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 shortlisted 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.

MANAGEMENT ECHELON

POST 36/47: CHIEF EXECUTIVE OFFICER REF NO: HR4/19/10/20HO
(Five (5) years fixed term contract)

SALARY: R1 251 183 per annum (all inclusive)

CENTRE: Supported Employment Enterprise, Silverton


DUTIES: Provide direction, develop and monitor the implementation of the Enterprise’s strategy and business plan. Position the Enterprise in the market to meet stakeholder’s needs in terms of the supported work for person with disabilities. Direct the Sheltered Employment Enterprise’s financial planning, accounting, administration and ICT practices as well as its relationship with the CFO DoL, the Auditor-General, Internal Auditors and Banks Coordinate and manage the strategic planning process, monitoring and evaluation as well as reporting of performance information for the Enterprise. Provide strategic direction and leadership with regards to minimization of risk improvement controls, prevention of risk elements and instil good governance in the Department of Labour. Ensure the formulation, development and execution of the HR strategy,
policy and procedures in line with the SEE's overall business plan and the special request and priority needs of management and staff.

ENQUIRIES: DDG PES Mr S Morotoba Tel No (012) 309 4783
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: 28 October 2019

POST 36/48: DIRECTOR: NATIONAL MINIMUM WAGE RESEARCH AND MONITORING
REF NO: HR4/19/10/10HQ

SALARY: R1 057 326 per annum (all inclusive)
CENTRE: Head Office
REQUIREMENTS: Three year (3) degree (NQF7 & SAQA recognized) in Social Sciences/Development Studies/Economics Five (5) years middle management experience or senior managerial level Three (3) years' experience in research, monitoring and evaluation A valid driver's licence Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Research and policy analysis, SA economy and labour market, Data sources and statistical techniques Skills: Verbal and written communication, Computer literacy, Administration and financial management, Interpersonal, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving, Management, Information management.

DUTIES: Conceptualize and manage research, monitoring and evaluation of the implementation and the impact of National Minimum Wage Develop methodologies required to ensure the collection and analysis of appropriate data relevant to monitoring the National Minimum Wage Ensure regular reporting and dissemination of research, monitoring and evaluation of the National Minimum Wage for the Commission, the Department, stakeholders and the public. Manage all resources of the Directorate and ensure support for the work of the NMW Commission in relation to research, monitoring and evaluation.

ENQUIRIES: Mr T Mkalipi Tel No: (012) 309 4123
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: 28 October 2019

POST 36/49: DIRECTOR: NATIONAL MINIMUM WAGE POLICY BCEA AND ADMINISTRATION
REF NO: HR4/19/10/11HQ

SALARY: R1 057 326 per annum (all inclusive)
CENTRE: Head Office
REQUIREMENTS: Three year (3) degree (NQF7 & SAQA recognized) in Labour Relations/Human Resources Management/ Law Five (5) years middle management experience or senior managerial level Three (3) years functional experience in the administration of the BCEA and the LRA A valid driver's licence Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, National Minimum Wage Act, Basic Condition of Employment Act Skills: Verbal and written communication, Computer literacy, Administration management, Interpersonal, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving, Management, Information management, Ability to build high-performance teams, Administration of minimum wage and its regulations.

DUTIES: Design and implement an advocacy strategy on the National Minimum Wage and manage stakeholder relations Manage the exemption process, including evaluation of applications and reporting on exemptions from the National Minimum Wage Coordinate, manage and support the annual review of the National Minimum Wage Manage the implementation of the BCEA and the transitional period for the sectorial determinations. Manage all resources of the Directorate.
ENQUIRIES : Mr T Mkalipi Tel No: (012) 309 4123
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 : 28 October 2019

OTHER POSTS

POST 36/50 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/59

SALARY : R869 007 per annum (all inclusive)
CENTRE : Labour Centre: Malelane

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) 665 8701
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at Corner of Hoffmeyer & Beatty Avenue, Labour Building
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni.
CLOSING DATE : 28 October 2019

