

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.

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 (Section A and B compulsory) 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 and failure to follow application instructions 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.

MANAGEMENT ECHELON

POST 17/34 : **DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/19/5/1HO**

SALARY : R1 005 063 per annum (all inclusive)

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : NQF level 7 in the following qualifications as recognised by SAQA: Business/ Public Administration, Public/Business Management, Operations Management, Project Management. Five years middle/senior Management experience and three years functional experience in Business/organisational, operations/services. Valid driver's license. Knowledge: Risk Management, Good Governance, Departmental policies and procedures, Project Management, General Management, Strategic Management, Financial Management, Skills Development Act, Public Finance Management Act (PFMA), Labour Relations Act (LRA) and Basic Conditions of Employment Act (BCEA), Public Service Regulations, Treasury Regulations, HRD Strategy. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Communication, Interpersonal, Conflict management.

DUTIES : Oversee the Development and review of strategic plan and Annual Operations Plans in Labour Centre. Provide leadership on the operational plan and recommend possible intervention to improve service delivery in Labour Centre. Develop strategic plan to reach the community in the Labour Centre. Ensure an effective and efficient operation management programme and Project implementation processes to improve performance within the Labour Centre. Oversee and monitor the delivery of projects within the Labour Centre.

ENQUIRIES : Mr. TJ Mokomatsidi Tel No: (011) 853 0300

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
CLOSING DATE : 03 June 2019

OTHER POSTS

POST 17/35 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)**

SALARY : R869 007 per annum (all inclusive)
CENTRE : Labour Centre: Bethlehem Ref No: HR 4/4/8/234(X1 Post)
Labour Centre: Kuruman Ref No: HR4/4/8/12(X1 Post)
Labour Centre: Springbok Ref No: HR4/4/8/13 (X1 Post)

REQUIREMENTS : Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers License. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Mr. S Segalo Tel No: (051) 505 6206
Mr. ZL Albanie Tel No: (053) 838 1500

APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Priel Road

FOR ATTENTION : Human Resources Management, Bloemfontein
CLOSING DATE : Sub-directorate: Human Resource Management, Kimberley
03 June 2019

POST 17/36 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 4/19/05/2SEE**

SALARY : R733 257 per annum (all inclusive)
CENTRE : Sheltered Employment Enterprise, Silverton

REQUIREMENTS : Three year relevant tertiary qualification in Supply Chain Management / Purchasing /Logistic / Public Administration / Management. Two (2) years Management experience. Three (3) to (5) five year's functional experience in Supply Chain Management services. Knowledge: Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, Project management, General management, Strategic management, PFMA, PPPFA, Treasury Regulation. Skills: Problem Solving, Initiative, Communication Strategic Planning, Presentation Time management, Planning and organizing, Assertiveness.

DUTIES : Manage the Procurement Policy and Procedures in Supported Employment Enterprises. Manage supply and acquisition of goods and services. Manage, develop and maintain contracts with suppliers / service providers. Manage the resource within the section.

ENQUIRIES : Mr. S Ngcongco Tel No: (012) 843 7300

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
CLOSING DATE : 03 June 2019

POST 17/37 : **DEPUTY DIRECTOR: PERSAL REF NO: HR4/19/05/04HO**

SALARY : R733 257 per annum (all inclusive)

CENTRE : Directorate: Financial Management, Head Office

REQUIREMENTS : Three (3) year relevant tertiary qualification in Financial Management/ Accounting. Two (2) years Management experience. Three (3) years functional experience in finance environment. A valid driver's license. Knowledge: Departmental Policies and Procedure, Public Finance and Management Act (PFMA), Treasury Regulations, General Management, Strategic Management, Government Accounting, BAS system, PERSAL system, Delegation of Authority, Batho Pele Principles. Skills: Leadership, Communication (Written and Verbal), Computer literacy (Word, Excel and Power Point), Interpersonal Relations, Facilitation, Analytical, Financial Management.

DUTIES : Manage payroll related procedures in the Department. Manage debt collection process. Manage deductions and claims process. Manage Service termination procedures. Perform Persal Controller functions in the Department.

