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 : 20 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 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 28/09 : CHIEF LEGAL ADMINISTRATION OFFICER REF NO: HR 4/19/08/54HO

SALARY : R1 251 183 per annum (All inclusive)
CENTRE : Chief: Legal Services, Head Office

DUTIES : Liaise with State Attorney, Office of the Chief State Law Advisor and Public Protector and other relevant structures and stakeholders. Draft operational plans and compile status reports on legal matters in the Department. Provide legal advisory services in the Department. Provide advice to the Minister, Director-General. Supervise the work of the officials in the Chief Directorate and manage their performance and development. Ensure sound financial management in the Chief Directorate.

ENQUIRIES : DDG: CS Ms. BB Matebesi Tel No: (012) 309 4865/4226
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 28/10 : DIRECTOR: PUBLIC EMPLOYMENT SERVICES (X6 POSTS)

SALARY : R1 057 326 per annum (All inclusive)
CENTRE : Provincial Office: Gauteng Ref No: HR4/19/08/15 GP (X1 Post)
Provincial Office: Eastern Cape Ref No: HR4/19/08/16 EC (X1 Post)
Provincial Office: Kwazulu-Natal Ref No: HR4/19/08/17 KZN (X1 Post)
Provincial Office: Limpopo Ref No: HR4/19/08/20 LP (X1 Post)
Provincial Office: Mpumalanga Ref No: HR4/19/08/21 MP (X1 Post)
Provincial Office: North-West Ref No: HR4/19/08/22 NW (X1 Post)


DUTIES : Manage work seeker services (registration of work seekers and employment counselling) within the Province. Manage employer services within the Province. Place ment, registration of Private Employment Agencies/ Temporary Employment Service and employment of foreign Nationals). Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Manage all the resources of the business unit.

ENQUIRIES : Mr. Xola Sicwebu Tel No: (012) 309 4382
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 28/11 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/41

SALARY : R869 007 per annum (All inclusive)
CENTRE : Labour Centre: Mkhondo

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 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 Beauty Avenue, Witbank.
FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni

POST 28/12: ICT PROJECT MANAGER REF NO: HR 4/19/08/13
Directorate: ICT

SALARY: R733 257 per annum (All inclusive)
CENTRE: Head Office

DUTIES: Oversee and ensures that projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES: Mr. EJ Nowosiad Tel No: (012) 309 4990
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


SALARY: R733 257 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES: Maintain harmonious relations with organized labour (unions) in the Fund. Manage the finalization of all grievances and complaints received from employees in the Fund. Manage the finalization of all disciplinary cases in the Fund. Provide advocacy and or training on employee relations to staff in the Fund. Represent the Department in all disputes referred to the GPSSBC, PSCBC and CCMA. Manage resource (human, finance, equipment/assets) in the Sub-directorate.

ENQUIRIES: Ms MP Roux Tel No: (012) 337 1529/1729
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 28/14: ASSISTANT DIRECTOR: DG HOTLINE REF NO: HR 4/4/3/2

SALARY: R376 596 per annum
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resource (Human, Finance, Equipment, Assets) in the section.

ENQUIRIES : Mr JN Mthembu Tel No: (012) 337 1189

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 28/15 : ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2ASDER/UIF

SALARY : R376 596 per annum

CENTRE : Unemployment Insurance Fund: Pretoria


ENQUIRIES : Mr TC Buys Tel No: (012) 337 1851

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 28/16 : WORKSHOP TEAM LEADER: TEXTILE AND METAL REF HR4/19/08/11

SALARY : R376 596 per annum

CENTRE : Sheltered Employment Enterprise, Potchefstroom


DUTIES : Control all workshop technical aspects within the Factory. Manage workshop planning, 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 28/17**: SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR4/4/3/SPCM/UIF

Re-advertisement

**SALARY**: R316 791 per annum

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Facilitate and implement change management framework, strategy and interventions in the UIF. Administer Employee Engagement Strategy in the Fund. Coordinate organisational culture diagnosis and climate to enhance service delivery. Supervise resources (Finance, Human, and Equipment) in the section.