POST 36/51 : DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO HR4/19/10/12HO

SALARY : R869 007 per annum (all inclusive)
CENTRE : Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Social Sciences/Development Studies/Economics Two (2) years management experience Three (3) years functional experience in research and Development A valid driver’s licence Knowledge: Public service transformation and management issues, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Research, monitoring and evaluation, Labour market economics Skills: Verbal and written communication, Computer literacy, Administration and financial management, Interpersonal, Project management, Strategic management, Statistical and economic analysis, Research and research methodology, Research (qualitative and quantitative), Data interpretation and data management, Technical report writing, Conflict management, Problem solving, Management.

DUTIES : Develop and manage a monitoring and evaluation programme of National Minimum Wage Conduct research on topics of relevance to the National Minimum Wage and manage commissioned impact assessment and evaluation research relevant to the work of the NMW Commission and the National Minimum Wage Liaise and collaborate with research units in Government Departments, tertiary educational institutions and independent bodies, to ensure coordinated and complimentary research initiatives relating to the work of the NMW Commission Prepare written reports and briefings for the National Minimum Wage Commission, government, stakeholders and the public on research relevant to the National Minimum Wage, its review and
adjustment including the annual report of the commission to the Minister or Employment and Labour.

ENQUIRIES: Mr T Mkalipi Tel No: (012) 309 4123
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: 28 October 2019

POST 36/52: DEPUTY DIRECTOR: RESEARCH AND DATA REF NO HR4/19/10/13HO

SALARY: R869 007 per annum (all inclusive)
CENTRE: Head Office
REQUIREMENTS: Three (3) year tertiary qualification in Social Sciences/Development Studies/Economics. Two (2) years management experience Three (3) years functional experience in research and Development. A valid driver’s licence Knowledge: Public service transformation and management issues, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, PFMA, Batho Pele Principles, Corporate governance, Labour market information and statistics Skills: Verbal and written communication, Computer literacy, Administration and financial management, Interpersonal, Project management, Strategic management, Statistical and economic analysis, Research (qualitative and quantitative), Data interpretation and data management, Technical report writing, Conflict management, Problem solving, Management.

DUTIES: Manage the collection of data relevant to monitoring the implementation of the National Minimum Wage and to inform the annual review and adjustment of the minimum wage Develop and maintain a database of information relevant to the national minimum wage Liaise and collaborate with research units of Government Departments, tertiary educational institutions and independent bodies, including bargaining and statutory councils to ensure effective data sharing Prepare written reports and briefings for the National Minimum Wage Commission, government, other stakeholders and the public on information relevant to the national minimum wage and its review and adjustment.

ENQUIRIES: Mr T Mkalipi Tel No: (012) 309 4123
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: 28 October 2019


SALARY: R733 257 per annum (all inclusive)
CENTRE: Provincial Office: Gauteng
REQUIREMENTS: Three (3) years tertiary qualification in Business/Public Administration/Management or Financial Management Two (2) years management and/or supervisory experience Three (3) years functional experience in Administration, IT and Financial Management Environment Valid driver’s licence Knowledge: White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Accounting systems and internal Control, Corporate governance, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, PowerPoint, and Outlook Skills: Leadership, Interpersonal relation, Presentation, Planning and organising, Assertiveness, Computer literacy, Accounting, Project Management, Innovative, Analytical, Negotiation, Strategic Management, Ability to build high-performance team, Diversity facilitation, Verbal and Written Communication.

DUTIES: Manage the implementation Financial Management processes and procedure in the Province Manage and implement budgeting processes and the compilation of the Provincial MTEF budget Responsible for financial control and accounting in the Province Manage the Administration of BAS and payments in the Province Manage the IT and office support services in the Province Manage the Fleet Management Services in the Province.