ENQUIRIES : Mr. DE Kyle Tel No: (012) 309 4298

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

CLOSING DATE : 03 June 2019

POST 17/38 : **DEPUTY DIRECTOR: FINANCE AND OFFICE ADMINISTRATION (X3 POSTS)**

SALARY : R733 257 per annum (all inclusive)

CENTRE : Provincial Office: East London Ref No: HR 4/4/1/149 (X1 Post)
Provincial Office: Limpopo Ref No: HR4/4/6/78 (X1 Post)
Provincial Office: Mpumalanga Ref No: HR4/4/7/29 (X1 Post)

REQUIREMENTS : Three years tertiary qualification in Business/ Public Administration/ Management or Financial Management. Valid driver's license. Two (2) years management and/or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. Knowledge: White paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho Pele principles, Departmental policies and prescripts, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, Power Point, and Outlook. Skills: Leadership, Interpersonal relation, Presentation, Planning and Organizing, Assertiveness, Computer Literacy, Accounting, Project Management, Innovative, Communication (verbal/written), Negotiation, Project Management, Strategic Management, Ability to build high-performance team, Diversity facilitation.

DUTIES : Manage the implementation of Financial Management processes and procedures in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Manage the Administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province.

ENQUIRIES : Ms N Douw-Jack Tel No: (043) 701 3128
Ms. T Maluleke Tel No: (015) 290 1662
Ms. M Mazibuko Tel No: (013) 655 8701

APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201 or Hand deliver at Department of Labour, No.3 Hill Street, East London.
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700.
Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION : Sub-directorate: Human Resources Management, East London
Sub-directorate: Human Resources Management, Limpopo
Sub-directorate: Human Resources Management, Emalahleni

CLOSING DATE : 03 June 2019

POST 17/39 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/6/77**

SALARY : R733 257 per annum (all inclusive)

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three year relevant tertiary qualification in Human Resource Management. Two (2) years management experience. Three (3) years functional experience in Human Resources Management Services. A Valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Services, Departmental Policies and Procedures, Batho Pele Principles, Human Resource Management Practices and Systems. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report Writing, People Management, Problem solving, Decision Making.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedure and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation Human Resource Development Policies and Programmes in the Province. Manage the administration of service benefits and leave of staff in the Province. Manage all the resources in the Directorate.

ENQUIRIES : Ms. T 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

CLOSING DATE : 03 June 2019

POST 17/40 : **COUNSELLOR REF NO: HR4/4/4/03/09**

SALARY : Grade 1: R579 147 - R642 765 per annum (OSD)
Grade 2: R662 190 – R734 928 per annum (OSD)
Grade 3: R750 024 – R832 398 per annum (OSD)

CENTRE : Labour Centre: Vanderbijlpark

REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers license. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1:** 0 (zero) to 6 years experience gained after registration. **Grade 2:** 8 years relevant experience gained after registration. **Grade 3:** 16 year's relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

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. M H Tabane Tel No: (016) 981 0280

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.

CLOSING DATE : 03 June 2019

POST 17/41 : **DISABILITY MANAGER (ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY) REF NO: HR4/4/8/11**

SALARY : R517 326 per annum (OSD)
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Diploma/Degree in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: COID Act, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS ACTV), Public Service Act, Employment Equity Act, Labour Relation Act, Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution ACT 108 OF 1996 (amended), General knowledge of the Public Service Regulations. Skills: Rehabilitation, Analytical, Business writing, IT Strategic Leadership, Financial management, Knowledge management, Service delivery innovation (SDI), Planning and organising, Problem solving and analysis, Decision making, Accountability, Client Orientation and customer focus, Communication, Work ethic and self management, Risk management and corporate governance, Environmental awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management section.

ENQUIRIES : Dr. Jood-Molaolwe Tel No: (053) 838 1588/1589
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Pniel Road.

FOR ATTENTION : Sub-directorate: Human Resource Management, Kimberley
CLOSING DATE : 03 June 2019

POST 17/42 : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/170**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus Three (3) years relevant tertiary qualification in Social Sciences (Psychology,) Public/ Business Administration Management. Two (2) years supervisory experience. Three (3) years functional experience in Public Employment/ Public Administration /Management Services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. **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 Z Maimane Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.
CLOSING DATE : 03 June 2019

POST 17/43 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR 4/4/5/39**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two years functional experience in Labour market analysis. Two (2) years supervisory experience. Valid drivers license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Analytical methods, Labour market dynamic, Research Methodology, Project management, COIDA, SDA, LRA, EEA, BCEA, OHSA, UIA. Skills: Assertiveness, Communication Interpersonal, Innovative, creative and leadership, Management, planning organisation, Analytical, Team management, Stress management, Data analysis.