**ENQUIRIES**: Mr MJ Khoza Tel No: (012) 337 1837/1472

**APPLICATIONS**: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resource Management, UIF

**POST 28/18**: SENIOR PRACTITIONER: MAINTENANCE REF NO: HR4/4/3/SPM/UIF

Re-advertisement

**SALARY**: R316 791 per annum

**CENTRE**: Unemployment Insurance Fund: Pretoria


**DUTIES**: Maintain facilities management services of UIF properties. Provide general maintenance, cleaning and parking services. Maintain of the switchboard and reception services. Supervise resources in the section.

**ENQUIRIES**: Mr. MC Makamu Tel No: (012) 337 1491

**APPLICATIONS**: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**: Sub-directorate: Human Resource Management, UIF

**POST 28/19**: SENIOR PRACTITIONER: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/SRPD/UIF

Re-advertisement

**SALARY**: R316 791 per annum
**CENTRE**
Unemployment Insurance Fund: Pretoria

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Ms DM Ratau Tel No: (012) 337 1706

**APPLICATIONS**
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**
Sub-directorate: Human Resource Management, UIF

**POST 28/20**
PRACTITIONER: BUSINESS OPERATIONS STATISTICS REF NO: HR4/4/3/PBOS/UIF
Re-advertisement

**SALARY**
R257 508 per annum

**CENTRE**
Unemployment Insurance Fund: Pretoria

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Mr. ME Sebogo Tel No: (012) 337 1466

**APPLICATIONS**
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**
Sub-directorate: Human Resource Management, UIF

**POST 28/21**
CHIEF SECURITY OFFICER REF NO: HR 4/4/7/46

**SALARY**
R257 508 per annum

**CENTRE**
Provincial Office: Mpumalanga

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Mr. LM Nkotsoe Tel No: (013) 655 8762

**APPLICATIONS**
Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beauty Avenue, Witbank.
FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni

POST 28/22: FACTORY INSTRUCTOR: TEXTILE (X6 POSTS)

SALARY: R257 508 per annum
CENTRE:
- SEE, North West (Potchefstroom) Ref No: HR 4/19/06/05
- SEE, KwaZulu-Natal (Durban) Ref No: HR 4/19/06/06
- SEE, Eastern Cape (East London) Ref No: HR 4/19/06/07
- SEE, Limpopo (Seshego) Ref No: HR 4/19/06/08
- SEE, Northern Cape (Kimberley) Ref No: HR 4/19/06/09
- SEE, Western Cape (Cape Town - Epping) Ref No: HR 4/19/06/10

REQUIREMENTS:

DUTIES:
- Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the occupational Health and Safety in the factory. Manage Human Resources in 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.

POST 28/23: FACTORY INSTRUCTOR: WOOD (X7 POSTS)

SALARY: R257 508 per annum
CENTRE:
- SEE, KwaZulu Natal (Pietermaritzburg) Ref No: HR 4/19/06/11 (X2 Posts)
- SEE, Silverton (Pretoria) REF NO: HR 4/19/06/12 (X1 Post)
- SEE, Polokwane (Seshego) REF No: HR 4/19/06/13 (X1 Post)
- SEE, East London REF NO: HR 4/19/06/14 (X1 Post)
- SEE, Cape Town (Ndabeni) REF NO: HR 4/19/06/15 (X1 Post)
- SEE, Cape Town (Epping) REF NO: HR 4/19/09/19 (X1 Post)

REQUIREMENTS:
- Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment. Valid driver’s license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES:
- Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the occupational Health and Safety in the factory. Manage Human Resources in 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 28/24: FACTORY INSTRUCTOR: STEEL REF NO: HR 4/19/06/04

SALARY: R257 508 per annum
CENTRE: SEE, Polokwane (Seshego)

REQUIREMENTS:

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Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

**DUTIES**

Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the occupational Health and Safety in the factory. Manage Human Resources in 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 28/25**

**MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/170**

**SALARY**

Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 - R362 865 per annum (OSD)
Grade 3: R383 226 - R485 475 per annum (OSD)

**CENTRE**

Provincial Office: Eastern Cape

**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 Drivers 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**

Mr. WC Mafu Tel No: (043) 702 7586

**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