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.

**ANNEXURE E**

CLOSING DATE: 18 November 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 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 39/06**: DIRECTOR: PLANNING, MONITORING AND EVALUATION

REF NO: HR4/19/11/O1HO

**SALARY**: R1 057 326 per annum (all inclusive)

**CENTRE**: Head Office


**DUTIES**: Develop, manage and input on the strategic, operational planning framework and strategic intent of DEL. Develop, implement and maintain the monitoring and evaluation framework for the programmes/provinces of DEL and its entities. Monitor organization performance against set plans and targets and manage compilation of performance information reports. Provide committee services to DEL top management meetings. Manage the overall resources of the Directorate.

**ENQUIRIES**: COO Ms Bronkhorst Tel No: (012) 309 4969
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

OTHER POSTS

POST 39/07: DEPUTY DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/19/10/01HO

SALARY: R733 257 per annum (all inclusive)

CENTRE: Head Office


DUTIES: Manage the implementation of accidents and losses processes in line with relevant prescripts. Ensure effective and efficient utilization of the Departmental Fleet. Manage administration of subsidized vehicles to ensure compliance with Subsidised Motor Transport Scheme policies and directives. Manage the Department’s travel services and account in line with the signed SLA and directives. Manage the procurement of vehicles and Fleet and Travel Management Contracts. Manage the resource of the sub – directorate and reporting.

ENQUIRIES: Ms T Malindzisa Tel No: (012) 309 4246

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 39/08: ASSISTANT DIRECTOR: FINANCE REF NO: HR 5/1/2/3/72EC

SALARY: R376 596 per annum

CENTRE: Provincial Office: Eastern Cape


DUTIES: Facilitate the payment of Compensation Fund benefits in relation to accounts receivable and payable functions. Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts where Compensation Fund Operations are concerned. Manage movable and immovable assets of the fund in line with relevant prescripts. Manage intergraded budget planning and expenditure relating to Compensation Fund Operations. Provide technical support to Processing Offices and report on all Compensation Fund Financial matters including financial systems. Management of resources.

ENQUIRIES: Mr WC Mafu Tel No: (043) 702 7500

APPLICATION: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200 or hand deliver at 3 Hill Street, East London 5200.


POST 39/09: SENIOR TRAINING OFFICER REF NO: HR 4/19/11/02HO

SALARY: R316 791 per annum
CENTRE: Head Office


ENQUIRIES: Mr G Mosima Tel No: (012) 309 4522

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