DUTIES : Assess the impact of labour legislation on the different stakeholders (civil service, labour and business etc.) by conducting provincial and contributing to national research projects for the purpose of monitoring and evaluating national policy and socio-economic trends. Manage all the resources of the division.

ENQUIRIES : Mr SJ Maseko Tel No: (031) 366 2078
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal.
CLOSING DATE : 03 June 2019

POST 17/44 : **ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATION REF NO: HR 5/19/04/02**

SALARY : R470 040 per annum
CENTRE : Supported Employment Enterprises: Bloemfontein
REQUIREMENTS : Qualification in one of the following: Occupational Certificate: Carpenter or Furniture Upholstery (NQF Level 04). Occupational Certificate in Welder (NQF Level 04). Occupational Certificate: Sewing Machine Operator (NQF Level 02). N6 Clothing Production (NQF Level 06). National Diploma in Clothing. Required experience in one of the following: Three years functional experience in wood and three years supervisory experience. Three years functional experience in textile and three years supervisory experience. Three years functional experience in steel and three years supervisory experience. Valid driver's license will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision/management, Disability Act and Policy, Occupational Health and Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research. Skills: Planning and organising, Microsoft office competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.

DUTIES : Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within the Factory.

ENQUIRIES : Ms. G Manamela Tel No: 012 843 7300
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
CLOSING DATE : 03 June 2019

POST 17/45 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HR 4/19/05/03HO (X2 POSTS)**

(RE-advert applicants who applied before must re-apply)

SALARY : R470 040 per annum
CENTRE : Chief Directorate: Labour Relations, Head Office
REQUIREMENTS : A three (3) year relevant tertiary qualification in Labour Relations/ Human Resource Management/ Law. Two (2) years supervisory experience. Two (2) years functional experience in Labour Relations/ Collective Bargaining. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into

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| | | action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting system and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Verbal and written Communication, Interpersonal relations, Ability to build high performance teams, Computer literacy, Project management, Communication, Analytical, Problem solving, Conflict analytical, Innovative, Management. |
| <u>DUTIES</u> | : | Develop and monitor the registration of Labour Organization. Obtain information to monitor compliance of Labour Organization in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of Labour Market Institutions. Manage resources of the Sub-Directorate such as HR, assets etc. |
| <u>ENQUIRIES</u> | : | Ms. MM Ngwetjana Tel No: (012) 309 4112 Ms. SK Mahlangu Tel No: (012) 309 4588 |
| <u>APPLICATIONS</u> | : | Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Head Office |
| <u>POST 17/46</u> | : | <u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/9/28</u> |
| <u>SALARY</u> | : | R376 596 per annum |
| <u>CENTRE</u> | : | Provincial Office: Mpumalanga |
| <u>REQUIREMENTS</u> | : | LLB degree/ Four (4) year legal qualification. Two (2) years functional experience in legal environment. Admission as Attorney or Advocate. Valid drivers license. Knowledge: Employment Equity Act, Public Service Act, Ability to convert policy into action, Treasury Regulations, Compensation for Occupational Injuries and Diseases Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Basic Condition of Employment Act, Occupational Health and Safety Act, Skill Development Act, Employment Service Act, Labour Court Rules and Practice Directives, Magistrate Court Rules and Practice Directives, Labour Relation Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Computer literacy, Verbal and written communication, Good interpersonal, Problem solving, Facilitating, Presenting, Conflict Management, Research, Litigation, Analytical, Innovative, Client focused, Sense of responsibility, Organisational / Goal driven, Disciplined and ability to meet deadlines, Assertiveness. |
| <u>DUTIES</u> | : | 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. Manage the resources within the unit. |
| <u>ENQUIRIES</u> | : | Ms. NL Njwambe Tel No: (013) 655 8775 |
| <u>APPLICATIONS</u> | : | Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Emalahleni |
| <u>CLOSING DATE</u> | : | 03 June 2019 |
| <u>POST 17/47</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 596 per annum |
| <u>CENTRE</u> | : | Provincial Office: Mpumalanga Ref No: HR/4/4/7/16 (X1 Post) Provincial Office: East London Ref No: HR 4/4/1/201 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's license. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication |

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| | | (verbal and written), Computer literacy, Analytical, Problem solving, Conflict management People management. |
| <u>DUTIES</u> | : | 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. Manage staff and all the resources of the Sub- Directorate. |
| <u>ENQUIRIES</u> | : | Mr. LM Nkotsoe Tel No: (013) 655 8762 |
| | | Mr. WG Dumalisile Tel No: (043) 701 3032 |
| <u>APPLICATIONS</u> | : | Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. |
| | | Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Emalahleni |
| | | Sub-directorate: Human Resources Management, East London. |
| <u>CLOSING DATE</u> | : | 03 June 2019 |
| <u>POST 17/48</u> | : | <u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/9/70</u> |
| <u>SALARY</u> | : | R376 596 per annum |
| <u>CENTRE</u> | : | Provincial Office: Mmabatho |
| <u>REQUIREMENTS</u> | : | Three years tertiary qualification in Risk Management/internal Audit/Accounting/Economics. Two (2) years functional experience in Risk Management. Two (2) years Supervisory experience. Valid drivers license. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures, Skills: Communication, Innovative, Facilitation, Analytical, Computer literacy, Financial Management, Problem Solving Is Strategic Management, Planning and Organizing, Interviewing, People Management, Investigation, Interpersonal Presentation. |
| <u>DUTIES</u> | : | 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. Establish and manage an integrated risk management framework for all aspects of risk across the the Department. Manage resources within the Risk Management Unit. |
| <u>ENQUIRIES</u> | : | Ms. BK Matlhako Tel No: (018) 3878 100 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Mmabatho |
| <u>CLOSING DATE</u> | : | 03 June 2019 |
| <u>POST 17/49</u> | : | <u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 596 per annum |
| <u>CENTRE</u> | : | Provincial Office: Limpopo Ref No: HR 4/4/6/85 (X1 Post) |
| | | Provincial Office: Western Cape Ref No: HR 4/4/10/19 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Three years tertiary qualification in Fleet/Transport Management, Fleet/Transport Economics and Logistics Management /Public Management/ Public Administration/ or Financial Management/ Travel Management/ Tourism Management. A valid driver's license. Two (2) years Supervisory experience. Two (2) years functional experience in fleet and travel management. Knowledge: Public Service Financial Management, Departmental Policy and Procedures, Project management, General Management, Strategic Management, Labour Relations Act and Basic Conditions of Employment Act, Public Service Regulations, Public Finance Management Act. Skills: Leadership, Facilitation, Research, Investigation, Computer literacy, Presentation, Analytical, Problem solving, Verbal and written communication. |
| <u>DUTIES</u> | : | Monitor accounts and bookings support services in the Province in line with the relevant prescripts. Provide fleet monitoring and inspection in the Province. Monitor implementation of accident processes and procedures in the Provinces Monitor maintenance of all vehicles in the Province. |

ENQUIRIES : Ms Z Maimane Tel No: (021) 441 8125
Ms. T Maluleke Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape
Sub-directorate: Human Resources Management, Limpopo

CLOSING DATE : 03 June 2019

POST 17/50 : **ASSISTANT DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF NO: HR 5/1/2/3/13**

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per annum
: Compensation Fund, Pretoria
: A Three year qualification in Communication/ Marketing/ Customer Service/ Communication science/ Public Relations/ Business Administration/ Customer Relations Management. 2 years functional experience in processing employer services, compensation benefits and customer services. 2 years supervisory experience Call Centre or Customer Care environment Knowledge: DoL and Compensation Fund Objectives and business functions. Directorate or Sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund value chain and business processes. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. IT Operating System. Risk Awareness. COIDA Act, Regulations and Policies. Technical knowledge Legislative requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act PAJA Skills: Required Technical Proficiency Business Writing Skills. Decision making. Budgeting and Financial Communication (verbal and written). Continuous improvement. Customer Focus and Responsiveness. People and Performance. Managing inter – personal conflict and resolving problems. Networking and Building bonds. Project or programme. Team leadership. Risk and Fund Governance. External Environment. Awareness Planning and organising.

