

## 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.*

- 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** : 14 April 2020 at 16:00
- NOTE** : Applications quoting the relevant reference number 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 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be within six (6) months as at the advert closing date. 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 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). The Department reserves the right not to make any appointment(s) to the above post. 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. The successful candidate will be expected to sign a performance agreement. The Department of Employment and Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Kindly note that post of Deputy Director: Maintenance (SR11)-Ref No: HR/4/4/2DDM/UIF published in Public Service Vacancy Circular number 9 Dated 06 March 2020 with a closing date of 23 March 2020 at the Unemployment Insurance Fund. Please note that the requirements of the post are as follows: Three year tertiary qualification in Property Management/Facility Management/ Public Administration or Management. Three years functional experience in Maintenance environment. Two years managerial experience in Maintenance environment. Enquiries: Please contact Ms MM Ramoshaba Tel No: (012) 337 1412/ 1405.

## OTHER POST

- POST 11/03** : **DEPUTY DIRECTOR: SYSTEM SUPPORT COORDINATION REF NO: HR 4/20/03/30HO**
- SALARY** : R869 007 per annum (All inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/Public Management/ Business Management/Information Technology/Computer Science( Software Development, Website Design, Database Management). A valid driver's license. Five (5) years' experience of which two (2) years should be in Management experience (Assistant Director Level) and three (3) years functional experience in Public Employment Services. Knowledge: ILO

Conventions, Public Service Act, Public Finance Management Act, Human Resource Management, Social Plan Guidelines, Business Process Improvement, Standard Operating Procedures, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Skills Development Act. Skills: Planning and organizing, Interpersonal, Computer literacy, Leadership, Report writing, Computer literacy, Communication (verbal and written), Presentation, Analytical, Project Management, Software Development, Website Design, Database Management.

**DUTIES**

: Monitor and ensure that the implementation of ESSA systems and processes for ES IT enabled. Plan and coordinate the procedural registrations, matching and reporting. Coordinate service delivery gap analysis and facilitate responsive competency training. Coordinate and support Provincial implementation of capacity development for ESSA end –users. Manage all resources of the Sub-Directorate.

**ENQUIRIES**

: Ms S Hornsby Tel No: (012) 309 4798