ENQUIRIES: Ms KJ Ntshingane Tel No: (011) 853 0307
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: 28 October 2019

POST 36/54: ASSISTANT DIRECTOR: NATIONAL MINIMUM WAGE POLICY BCEA AND ADMINISTRATION REF NO: HR4/19/10/14HO

SALARY: R470 040 per annum

CENTRE: Head Office

REQUIREMENTS:
- Three (3) year tertiary qualification in Labour Relations
- Two (2) years supervisory experience
- Two (2) years functional experience in Labour Relations
- Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Constitution of South Africa, Batho Pele principles, Public Financial Management Act, BCEA& NMW Act
- Skills: Verbal and written communication, Interpersonal relations, Computer literacy, Analytical, Statistical analysis, Labour Economics.

DUTIES:
- Manage the administration of Ministerial and sectorial determinations and their transition
- Monitor the system of administering the BCEA and provide training and administrative support to Provinces and stakeholders as required
- Monitor and support the exemptions process for the NMW and deal with audits within defined time frames
- Oversee and support the Child Labour Programme of Action.

ENQUIRIES: Mr T Mkalipi, Tel No: (012) 309 4123

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: 28 October 2019

POST 36/55: ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/7/61

SALARY: R376 596 per annum (Level 09)

CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:
- BPROC/LLB Admission as an Attorney or Advocate
- Two (2) years functional experience in compliance or legal services environment
- Knowledge: Compensation Fund business strategies, policies and procedures
- Understanding of debt collection processes
- Understanding of COID and OHS enforcement processes
- Understanding of debt collection internal controls

DUTIES:
- Appears in court for enforcement of COID and OHS
- Manage the implementation of COIDA and OHS enforcement processes
- Manage the advocacy strategy for COID and OHS-IES in the Province
- Co-ordinate information to provide legal court proceeding
- Monitor the implementation of quality management system for COID and OHS enforcement.

ENQUIRIES: Ms NL Njwambe, Tel No: (013) 655 8775

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at Corner of Hoffmeyer & Beatty Avenue, Labour Building

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

CLOSING DATE: 28 October 2019

POST 36/56: ASSISTANT DIRECTOR: DEBT COLLECTION REF NO: HR 5/1/2/3/50

SALARY: R376 596 per annum (Level 09)

CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:
- A Three year qualification in Financial Management/Financial Accounting/Cost and Management Accounting
- 4 years functional experience in debt collection environment
- 2 years supervisory experience
- Knowledge: Compensation Fund business strategies, policies and procedures
- Understanding of debt collection processes
- Understanding of risk management
- Understanding of public sector revenue and debt collection processes
- Understanding of debt collection internal controls

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compliance and reporting COIDA Legislative requirements: Public Finance Management Act (PFMA) National Treasury Regulations Promotion of Access to Information Act Public Service Regulations Skills: Client Orientation and Customer focus Communication (verbal and written) Bad debt management Debt collection People and performance management Problem solving Analytical skills Planning and organising. External Environmental Awareness related to debt collection.

**DUTIES**
Provide input to the management of debt collection service for the Fund. Facilitate the debt collection service for the Fund. Identify all accounts in arrears for debt management. Management of resources in the sub-directorate.

**ENQUIRIES**
Mr MG Molotsi Tel No: (012) 319 9226

**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**
25 October 2019 at 16:00

**POST 36/57**
ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HR 5/1/2/3/51

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Compensation Fund, Pretoria

**REQUIREMENTS**

**DUTIES**
Implement stakeholder management strategies and policies Establish and manage stakeholder management relationships. Participate in all stakeholder management engagements Management of resources in the Sub-directorate.

