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 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.

ERRATUM: Kindly note that the post of Assistant Director: Labour Market Information Statistics with Ref No: HR4/4/6/23 for Provincial Office: Limpopo advertised on Public Service Vacancy Circular 04 dated 01 February 2019 was advertised with incorrect qualification requirements. The correct qualification requirements are as follows: Three (3) year tertiary qualification in Social Sciences / Statistics / Economics.

MANAGEMENT ECHELON

POST 08/34 : CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/19/03/13HO

SALARY : R1 189 338 per annum (All inclusive)

CENTRE : Provincial Office: Free State


DUTIES : Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of
Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES
Ms M Bronkhorst Tel No: (012) 309 4969

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

OTHER POSTS

POST 08/35:
DEPUTY DIRECTOR: COID REF NO: HR4/4/6/40

SALARY:
R826 053 per annum (all inclusive)

CENTRE:
Provincial Office: Limpopo

REQUIREMENTS:
Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES:
Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES:
Mr. GS Mathumbu Tel No: (015) 290 1664

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 08/36:
DEPUTY DIRECTOR: BUSINESS ANALYST (TEST MANAGER) REF NO: HR 4/19/02/04 HO
Chief Directorate: Information Communication Technology

SALARY:
R697 011 per annum (All inclusive)

CENTRE:
Head Office

REQUIREMENTS:
Three (3) year relevant tertiary qualification in Information Technology. Certified Tester Foundation Level Certification. Advanced Test Manager Certificate. ITIL and Cobit Certificates will be an added advantage. Five (5) years functional experience with system testing methodologies and system delivery life cycle and as a tests analyst or system tester. Knowledge: Public Financial Management Act, Prescribed Technical standards and procedures, HR policy Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Project Management Principles, Database design. Skills: Analytical thinking, Competent to work at the highest level of most phases of system development, Excellent verbal and written communication, Team player, Problem solving, Ability to work under tight deadlines and handle multiple assignments,
Ability to influence at all levels of the organization, Understanding of software development lifecycle, Negotiation, Conflict management, Soft skills.

**DUTIES**

Work closely with clients to determine requirements and ensure that solutions delivered meet the expectations from a business and technical perspective. Ensure successful completion quality assurance deliverables and processes. Manage the team’s client deliverables, resource forecasting and performance management. Prioritizes and negotiates work with development team and release management.

**ENQUIRIES**

Mr. A Maholela Tel No: (012) 337 1422

**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 08/37**

PRINCIPAL COID: EMPLOYER AUDITOR REF NO: HR4/4/10/113

**SALARY**

R444 693 per annum

**CENTRE**

Provincial Office: Western Cape

**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**

Ms. Z Maimane Tel No: (021) 441 8125

**APPLICATIONS**

Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Corner Riebeek and Long Street

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Western Cape

**POST 08/38**

PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/10/112

**SALARY**

R444 693 per annum

**CENTRE**

Provincial Office: Western Cape

**REQUIREMENTS**

Three years relevant tertiary qualification in Environmental Health/Occupational Health /Hygiene/Analytical Chemistry/Chemical Engineering and valid drivers' license. Two (2) year management experience. Two (2) years functional experience in Health and Hygiene inspection/services. Knowledge: Public Service Acts and Regulation, Departmental policies and procedures, Batho Pele principles, OHS Act Regulations, ISO 180001. Skills: Analytical, Innovative, Interpersonal relations, Client focused-centric, sense of responsibility, organisational Goal driven, Disciplined and ability to meet deadlines, Assertive.

**DUTIES**

Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Act, Regulations and Standards. Conduct complex inspections for Health and Hygiene regulatory as per inspection programme. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES**

Ms. Z Maimane Tel No: (021) 441 8125

**APPLICATIONS**

Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Corner Riebeek and Long Street

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Western Cape
<table>
<thead>
<tr>
<th>POST 08/39</th>
<th>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R444 693 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office: Western Cape</td>
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<td>DUTIES</td>
<td>Provide operational and technical support to Labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT Infrastructure and implementation of innovations to render effective registration services. Facilitate the training of ESSA and users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.</td>
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<tr>
<th>POST 08/40</th>
<th>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/8/227</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office: Free State</td>
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<td>DUTIES</td>
<td>Coordinate and monitor the implementation of Human resource initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordinations and facilitation of Orientation and Induction programmes in the Province. Monitor and evaluate the impact of training implemented in the Province. Management all the resources of the Subunit.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. S Segalo Tel No: (051) 505 6206</td>
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<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resources Management, Bloemfontein</td>
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