social Sciences/ Humanities/ Public Administration/ Development Studies
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/30 : ES BOARD SECRETARIAT REF NO: HR4/19/02/07HO
Branch: ES Board Secretariat

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Social Sciences/ Humanities/ Public Administration/ Development Studies
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/31 : SCM REF NO: HR4/19/02/08HO (X3 POSTS)
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Cost and Management Accounting/ Purchasing Management/ Public Administration
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/32 : FACTORY REF NO: HR4/19/02/09HO
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Operations Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/33 : ADMIN REF NO: HR4/19/02/10HO (X4 POSTS)
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Finance/ Accounting
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/34 : BUSINESS DEVELOPMENT REF NO: HR4/19/02/11HO (X4 POSTS)
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree/ Hons Marketing
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/35 : HRM REF NO: HR4/19/02/12HO (X4 POSTS)
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Human Resource Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/36 : INFORMATION TECHNOLOGY REF NO: HR4/19/02/12HO (X2 POSTS)
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree in ICT
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/37 : OFFICE OF THE COO REF NO: HR4/19/02/13HO
Branch: PME

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : Degree/Honours Monitoring and Evaluation/Public Administration and Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/38 : OPERATIONS REF NO: HR4/19/02/14HO
Branch: Operations

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : B-Degree Operations Management/ Public Administration and Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/39 : EMPLOYEE RELATIONS REF NO: HR4/19/02/15HO
Division: Employee Relations

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : LLB/National Diploma/Degree Labour Relations
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/40 : PERFORMANCE MANAGEMENT REF NO: HR4/19/02/16HO
Division: Performance Management
SALARY : R68 742 per annum
CENTRE : Head Office
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/41 : EMPLOYEE HEALTH AND WELLNESS REF NO: HR4/19/02/17HO
Division: EHWP
SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : Degree Psychology/Social Work
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/42 : HRD REF NO: HR4/19/02/18HO
Division: HRD
SALARY : R68 742 per annum
CENTRE : Head Office
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/43 : INTERNAL AUDIT REF NO: HR4/19/02/19HO (X2 POSTS)
Division: Internal Audit
SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Internal Auditing/ Accounting/ Information System.
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/44 : RISK MANAGEMENT REF NO: HR4/19/02/20HO
Division: Risk Management
SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Risk Management/ Administration/ Auditing/Commerce/Accounting.
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/45 : SECURITY SERVICES REF NO: HR4/19/02/21HO (X4 POSTS)
Division: Security Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Security Management/ Policing/ Correctional Services/ Forensic Investigation
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/46 : LEGAL SERVICES REF NO: HR4/19/02/22HO (X2 POSTS)
Division: Legal Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : LLB Degree
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/47 : OHS REF NO: HR4/19/02/23HO (X3 POSTS)
Division: IES OHS

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Electrical Engineering / Mechanical Engineering
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/48 : STATUTORY AND ADVOCACY SERVICES REF NO: HR4/19/02/24HO (X6 POSTS)
Division: Statutory and Advocacy Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : LLB Degree
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/49 : ADMIN: DDG’S OFFICE REF NO: HR4/19/02/25HO
Division: DDG: IES

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Office Management/ Public Administration
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
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 06/50 : EMPLOYMENT COUNSELLING REF NO: HR4/19/02/26HO (X3 POSTS)
Branch: Work-Seeker Support

SALARY : R68 742 per annum
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<td>REQUIREMENTS</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. M Ngwezi Tel No: (012) 309 4527</td>
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