ANNEXURE D

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.

CLOSING DATE : 01 October 2019
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 33/56 : BUSINESS ANALYST REF NO: HR 4/19/09/11HO
Chief Directorate: ICT

SALARY : R733 257 per annum (All inclusive)
CENTRE : Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Information Communication Technology. Certified Tester foundation level certification. Five (5) years’ experience in ICT environment with System Testing Methodologies and System delivery cycle. Knowledge: Public Financial Management Act, Prescribed technical standards and procedures, HR policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Project Management Principles, Database design. Skills: Analytical thinking, Competent to work at the highest technical level of most phases of systems analysis, Excellent verbal and written communication, Coaching, Mentoring and training, Team player, Problem solving, Ability to work under tight deadlines and handle multiple assignments, Ability to influence at all levels of the organization, Sound knowledge of Service Orientated Architecture, Negotiation.

DUTIES : Elicit and analyse business, system and data requirements to compile documentation for business solutions. Consolidate, verify and facilitate the approval of business and system requirements. Participate and provide inputs during solution delivery life cycle. Identify training and development requirements of end users. Assess and resolve or reassign incident and problem management support of existing applications.

ENQUIRIES : Mr. E 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

POST 33/57

ASSISTANT DIRECTOR: COID REF NO: HR 4/4/6/95
Re-advertisement, applicants who previously applied must re-apply

SALARY: R470 040 per annum

CENTRE: Labour Centre: Modimolle

REQUIREMENTS: Three (3) year tertiary qualification in Public Management / Business Management / Operations Management / Nursing Diploma / Human Resource Management with Two (2) years supervisory experience in a disability claims and or medical insurance processing environment and Two (2) years functional experience in in a disability claims and or medical insurance processing environment. Knowledge: Public Service Act, Basic Conditions of Employment Act, Employment Equity, Public Service Regulation V Compensation Fund business strategies and goals, Public Finance Management Act and Treasury Regulations, Guidelines on application of COID (for government departments), Customer Service (Batho Pele Principles), Risk Management. Skills: Leadership, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, People Management and Empowerment (including developing others), Communication (verbal and written), Computer literacy.

DUTIES: Facilitate the processing of Compensation aims benefits within Compensation of Occupational Injuries and Disease processing office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.

ENQUIRIES: Mr. GC Morebodi Tel No: (015) 290 1768

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION: Sub-directorate: Human Resources Management, Polokwane

POST 33/58

ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/403

SALARY: R470 040 per annum

CENTER: Labour Centre: Port Elizabeth

REQUIREMENTS: Three (3) year relevant tertiary qualification in Labour Law/ 4 year Law Qualification/ Public Management/ Administration/ Labour Relations/ Human Resources Management/ Mechatronic Engineering/ Electrical Engineering/ Chemical Engineering/ Chemistry/ Construction/ Life Sciences qualification majoring in any of the following: Biology; Microbiology; Biomedical Sciences; Biotechnology; Biochemistry. Two (2) years supervisory experience. Two (2) years functional experience in inspections enforcement services. A valid driver's license. Knowledge: Skills Development Act, Labour Relation Act, Public Service Regulations, Basic Condition of Employment Act, Departmental policies and procedures, COIDA, Employer Service Act, Occupational Service Act, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Planning and organizing, Communication, Computer literacy, Problem solving, Interview listening and observation, Analytical, Innovative, Facilitation, Conflict handling, Negotiations, Interpersonal, Presentation.

DUTIES: Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour legislations as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection.

ENQUIRIES: Ms. A Bezuidenhout Tel No: (041) 501 5000
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.


POST 33/59: ASSISTANT DIRECTOR: MEDIA PRODUCTION (DESIGN STUDIOS) REF NO: HR 4/19/09/12HO

SALARY: R376 596 per annum
CENTRE: Directorate: Communications Head Office

DUTIES: Manage systems to ensure efficient and effective production of publicity materials. Give creative direction and work from client supplied briefs to generate innovative design solutions for client. Do the layout and design of publicity material and Photocopy. Coordinate the production processes of all publicity material. Manage outputs, resources and staff in the Design Studio and ensure that outputs meet the required standards and ensure that all processes take place within an integrated service support delivery approach.

ENQUIRIES: Ms. J De Wet Tel No: (012) 309 4635

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 33/60: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT NO: HR 4/19/09/13HO

SALARY: R376 596 per annum
CENTRE: Directorate: Management Advisory Services, Head Office
REQUIREMENTS: Three (3) year tertiary qualification in Human Resources Management/Management Services/ Industrial Engineering/Operations/Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services of which 3 years must be in an Officer/ Senior Officer Level. Knowledge: Basic understanding of policies, Public service regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizing and planning, Facilitation, Project Management Computer literacy, Good communication (verbal and written), People Management, Listening, Interviewing, Research, Analytical, Good interpretation relation, Innovative.

DUTIES: Develop and conduct change management processes intervention and organizational client survey in the Department. Facilitate and coordinate the development Business Processes Improvement. Coordinate, facilitate and monitor development of job profile in the Department of Labour. Conduct organizational development investigations. Manage and conduct job evaluation processes in the Department. Manage all resources of the Directorate.

ENQUIRIES: Ms. A Mcoso Tel No: (012) 309 4436
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