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 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.

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


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

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

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

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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**


**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**


**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 Dumalisile
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**


**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:

DUTIES:

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:

DUTIES:

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
CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:

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:
Mr L Moni Tel No: (012) 319 9279

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

SALARY:
R257 508 – R303 339 per annum

CENTRE:
Compensation Fund, Pretoria

REQUIREMENTS:

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:
Ms M Munonde Tel No: (012) 406 5604

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

SALARY:
R257 508 – R303 339 per annum

CENTRE:
Compensation Fund, Pretoria

REQUIREMENTS:

**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:**
Mr T Makhubela Tel No: (012) 319 5686

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

**SALARY:**
R173 703 – 204 612per annum (Level 05)

**CENTRE:**
Compensation Fund, Pretoria

**REQUIREMENTS:**

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

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

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

**SALARY:**
Members will be remunerated according to rates approved by the Department.

**CENTRE:**
Department of Employment and Labour: Head Office

**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 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**

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

**CLOSING DATE**

16 September 2019 at 16:00