**ENQUIRIES**
Mr M Legwale Tel No: (012) 406 5625

**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**
25 October 2019 at 16:00

**POST 36/58**
ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/52

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Compensation Fund, Pretoria

**REQUIREMENTS**
A Three-year qualification in Risk Management/Internal Auditing 4 years’ functional experience in Risk Management or Internal Audit environment at senior practitioner level or equivalent level Knowledge: Compensation Fund business strategies and goals Compensation Fund regulation, policies and procedures Compensation Fund Services Compensation Fund value chain and business processes Customer service principles (Batho Pele Principles) Extensive knowledge and understanding of Treasury Audits Corporate governance guidelines and the development of policies and strategies. Risk assessment Risk management and audit practices. Knowledge of investigation methods and techniques Required Information technology knowledge Compensation Fund Information technology operating systems DPSA guidelines on Compensation of Occupational and Injury Disease Act (COIDA) Framework for risk governance Risk management compliance Risk

**DUTIES**: Provide inputs to manage risk management services within the Fund. Facilitate risk assessments process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources.

**ENQUIRIES**: Ms K Nkabinde Tel No: (012) 319 9295

**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**: 25 October 2019 at 16:00

**POST 36/59**: SENIOR PRACTITIONER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/49 (Re-Advert)

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**: A Three year qualification in Management Services or Production Management or Work Study or Operation Management or Public Management (or Administration) or Business Management (or Administration)/Human Resource Management with Management Services Certificate or Applied Organisational Development Programme Job evaluation Analyses Certificate and Drivers licence is required 2 years’ experience in Organisational Design and Job Evaluation environment. Knowledge: Compensation Fund, policies and procedures Relevant stakeholders Customer Service (Batho Pele Principles) Technical Knowledge Work study techniques, procedures and methods. Job Evaluation and Organisational design Job Evaluation models processes and techniques Legislative Requirements: Public Service Regulations (PSR) PFMA and National Treasury Regulations Public Service Act (PSA) Labour Relation Act Whitepaper on Transformation Skills: Problem Solving Root cause identification Presentation Strong Analytic Skill Communication Skills (written and verbal) Report Writing Driving Decision making Budgeting and Financial Management Continuous improvement Performance Management Planning and Organizing.

**DUTIES**: Maintenance of Organisational Structure of the Fund. Facilitate the development of job descriptions/profiles for the Fund. Analyse and evaluate the jobs using the prescribed job evaluation system (Evaluate). Render a support with regard to provision of secretariat services for various committees.

**ENQUIRIES**: Ms MZ Makua, Tel No: (012) 400 8522

**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**: 25 October 2019 at 16:00

**POST 36/60**: FIELD ICT TECHNICIAN REF NO: HR/4/4/10/130

**SALARY**: R316 791 per annum

**CENTRE**: Provincial Office: Western Cape

**REQUIREMENTS**: Three (3) years tertiary qualification in Information Communication Technology/ICT relevant qualification Applicable certification Two (2) years functional experience in an ICT environment A valid driver’s licence

**DUTIES**


**ENQUIRIES**

Ms Z Maimane Tel No: (021) 441 8125

**APPLICATIONS**

Chief Director Provincial Operations: PO BOX 872 Cape Town 8000 or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION**

Sub-directorate: Human Resources Management

**CLOSING DATE**

28 October 2019

**POST 36/61**

**SALARY**

R257 508 per annum

**CENTRE**

Provincial Office: Kimberley

**REQUIREMENTS**

Three (3) year tertiary qualification in Human Resource Management plus one to two years functional experience doing the Human Resources Management Services Knowledge: All Labour Legislations, Department policies and procedures, HR related systems, Public Service Act, Batho Pele principles, Public service regulations Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Report writing, Computer literacy, Planning and organising, Supervisory, Time management.

**DUTIES**

Render the Recruitment and Selection process. Process and approve service benefits e.g Leave, housing allowances, acting allowances etc Provide and monitor termination of services at the Province Monitor establishment and the implementation of Human Resources policies Monitor the payments of salaries.

**ENQUIRIES**

Ms MR Musa Tel No: (053) 8381523

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Department of Labour, Cnr Pniel & Compound Street.

**FOR ATTENTION**

Human Resource Management, Provincial Office Kimberley

**CLOSING DATE**

28 October 2019