

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 6 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 05/03**

: **CHIEF FINANCIAL OFFICER REF NO: HR 5/1/2/3/01**

**SALARY
CENTRE
REQUIREMENTS**

: R1 251 183. per annum (All inclusive)
: Compensation Fund, Pretoria
: Four year qualification or NQF7 (recognized by SAQA) in Financial Management or Accounting Qualification. 5 years' experience in a Senior Management position. Demonstrated experience and performance in the field of financial management. Knowledge: Finance, Technical standard/procedures, HR matters, Training, Managerial functions, Financial Regulations, Public Service Regulations, Public Service Act. Legislative requirements: Public Financial Management Act, Public Services Regulations Act, Treasury Regulations, Supply Chain Management prescripts. Skills: Research and development, Computer literacy, Policy formulation, Communication, Knowledge Management, Advanced Financial Management, Planning and organizing.

DUTIES

: Provide strategic leadership, support and advice to the Compensation Fund regarding financial management functions according to the PFMA and other relevant regulations. Implement strategic financial control, budget and internal systems as prescribed by the PFMA, Treasury Regulations and relevant prescripts. Manage the finances, assets and supply chain management functions and revenue generation of the Fund. Represents the

Fund at relevant structures to enhance the value of CF operations. Oversee the management and collection of revenue and accounts receivable functions of the Fund. Responsible for the resources and performance management of staff the Chief Directorate Finance sections.

ENQUIRIES : Mr V Mafata Tel No: (012) 313 9118
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume Street, Delta Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 21 February 2020

OTHER POSTS

POST 05/04 : **MEDICAL OFFICER GRADE 3: OCCUPATIONAL MEDICINE REF NO: HR 5/1/2/3/02**

SALARY : R938 964 - R1026 693 per annum (OSD)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : An MBCHB Degree and Diploma in Occupational health (DOH). Minimum of 5 years appropriate experience after registration with HPCSA and at least 3 years' experience in Occupational Medicine practice Post incumbent may be required to travel to see clients. Knowledge: National Health Act, Public service, Department of employment and labour, Compensation Fund regulations, policies and procedures. CF relevant stakeholders, Customer services principles (Batho Pele).Fund values, required information technology knowledge. Compensation Fund information technology operating systems, DPISA guidelines on COIDA;COID Act; Occupational Health and Safety Act(OHS),PFMA and National Treasury Regulation; Promotion of Access to information Act; PAJA, Constitution Act 108 of 1996.General knowledge of the Public service regulations. Skills: Required technical proficiency, business writing, knowledge management, basic computer skills, programme management change management, service delivery Innovation, problem analysis and solving ,accountability, decision making, people management and empowerment, Client orientation and customer focus, Communication, work ethic and self-management, Risk management and corporate governance, Medical skills, environmental awareness.

DUTIES : Research and do benchmarking on Occupational Medicine standards and protocols. Develop policies and guidelines on occupational injuries and diseases. Analyse and report on occupational injuries and disease/medicine trends. Assist in establishing and maintaining mutually-beneficial relationships with key stakeholders in Occupational related fields. Provide technical advice and expertise on all medical aspects of compensation claims.

ENQUIRIES : Dr B Ndzuta Tel No: (012) 406 5856
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume Street, Delta Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 21 February 2020

POST 05/05 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HR 4/4/7/73**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year qualification in Office Management/Administration/Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Support environment. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Listening and observation, Innovative Analytical, Verbal and written communication.

DUTIES : Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Co-ordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

ENQUIRIES : Ms N Njwambe Tel No: (013) 655 8775
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 : 24 February 2020

POST 05/06 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/8/249**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year qualification in Communication Science/Marketing/Public Relation/Media Studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in in a media/public relations/marketing/communication services. Knowledge: Departmental policies and procedures, Public Financial Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication, Problem Solving, Listening and observation, Negotiation Event Management.

DUTIES : Provide public relations and media liaison services at Provincial level including including performing duties and responsibilities as spokesperson for DEL in the provide (daily). Organise stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DEL at Provincial level (monthly). Manage DEL internal communication such as management of notice boards, posting if information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach, Programmes, outside broadcasts, national commemorative days etc. (yearly)

ENQUIRIES : Ms E Maneli Tel No: (051) 505 6203
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein
CLOSING DATE : 24 February 2020

POST 05/07 : **SECURITY TRAINING OFFICER REF NO: HR 4/20/02/01HO**

SALARY : R257 508 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Security/Risk Management. One (1) year functional experience in Security Training services. PSIRA registration Grade "C". Knowledge: Batho Pele principles, Personnel Security, Document Security, Communication Security. Skills: Communication, Presentation, Computer literacy, Problem solving, Leadership, Analytical.

DUTIES : Facilitate and coordinate Security Awareness training within the Department of Labour. Manage Security training administration as per individual's PDP. Provide Human Resources Support services within the Security Services Directorate. Administer Security Compliance. Conduct OHS and Security Inspection in the Department.

ENQUIRIES : Ms M Moitsi Tel No: (012) 309 4224
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 : 24 February 2020