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 : 21 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 35/10 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/246

SALARY : R869 007 per annum (all inclusive)
CENTRE : Labour Centre: Ficksburg
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 E Maneli Tel No: (051) 5056 203
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300. Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.
FOR ATTENTION : Human Resources Management, Bloemfontein
POST 35/11 : ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES REF NO HR4/4/4/09/01

SALARY : R376 596 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) year tertiary qualification in Business/Public Administration/Management/Information Management Two (2) years supervisory experience Two (2) years functional experience in the Administration Services Knowledge: Relevant Departmental Policies and Procedures, Basic Conditions of Employment Act, Batho Pele principles, Minimum Information Security Standard, Archive Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control Skills: Communication, Interpersonal Relations, Decision-making, Problem solving, Presentation, Conflict Management, Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province Facilitate the administration functions on security services within the Province Manage and monitor effective registry services in the Province Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section.

ENQUIRIES : Mr NS Mthethwa 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.