

DEPARTMENT OF EMPLOYMENT AND 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.

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.

OTHER POSTS

POST 31/04 : **DEPUTY DIRECTOR: IT PROJECT MANAGER REF NO: HR 5/1/2/3/36**

SALARY : R733 257 per annum (All inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year tertiary qualification in Information Technology / Computer Science / Informatics/ Business Applications. Certificate in Project Management will be an added advantage. 5 years functional experience in IT project management environment of which 2 years should be supervisory experience. Knowledge: Compensation Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Project Risk Management. Project and Programme budgeting. Project management best practice, theory and methodology. Portfolio management/ reporting. E-Government enterprise IT programme/projects. Wireless area network and local area network. Legislative requirements: Project Management Standards. Corporate Governance of ICT. Skills: Business writing. Computer Proficiency. Telephone skills and etiquette. Project management. Research skills. Innovation problem solving. Communication (Verbal and Written). Planning and control. Strategic thinking. PMBOK and MS projects.

DUTIES : Initiate, Plan, Scope and Manage IT Projects. Manage project integration for quality purposes. Co-ordinate and manage IT projects according to the IT Project management framework. Manage project quality assurance. Management of resources in the sub-directorate.

ENQUIRIES : Ms M Thongoane Tel No: (012) 406 5665

APPLICATIONS : P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE : 13 September 2019 at 16:00

POST 31/05 : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/7/36**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations Management B/COM 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, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, 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.

ENQUIRIES : Mr. SE Mashinini Tel No: (013) 655 8929

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

CLOSING DATE : 16 September 2019 at 16:00

POST 31/06 : **EMPLOYMENT SERVICES PRACTITIONER III REF NO: HR 4/4/4/08/02**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Gauteng stationed at Labour Centre: Pretoria

REQUIREMENTS : Three year tertiary relevant qualification in Public Administration/Social Science. Two (2) years supervisory experience. Two (2) years functional experience in PES services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection, Immigration Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

DUTIES : Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

ENQUIRIES : Ms M A Phasha Tel No: (012) 309 5000

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

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

CLOSING DATE : 16 September 2019 at 16:00

POST 31/07 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR4/4/9/87**

SALARY : R376 596 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's licence. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security

Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem solving, Conflict management People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.

ENQUIRIES : Mr. M Mapete 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
CLOSING DATE : 16 September 2019 at 16:00

POST 31/08 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/4/08/01**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Braamfontein
REQUIREMENTS : A Three year tertiary qualification in Risk Management/ Internal Audit/ Compliance management. Two years supervisory experience and two years functional experience in Risk Management/ Fraud and Corruption. EB Code driver's license. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedures Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.

ENQUIRIES : Ms RE Tema Tel No: (011) 853-0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.
CLOSING DATE : 16 September 2019 at 16:00

POST 31/09 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/1/201**

SALARY : R376 596 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) year tertiary qualification in Fleet/Transport Management, Fleet/Transport Economics and Logistics Management /Public Management/ Public Administration/ or Financial Management/ Travel Management/ Tourism Management. A valid driver's licence. Two (2) years Supervisory experience. Two (2) years functional experience in fleet and travel management. Knowledge: Public Service Financial Management, Departmental Policy and Procedures, Project management, General Management, Strategic Management, Labour Relations Act and Basic Conditions of Employment Act, Public Service Regulations, Public Finance Management Act. Skills: Leadership, Facilitation, Research, Investigation, Computer literacy, Presentation, Analytical, Problem solving, Verbal and written communication.

DUTIES : Monitor accounts and bookings support services in the Province in line with the relevant prescripts. Provide fleet monitoring and inspection in the Province. Monitor implementation of accident processes and procedures in the Provinces. Monitor maintenance of all vehicles in the Province.

ENQUIRIES : Mr WG Dimalisile Tel No: (043) 701 3032
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.
CLOSING DATE : 16 September 2019 at 16:00

POST 31/10 : **BUSINESS ANALYST REF NO: HR 5/1/2/3/35**

SALARY : R376 596 – R443 601 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year tertiary qualification in Information Technology / Computer Science / Business Information Systems/ Informatics / Software Development. A Business Analysis Certificate will be an added advantage. 4 years functional experience in Business analysis. Knowledge: Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). IT Operating Systems. Risk awareness. Business Modelling. Data Modelling. Software Development Life-Cycle. Test Scenarios. Defining user requirements. Minimum Information Security Standards. POPI Act. Legislative requirements: COIDA Act, Regulations and Policies. Public Service Act. Access to information Act. Skills: Analytical thinking. Communication (verbal, written, listening and questioning skills). Planning and organising. Problem solving and decision making. Telephone Skills and Etiquette. Work session leading and execution skills. Logical thinking.

DUTIES : Gather and document business process improvement requirements. Customise requirement statements for proposed improvements. Analyse business processes for new developments and improvements of systems. Process improvements through systems implementation and enhancements.

ENQUIRIES : Ms M Thongoane Tel No: (012) 406 5665
APPLICATIONS : P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE : 13 September 2019 at 16:00

POST 31/11 : **SENIOR PRACTITIONER: PERFORMANCE AUDIT REF NO: HR 5/1/2/3/33**
Re-Advert

SALARY : R316 791 – R373 157 per annum
CENTER : Compensation Fund, Pretoria
REQUIREMENTS : A B Com Degree/National Diploma (majoring in Internal Auditing) or an equivalent qualification with 3-5 years' functional experience in performance audit. Internal Audit Technician (IAT) will be an added advantage. Knowledge: Directorate / sub-directorate goals and performance requirements. Compensation Fund Services. Public Service, Department of Labour and Fund regulations, policies and procedures. Internal Audit concepts, frameworks and methodologies. Customer Service (Batho Pele Principles). Computer Assistant Auditing Techniques. Fund IT Operating Systems. Principles and practices of conducting Performance Audits. Legislative Requirements: Public Service Act. Departmental Internal Audit Activity Charter, audit and risk committee charters. Public Finance Management Act (PFMA) and National Treasury Regulations. King Report on Corporate Governance. International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories, (5) Practice Guide and (6) Position Papers. Skills: Report Writing Skills. Decision-Making. Time Management. Assertive. Critical Thinking. Managing inter-personal conflict and Resolving Problem. Problem solving. Risk Management and Fund Governance. External Environment Awareness.

