

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** : 14 June 2019
- 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 instruction 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 Senior Admin Clerk (X4 Posts) for Labour Centre: Polokwane with Ref No: HR4/4/6/52 (X2 Posts), Labour Centre: Lephalale with Ref No: HR4/4/6/53 (X1 Post) and Labour Centre: Tzaneen with Ref No: HR4/4/6/54 (X1 Post) advertised on PSVC 17 dated 17 May 2019 with a closing date of 03 June 2019, these posts were advertised with the incorrect salary notch of R208 584 per annum (Level 06). Kindly note that the correct salary notch for these posts is R173 703 per annum (Level 05). Enquiries: Ms. MS Lebogo, Tel: (015) 290 1662 and also note the post of Deputy Director: Labour Centre Operations for Labour Centre Kuruman with Ref No: HR4/4/12 has been withdrawn. Enquiries: Mr. ZL Albanie, Tel: (053) 838 1500/ Ms MR Musa, Tel: (053) 838 6505.

OTHER POSTS

- POST 19/37** : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR 4/19/05/01**
- SALARY** : R733 257 per annum (all inclusive)
- CENTRE** : Sheltered Employment Enterprise, Silverton
- REQUIREMENTS** : Three relevant tertiary qualifications in Business Administration/ Marketing. Two (2) years Management experience. Three (3) years functional experience in Business Development / Marketing. Valid driver's licence. Knowledge: Business development, Professional Sales, Understanding Products, Manufacturing environment, Product Development, Project Management, Marketing campaigns, financial budgeting and reporting, Policies and Procedures, Strategy development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Time

management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.

DUTIES : Research and keep abreast with developments in the Industry. Develop and Implement Marketing and Sales Plan. Grow existing business and provide after sales support. Develop and manage business projects of the enterprises. Manage resources of the unit.

ENQUIRIES : Mr. K Mongane Tel No: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Beard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 19/38 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/03/07**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Gauteng, Stationed at Pretoria

REQUIREMENTS : Three (3) years qualification Labour Relations Management/BCOM Law/LLB. Two (2) years supervisory experience. Two (2) years functional experience in Labour/Inspections Enforcement Services. Valid Drivers license (B). Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act Public Service Regulations, Employment Equity Act, COIDA. Skills: Planning and Organising, Computer literacy Communication, Problem Research Solving, Interviewing, listening and observation, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

ENQUIRIES : Adv. M Msiza Tel No: (012) 309 5253

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