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.

APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF
CLOSING DATE: 11 March 2019 at 16:00
NOTE: Applications quoting the relevant reference number 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 of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. 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). The Department reserves the right not to make any appointment(s) to the above post. 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. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

POST 07/19: DIRECTOR: EXECUTIVE SUPPORT REF NO: HR 4/4/3/3DES/UIF
(1 year contract)

SALARY: R1 005 063 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Pretoria
DUTIES: Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner’s engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.

ENQUIRIES: Mr TS Maruping Tel No: (012) 337 1885/1410

Re-advertisement

SALARY: R1 005 063 per annum (All inclusive)

CENTRE: Western Cape Provincial Office


DUTIES: Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage resources (Human, Financial, Equipment / Assets) in the Directorate.

ENQUIRIES: Mr M Ntamo Tel No: (021) 441 8112

OTHER POST

POST 07/21: DEPUTY DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR4/4/3/2/DDCM/UIF

SALARY: R697 011 per annum (All inclusive)

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Monitor the allocation of correct contributions to employer records. Manage the provision of cashier services. Monitor the investigation and allocation of the unallocated contributions. Manage the resources (Human, Financial, Equipment/Assets) in the Sub-directorate.

ENQUIRIES: Ms Z Fololo Tel No: (012) 337 1895