DUTIES : Coordinate and monitor the implementation of the services delivery improvement at Compensation Fund customer access points. Maintain customer relationships with stakeholders for service delivery improvements. Facilitate the implementation standards for ensuring customer satisfaction, dependence and product / service patronage. Communicate with clients to identify their requirements, challenges and identify possible solutions. Participate in change management sessions for service delivery improvements programme. Management of resources.

ENQUIRIES APPLICATIONS : Mr. J Modiba Tel No: (012) 406 5608

FOR ATTENTION : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

CLOSING DATE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
: 31 May 2019

POST 17/51 : **SENIOR ADMINISTRATIVE OFFICER (CLAIMS PROCESSOR) REF NO: HR 4/4/6/75**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
: Labour Centre: Tzaneen
: Three year qualification in Public Management / Administration / Social science / OHS / Finance / HRM with two years functional experience in a claims processing environment of compensation or medical claims. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Management functions and management, Compensation fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles) Required Information Technology knowledge, Information Technology Operating systems, Risk awareness,

Compensation for Occupational Injuries and Disease Act, Regulations and Policies, COIDA tariffs, Compensation Fund Service. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT operations Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Administer claims registration process. Adjudicate registered customer claims. Prepare for payment of claims. Quality Assurance for medical / accounts payments. Serve as a Team leader / Supervisor.

ENQUIRIES APPLICATIONS : Mr G Morebodi Tel No: (015) 290 1768

FOR ATTENTION CLOSING DATE : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700
Sub-directorate: Human Resources Management, Limpopo
03 June 2019

POST 17/52 : **SENIOR EMPLOYER SERVICES OFFICER (X2 POSTS)**

SALARY CENTRE : R316 791 per annum
Provincial Office: Limpopo Ref No: HR4/4/6/81 (X1 Post)
Labour Centre: Mokopane Ref No: HR4/4/6/82 (X1 Post)

REQUIREMENTS : Three (3) years relevant tertiary qualification in Public Administration. Two (2) years functional experience. Knowledge: UIF Systems, Public Service Regulations, Batho Pele Principles, Public Finance Management Act, Departmental policies and procedures. Skills: Communication, Listening, Customer Relations, Computer Literacy, Presentation, Problem solving, Conflict management, Supervisory.

DUTIES : Monitor and register employer declarations on the system. Maintain and update employer declaration's database. Maintain close working relationship with all relevant stakeholders. Supervise resources in the section.

ENQUIRIES APPLICATIONS : Mr. J Mokobodi, Tel No: (015) 290 1665

FOR ATTENTION CLOSING DATE : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700
Sub-directorate: Human Resources Management, Limpopo
03 June 2019

POST 17/53 : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/6/29**

SALARY CENTRE : R316 791 per annum
Provincial Office: Limpopo

REQUIREMENTS : Three years tertiary qualification in Financial Management/ Cost and Management with finance as a subject. Two (2) years functional experience in Finance environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Unemployment Insurance Act (UIA) Unemployment Insurance Contribution Act (UICA). Skills: Financial Management, Communication, Computer literacy Time Management, Report Writing, Planning and organizing, Analytical, Creative, Numeracy, Presentation.

DUTIES : Collect a % of outstanding Overpayment balance. Maintain all Overpayments Debtors records. Supervises resources (Human, Finance, Equipment/ Assets) in the Section.

ENQUIRIES APPLICATIONS : Ms. JM Fope Tel No: (015) 290 1664

FOR ATTENTION CLOSING DATE : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700
Sub-directorate: Human Resources Management, Limpopo
03 June 2019

POST 17/54 : **SENIOR ADMINISTRATIVE OFFICER (PENSION ADMINISTRATION) REF NO: HR 4/4/6/76**

SALARY CENTRE : R316 791 per annum
Labour Centre: Polokwane

REQUIREMENTS : Three year tertiary qualification in Public Management / Public Administration / Social science / Occupational Health and Safety / Finance / Human Resource Management with two years functional experience in pension administration/claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer service (Batho Pele Principles), Risk awareness, COID tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving and decision making.

