ANNEXURE F

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 : 13 August 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 will 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 Chief Director: Provincial Operation, Free State Provincial Office with Ref No: HR4/19/07/80HO advertised in Public Service Vacancy Circular 25 2019 dated 12 July 2019, the educational requirements is Three (3) year, relevant qualification (NQFL 7 and SAQA Recognised) in Public / Administration/Public Management/Operations Management/ Human Resource Management/ Finance/ Accounting/ Social Sciences/ Medical Sciences/ Health Sciences/ Engineering Sciences/ Labour Law/ Economics/ Statistics. Enquiries: Mr S Pheeha Tel No: 012 309 4958. and Also note the post of Risk Committee Member with Ref No: HR4/19/07/01HO advertised in Public Service Vacancy Circular 23 Dated 28 June 2019 has been withdrawn. Enquiries: Mr. T Zwane Tel No: (012) 309 4561. Sorry for the inconvenience.

OTHER POSTS

POST 27/37 : CHIEF SECURITY OFFICER REF NO: HR 4/4/8/374

SALARY : R257 508 per annum

CENTRE : Provincial Office: Kimberly

**DUTIES**


**ENQUIRIES**

Mr. TD Mhlophe Tel No: (053) 838 1501

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION**

Human Resources Operations, Provincial Office Kimberley

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION**

Human Resources Operations, Provincial Office Kimberley

**POST 27/38**

DATA INFORMATION AND MANAGEMENT OFFICER REF NO: HR 4/4/8/02

**SALARY**

R257 508 per annum

**CENTRE**

Provincial Office: Kimberly

**REQUIREMENTS**


**DUTIES**

Monitor and analyse the labour market information in the sub-unit. Supervise the maintenance of the provincial labour market information data warehouse system. Provide administrative support to the sub-unit.

**ENQUIRIES**

Ms. H Olivier Tel No: (053) 838 1513

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION**

Human Resources Operations, Provincial Office Kimberley

**POST 27/39**

SENIOR ADMIN CLERK: FLEET MONITORING AND INSPECTOR SERVICES REF NO: HR/4/4/9/85

**SALARY**

R173 703 per annum

**CENTRE**

Provincial Office: Mmabatho

**REQUIREMENTS**

Grade Twelve (12) or Standard Ten (10) or Equivalent Qualification. One (1) year functional experience. Knowledge: Procurement, service, operation, maintenance and repair of County vehicles, methods, materials, tools and equipment used in the maintenance and repair of vehicles, Applicable Law, code, regulations, policies and procedures, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel- powered engines. Public Service Regulations, operations, policies and objectives, Inventory practices and procedures, Principles and practices of administration, Oral and writing communication, Interpersonal skills using tact, patience and courtesy, Operation of a computer and assigned software, Technical aspects of field of specialty. Skills: Communication Coordination, Planning and organising, Report writing, Computer literacy.

**DUTIES**

Coordinate information to conduct inspection on Provincial Fleet vehicles. Provide support to enforce compliance on Provincial Fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.

**ENQUIRIES**

Mr. M Mapete Tel No: (018) 387 8100

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivered 2nd Floor, Provident House, University Drive

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Mmabatho