DUTIES : Plan Performance Audit engagements. Execute Performance Audit engagements. Communicate Performance Audit results. Follow up the implementation of Performance Audit recommendations. Compile Performance Audit file.

ENQUIRIES : Mr S Zwane Tel No: (082) 310 4510
APPLICATIONS : P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE : 13 September 2019 at 16:00

POST 31/12 : **SENIOR STATE ACCOUNTANT: TREASURY & INVESTMENT MANAGEMENT REF NO: HR 5/1/2/3/32**

SALARY : R316 791 – 373 157 per annum

CENTER REQUIREMENTS : Compensation Fund, Pretoria
: A Three year qualification in Finance/Investment Management/Financial Accounting. 2 years functional experience in Treasury/Investment/Fund Accounting environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Data and record management. Treasury and investment accounting, tools, processes and techniques Legislative requirements: COIDA Act, Regulations and policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access Information Act. Skills: Required IT skills. Decision making skills. Budgeting and Financial Management. Communication skills (Both written and verbal). Continuous improvement. Planning and organising. Problem solving. Risk Management and Fund governance. Analytical skills. Financial reporting skills. Financial Management. Investment Management Skills.

DUTIES : Prepare investments reconciliations and accounting journals for the recording of financial instruments in the general ledger. Prepare investment property reconciliations and accounting journals for the recording of property transactions in the general ledger. Prepare cash flow report and accounting journals for transfer of funds. Render administrative and ad-hoc functions in the sub-directorate

ENQUIRIES APPLICATIONS : Mr L Moni Tel No: (012) 319 9279
: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE : 13 September 2019 at 16:00

POST 31/13 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR 5/1/2/3/31**

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum
: Compensation Fund, Pretoria
: A Three year Qualification in Accounting/ Finance. 2 years functional experience in accounting environment. Knowledge: Financial Management. Generally Recognised Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). DoL and Compensation Fund Regulations, Policies and Procedures. Legislative Requirements: COID Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act. Basic Conditions of Employment Act Skills: Budgeting and Financial Management. People and Performance Management. Conflict management. Planning and organising. Problem solving. Team leadership. Risk Management. Time Management.

DUTIES : Execute processing and posting of transactions. Analyse and verify accounting records. Extract reports from the accounting system for prudential reporting. Collate information preparing annual financial statements. Management of resources

ENQUIRIES APPLICATIONS : Ms M Munonde Tel No: (012) 406 5604
: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE : 13 September 2019 at 16:00

POST 31/14 : **VETTING OFFICER REF NO: HR 5/1/2/3/30**

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum
: Compensation Fund, Pretoria
: A Three year Qualification in Information Security/ Security Risk Management/ Computer Science/ policing. 1 year functional experience in Information Security environment. Private Security Industry Regulatory Authority (PSIRA) – Grade C Knowledge: Public Service Regulation. DoL and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). COIDA. Occupational Health and Safety Act (OHS) Legislative Requirements: Minimum Information Security Standard. National Strategic Intelligence Act. Criminal Procedure Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of Personnel Information Act. Constitution of Republic of South

Africa Skills: Data Capturing. Telephone Skills and Etiquette. Security Skills. Communication Skills (Written and Verbal) Investigation Skills

DUTIES : Provide effective information security practice and compliance in the Fund. Protect and safeguard the Funds information. Coordinate information security awareness in the Fund. Administer and facilitate pre-screening and vetting clearance applications process

ENQUIRIES APPLICATIONS : Mr T Makhubela Tel No: (012) 319 5686

FOR ATTENTION : P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

CLOSING DATE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 31/15 : 13 September 2019 at 16:00

POST 31/15 : **ACCOUNTING CLERK: GENERAL LEDGER REF NO: HR 5/1/2/3/29**

SALARY CENTRE REQUIREMENTS : R173 703 – 204 612per annum (Level 05)
 : Compensation Fund, Pretoria
 : A Grade 12. No Experience required. Knowledge: Public Service, DoL and Compensation Fund business strategies and goals. Directorate / sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service, DoL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. Fund IT Operating Systems. Technical Knowledge. DPSA guidelines on COIDA Legislative Requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA Skills: Required Technical proficiency. IT Operating Systems. Decision making. Self-Management. Budgeting and Financial Management. Customer Focus and Responsiveness. Managing inter-personal conflict and resolving problems. Risk Management and Fund Governance.

DUTIES : Administer processing of Journals. Perform general ledger activities. Collate information for preparing Financials. Perform year-end tasks

ENQUIRIES APPLICATIONS : Mr M Mamabolo Tel No: (012) 319 9354

FOR ATTENTION : P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

CLOSING DATE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 31/16 : 13 September 2019 at 16:00

POST 31/16 : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR 4/19/08/61HO**
 (Three (3) Years Contract)

SALARY CENTRE REQUIREMENTS : Members will be remunerated according to rates approved by the Department.
 : Department of Employment and Labour: Head Office
 : 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 Chairperson 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 position as Chairperson 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
APPLICATIONS**

: Mr. T Zwane Tel No: (012) 309 4561
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION
CLOSING DATE**

: Sub-directorate: Human Resources Operations, Head Office
: 16 September 2019 at 16:00