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: 02 July 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 (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). Certified copy of a copy will not be accepted. 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 is 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 21/33

DIRECTOR: ESSA DEVELOPMENT MANAGEMENT

REF NO: HR4/19/06/01HO

SALARY: R1 005 063 per annum (all inclusive)

CENTRE: Directorate: ESSA Development Management, Head Office


DUTIES: Plan, organise, coordinate and control the development and implementation of ESSA systems and processes in conjunction with Organisation Development. Coordinate the implementation of Public Employment Services delivery improvement programmes. Manages the development, implementation and maintenance of electronic systems in conjunction with the ICT service provider to support the Public Employment Service
computerized services delivery. Manage the improvement and maintenance of ICT processes to ensure sustained and computerised service delivery. Manage all resources of the Directorate.

ENQUIRIES: Mr. Sagren Govender Tel: (012)309 4141
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 21/34: COUNSELLOR REF NO: HR4/4/10/190

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

CENTRE: Labour Centre: Vredeburg


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: 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.

POST 21/35: ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/110

Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY: R470 040 per annum

CENTRE: Provincial Office: Eastern Cape


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. KD Mogotlane Tel No: (043) 701 3074
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

POST 21/36: ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/1/12

SALARY: R470 040 per annum

CENTRE: Provincial Office: Mmabatho


DUTIES: Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Ms. C Mbaba Tel No: (018) 387 8100

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.

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

POST 21/37: ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/10/117

SALARY: R470 040 per annum

CENTRE: Provincial Office: Western Cape


DUTIES: Manage employer’s declaration & maintain the database. Monitor the provision of assessment, validation and adjudication of claims. Manage registry Services for beneficiary Services. Monitor and ensure that all appeals are processed effectively and efficiently in the Province. Manage resources (Human, Financial, Equipment’s/ Assets) in the section.

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

POST 21/38: ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: HR4/19/06/02

SALARY: R376 596 per annum

CENTRE: Provincial Office: Western Cape


DUTIES: Manage employer’s declaration & maintain the database. Monitor the provision of assessment, validation and adjudication of claims. Manage registry Services for beneficiary Services. Monitor and ensure that all appeals are processed effectively and efficiently in the Province. Manage resources (Human, Financial, Equipment’s/ Assets) in the section.

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

POST 21/38: ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: HR4/19/06/02

SALARY: R376 596 per annum

CENTRE: Directorate: Financial Management, Head Office

REQUIREMENTS: Three (3) year tertiary qualification in Accounting / Financial Management. Two (2) years Supervisory experience. Two (2) years functional experience in...
financial management. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, Treasury Regulations and the Budget Guidelines, Governmental Accounting, Basic Accounting systems, PERSAL. Skills: Computer literacy, Analytical, Communication, Interpersonal Relations, Presentation, Planning and organisation.

**DUTIES**
Facilitate the process of compilation of Medium Term Expenditure Framework. Facilitate the allocation of budget including the capital budget. Consolidate and monitor roll over funds. Facilitate the process of compilation of the Estimate of National Expenditure and Adjusted Estimates of National Expenditure. Facilitate the compilations of the interim Financial Statements quarterly and Appropriation Statement during the Year – End process. Manage resources in the sub – directorate.

**ENQUIRIES**
Mr. D 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

**POST 21/39**

**SALARY**
R376 596 per annum

**CENTRE**
SEE, Sehego Factory, Polokwane Ref No: HR4/19/06/05 (X1 Post)
Siverton Factory - Pretoria Ref No: HR4/19/06/06 (X1 Post)

**REQUIREMENTS**

**DUTIES**
Control all workshop technical aspects within the Factory. Manage workshop panning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.

**ENQUIRIES**
Ms. A Pretorius 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

**POST 21/40**

**SALARY**
R376 596 per annum

**CENTRE**
Sheltered Employment Enterprise, Rand Factory

**REQUIREMENTS**
Qualification in one of the following: Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three (3) years functional experience in textile environment and two years supervisory experience. Valid driver’s licence will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design /development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management.

**DUTIES**
Control all workshop technical aspects within the Factory. Manage workshop panning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.

**ENQUIRIES**
Ms. A Pretorius 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
POST 21/41 : SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR 4/4/1/91

SALARY : R316 791 per annum
CENTRE : Provincial Office: East London

DUTIES : Ensure the implementation of public risk management framework. Conduct audits and measure compliance with legislation and relevant prescript. Ensure the provision of risk management services to Labour Centres. Conduct investigation into fraud and corruption. Provide supervisory support to the section.

ENQUIRIES : Mr. S Nduyi, Tel No: (043) 701 3326
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

POST 21/42 : SENIOR INTERNAL AUDIT: IT AUDITS REF NO: HR 4/19/06/22HO

SALARY : R316 791 per annum
CENTRE : Internal Audit, Head Office
REQUIREMENTS : Three (3) years tertiary qualification in B Com IT Management / Informatics / Information Systems / Bsc IT / Computer Science / Information Systems. Two (2) years Information Technology Audit functional Audit experience. Valid drivers’ license. Registration with the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITIL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (written and verbal), Computer literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics), Ability to work with minimal supervision.

DUTIES : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within the Department of Labour. Supervise the resources in the section.

ENQUIRIES : Mr. BS Mahlangu, Tel: (012) 309 4781
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