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: 29 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). 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 25/46 : CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/19/07/80HO

SALARY : R1 189 338 per annum (All inclusive)

CENTRE : Provincial Office: Free State


DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Services. Oversee Labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms. M Bronkhorst Tel No: (012) 309 4969

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

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OTHER POSTS

POST 25/47: DEPUTY DIRECTOR: FINANCE AND OFFICE ADMINISTRATION SERVICES REF NO: HR 4/4/5/60

SALARY: R733 257 per annum (all inclusive)
CENTRE: Provincial Office: Kwazulu-Natal
REQUIREMENTS: Three years tertiary qualification in Business/ Public Administration/ Management or Financial Management. Valid driver’s licence. 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: Mr. J Anand Tel No: (031) 366 2173
APPLICATIONS: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.

POST 25/48: ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/8/244

SALARY: R376 596 per annum
CENTRE: Provincial Office: Free State

DUTIES: Facilitate the payment of Compensation Fund benefits in relation to accounts receivable and payable functions. Coordinate and monitor the finance. Coordinate and monitor the financial activities for the Compensation Fund. Facilitate the integrated budget planning and expenditure relating to Compensation Fund Operations. Provide financial technical support to the processing Labour Centres and report on all Compensation Fund financial matters and systems. Verify pension claims in the Province.

ENQUIRIES: Dr. N Kahla Tel No: (051) 505 6351
APPLICATIONS: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein.


SALARY: Grade 1: R256 905 –R297 825 per annum (OSD)
CENTRE: Provincial Office: Free State
REQUIREMENTS: Four (4) years degree/Three (3) years diploma in Nursing. Post Basic Diploma in Occupational Health/Theatre Technique/Critical Care will be an Advantage. Valid Driver’s license is required. Experience: Minimum of ten (10) years’ experience in trauma/emergency, internal medicine/general surgery/orthopaedics/theatre at regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/insurance environment. 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 related legal as well 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: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.

DUTIES: Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs. Facilitate early return to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.

ENQUIRIES: Dr. N Nkahla Tel No: (051) 5056 201

APPLICATIONS: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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