DUTIES : Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES : Ms. JM Fope 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

CLOSING DATE : 03 June 2019

POST 17/55 : **OFFICE ADMINISTRATOR REF NO: HR 4/4/6/58**

SALARY : R257 508 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three years relevant qualification in Office Management/Information Management and Technology/Public/Business Administration/Management with one year functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Facilitation, Interpersonal relationship, Communication (both verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

DUTIES : Provide a receptionist support to the office including diary management for the Director. Render a Secretariat Service for the Office of the Director. Assist in Monitoring and maintaining the budget including supply chain for the Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the 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

CLOSING DATE : 03 June 2019

POST 17/56 : **ADMINISTRATIVE OFFICER (CLAIMS ASSESSOR) REF NO: HR 4/4/6/80**

SALARY : R257 508 per annum

CENTRE : Labour Centre: Polokwane

REQUIREMENTS : Matriculation certificate (NQF4)/ three (3) year tertiary qualification degree/diploma in Public Management/Administration/ Social science/ OHS/Finance/ HRM is required. three to five years experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisor experience. Knowledge: DoL and Compensation Fund objective and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/ Biology and medical terminology, Stakeholders and customer (Batho Pele Principles, Fund values, Required IT Knowledge, IT Operating System, Risk Awareness, COID Act, Regulations and Policies, COID tariffs. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Administering of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Serve as a Team Leader/Supervisor.

ENQUIRIES : Ms. JM Fope Tel No: (015) 290 1664

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
FOR ATTENTION : Physical address: 42a Schoeman Street, Polokwane 0700
CLOSING DATE : Sub-directorate: Human Resources Management, Limpopo
: 03 June 2019

POST 17/57 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)**
(Re-advert, applicants who applied before must re-apply)

SALARY : Grade 1: R256 905 –R297 825 per annum (OSD)
Grade 2: R315 962 –R362 865 per annum (OSD)
Grade 3: R383 226- R485 475 per annum (OSD)

CENTRE : Labour Centre: Tzaneen Ref No: HR4/6/6/84 (X1 Post)
Labour Centre: Modimolle Ref No: HR4/6/6/83 (X1 Post)

REQUIREMENTS : Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years' experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : Ms. Lebogo MS 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
CLOSING DATE : 03 June 2019

POST 17/58 : **RECORDS ADMINISTRATOR REF NO: HR 4/4/6/60**

SALARY : R208 584 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Grade twelve/Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records management, Departmental policies and procedures. Skills: Communication, Listening, Computer literacy, Planning and organising.

DUTIES : Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Ms. JM Fope 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
CLOSING DATE : 03 June 2019

POST 17/59 : **CLIENT SERVICE OFFICER (X5 POSTS)**

SALARY : R208 584 per annum

CENTRE : Labour Centre: Polokwane Ref No: HR 4/4/6/50 (X4 Posts)

REQUIREMENTS : Labour Centre: Phalaborwa Ref No: HR 4/4/6/51(X1 Post)
 Matriculation/Grade twelve/Senior Certificate plus National Certificate (N6)/SAQA recognised Certificate (NQF5) in office Administration/Public Management/Administration/Secretariat with twelve months functional experience in administration/customer/client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

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

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700
 Physical address: 42a Schoeman Street, Polokwane 0700

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

CLOSING DATE : 03 June 2019

POST 17/60 : **SENIOR ADMIN CLERKS (X4 POSTS)**

SALARY : R208 584 per annum

CENTRE : Labour Centre: Polokwane Ref No: HR 4/4/6/52 (X2 Posts)
 Labour Centre: Lephalale Ref No: HR 4/4/6/53(X1 Post)
 Labour Centre: Tzaneen Ref No: HR 4/4/6/54(X1 Post)

REQUIREMENTS : Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour Centre.

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

CLOSING DATE : 03 June 2019

POST 17/61 : **OFFICE AID REF NO: HR 4/4/6/61**

SALARY : R122 595 per annum

CENTRE : Labour Centre: Groblersdal

REQUIREMENTS : Standard 8 / Grade 10 with no experience. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Ms. MN Mavhungu Tel No: (015) 290 1665

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700
 Physical address: 42a Schoeman Street, Polokwane 0700

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

CLOSING DATE : 03 June 2019