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 : 01 April 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).

OTHER POSTS


SALARY : R974 634 per annum (OSD)
CENTRE : Provincial Office: Kimberly


ENQUIRIES : Mr. A Senakhomo Tel No: (053) 838 1545
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 10/19: DEPUTY DIRECTOR: SAP APPLICATION MAINTENANCE AND SUPPORT
REF NO: HR 4/19/03/1 HO
Chief Directorate: Information Communication Technology

SALARY: R697 011 per annum (All inclusive)

CENTRE: Head Office

REQUIREMENTS: Three (3) year tertiary qualification in Information Communication Technology. SAP Certification in ABAP or XI. Five (5) years minimum functional experience in SAP support and maintenance environment with full lifecycle implementation of SAP Projects. Knowledge: Solid knowledge of SAP ABAP and XI/PI, Working Knowledge of SAP CRM and SAP ECC, SAP Security and Access, Multi-tier Software architectures and interface, Knowledge of SAP Hana and S/4 Hana, System monitoring i.r.o availability, manageability, reliability and security, Software development methodologies, IT service management principles for Incident, Change, Problem and Release Management, IT Technical standards / procedures, Software Development Life Cycle, relational databases (Oracle, SQL – Server, etc.), Knowledge in selected software languages, associated framework and tools. Skills: Problem solving, Communication and presentation, Planning and Organising, Leadership, Project management experience for technology team, Negotiation.

DUTIES: Implement enhancements for all SAP Applications. Maintain all SAP related Applications. Engage with other ICT teams to deliver ICT solutions. Maintain and support SAP systems Authorizations for users and process owners. Manage and supervise resources within the sub – directorate.

ENQUIRIES: Ms. E Cronje Tel No: (012) 309 4876

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 10/20: ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR
REF NO: HR4/4/5/19

SALARY: R444 693 per annum

CENTRE: Provincial Office: KwaZulu-Natal


DUTIES: 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.

ENQUIRIES: Ms. ZP Dlamini Tel No: (031) 366 2010

APPLICATIONS: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lamberde Street, Royal Hotel Building, Durban

FOR ATTENTION: Sub-directorate: Human Resources Management, Kwazulu-Natal
POST 10/21: ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/4/3/2ASDIA/UIF (X2 POSTS)

SALARY: R356 289 per annum
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES: Develop and provide inputs on audit coverage plan and three year rolling plan. Execute audit engagement planning. Review the effectiveness of controls on systems, assets and operations. Verify the reliability and integrity of financial information. Provide internal audit administration support services. Manage resources (Human, Financial, Equipment / Assets) in the Section.

ENQUIRIES: Mr. KB Mahloko Tel No: (012) 337 1609
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


SALARY: R356 289 per annum
CENTRE: Provincial Office: Kwazulu-Natal

DUTIES: Implement Risk management strategies / policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES: Mr. WS Mpanza Tel No: (031) 366 2186
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


SALARY: R356 289 per annum
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES : Facilitate an integrated employee wellness programmes and services at the UIF. Co-ordinate HIV/ AIDS, TB programmes at the UIF. Facilitate Health and Productivity programmes. Facilitate Health and Safety programmes. Manage resources (Human, Finance and Equipment) in the Sub-Unit.

ENQUIRIES : Ms. LJ Noxeke Tel No: (012) 337 1433

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

POST 10/24 : ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2/ASDCCM/UIF

SALARY : R356 289 per annum

CENTRE : Unemployment Insurance Fund: Pretoria


DUTIES : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resource (Human, Finance, Equipment, Assets) within the Sub-directorate.

ENQUIRIES : Mr. JN Mthembu Tel No: (012) 337 1189

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