

## 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** : 15 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](http://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 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.

## OTHER POSTS

- POST 23 /13** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/1/209**
- SALARY** : R 869 007 per annum (all inclusive)
- CENTRE** : Labour Centre: Mthatha
- 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 licence. 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** : Ms. NP Douw-Jack, Tel no: (043) 701 3128
- 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.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, East London.
- POST 23/14** : **SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/7/29**
- SALARY** : R 869 007 per annum (all inclusive)
- CENTRE** : Provincial Office: Mpumalanga

- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Environmental Health / Analytical Chemistry / Chemical /Electrical & Mechanical/Civil & Construction Engineering. Two (2) years management experience. Three (3) years functional experience in health and Safety inspection/services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance Batho Pele principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving interviewing, Presentation, Research, Project management, Analytical, Innovative.
- DUTIE** : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the Sub-directorate such as Human Resource; Financial Resources; Assets, etc.
- ENQUIRIES APPLICATIONS** : Ms. NL Njwambe, Tel no: (013) 655 8775
- FOR ATTENTION** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
- POST 23/15** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/8/16**
- SALARY CENTRE REQUIREMENTS** : R 470 040 per annum  
: Provincial Office: Northern Cape  
: Three (3) years relevant tertiary qualification in Labour Relations Management/ BCOM LAW/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing / Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Problem solving, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
- DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.
- ENQUIRIES APPLICATIONS** : Mr. IS Vass, Tel no: (053) 8381 652
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Priel Road
- POST 23/16** : **ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/7/22**
- SALARY CENTRE REQUIREMENTS** : R 470 040 per annum  
: Provincial Office: Mpumalanga  
: A Three (3) year qualification in Social Science/ Economics/ Statistics. Two (2) years functional experience in labour market data processing/ statistics. Two (2) years supervisory experience. Knowledge: Public Service Act, Public Service Regulations and relevant prescriptions, Departmental policies and procedures, Batho Pele Principles, Statistics and Database software packages, Functioning of DoL Centres and Business Units, Labour market dynamics, Labour legislation. Skills: General management, Project management, Communication, Computer Literacy Research, Interpersonal Relations, Leadership, Data Analysis, Analytical, Innovative.
- DUTIES** : Manage performance information of the provinces in the Department of Labour, in order to ensure that the pre-determined plans and objectives of the organisation are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analysing trends recorded through quarterly performance reports against targets. Manage all the resources of the division.
- ENQUIRIES APPLICATIONS** : Mr. SJ Potgieter. Tel no: (013) 655 8775
- FOR ATTENTION** : 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, Emalahleni
- POST 23/17** : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/120**
- SALARY** : R 470 040 per annum  
**CENTRE** : Labour Centre: Port Elizabeth  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Law/ Four (4) year Law qualification. Two (2) years supervisory experience. Two (2) years functional experience in Inspection /enforcement services. A valid driver's licence. Knowledge: Departmental Policies and Procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Public Service Regulations, Occupational Health and Safety Act ,COIDA SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical Verbal and written communication.
- DUTIES** : Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.
- ENQUIRIES** : Ms A Bezuidenhout, Tel no: (041) 501 5000  
**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.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, East London.
- POST 23/18** : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR4/4/7/35**
- SALARY** : R 376 596 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENT** : Three (3) years relevant tertiary qualification in Communication Science/ Marketing/ Public Relations/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in media/ public relations/ marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication, Problem Solving, Listening and observation, Negotiation, Event Management.
- DUTIES** : Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the Province. Organise stakeholder briefings and exhibitions for the whole Province. Market the services of the DoL at Provincial level. Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff in issues affecting the department in the media, production of internal newsletter, etc. Coordinate and facilitate all internal and external events in the province such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc.
- ENQUIRIES** : Ms. M Mazibuko. Tel no: (013) 655 8701  
**APPLICATIONS** : 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, Emalahleni.
- POST 23/19** : **RISK MANAGEMENT COMMITTEE MEMBER: REF NO: HR4/19/07/01HO**  
Duration: Three (3) years contract
- SALARY** : Members will be remunerated according to rates approved by the Department  
**REQUIREMENTS** : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a

better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge , DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

**DUTIES**

: Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

**ENQUIRIES**

: Mr. T Zwane, Tel no: (012) 309 4561

**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