

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.

<u>CLOSING DATE</u>	:	06 May 2020 at 16:00
<u>NOTE</u>	:	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 six (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 DPSSA 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.

POSTS

<u>POST 12/05</u>	:	<u>COUNSELLOR REF NO: HR4/4/6/121</u>
<u>SALARY</u>	:	Grade 1: R579 147 - R642 765 per annum (OSD) Grade 2: R662 190 – R734 928 per annum (OSD) Grade 3: R750 024 – R832 398 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Labour Centre: Jane Furse Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid driver's licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Grade 1: 0 (zero) experience. Grade 2: 8 years relevant experience. Grade 3: 16 year's relevant experience. Knowledge: Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TE Maluleke Tel No: (015) 290 1768 Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 Physical address 42A Schoeman Street, Polokwane 0700
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Limpopo
<u>POST 12/06</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES REF NO: HR4/20/04/1HO</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Finance, Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Financial Management/Accounting. Two (2) years supervisory experience. Two (2) years functional experience in oversight of SOEs (State Owned Entities)/Financial Management/Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practice (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation Analytical, Financial and Performance Report writing.
<u>DUTIES</u>	:	Monitor and advice SOE's on governance compliance issues. Monitor and advise SOE's on financial governance and financial oversight. Evaluate the financial performance and

positions of businesses in determining affordability of the Ministerial variations from sectoral determinations. Supervise the resources of the directorate.

ENQUIRIES APPLICATIONS : Ms M Sebaka Tel No: (012) 309 4591

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001or hand delivers at 215 Francis Baard Street, Laboria House

POST 12/07 : Sub-directorate: Human Resources Operations, Head Office

POST 12/07 : **ASSISTANT DIRECTOR: INTERNAL AUDITOR (INFORMATION TECHNOLOGY AUDIT)**
REF NO: HR4/20/04/2HO
Internal Audit

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Auditing/Accounting/Financial Information Systems/Bcom Information Communication Management/Information Systems/BSc IT/Computer Science. Four (4) years' experience of which two (2) years at the Supervisory level as (Senior Internal Auditor (ICT Audit) and two (2) years' experience in Information Communication and Technology Audit. A valid driver's licence. Knowledge: Internal Audit Methodology, Public Finance Management Act and National Treasury Regulation, Information Technology Frameworks (e.g. COBIT, ITIL, ISO), Public Service Regulations, Public Service Act, National Treasury Internal Audit Framework, King Report on Corporate Governance (II and III), Public Sector Risk Management Framework, Framework for managing performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognised Accounting Practice(GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework(LRA, BCEA,PAIA etc.). Skills: Communication (verbal and written), Presentation, Planning and organising, Teammate(Audit Software), Conflict Management, Leadership, Project Management, Coordinating, Risk Assessment, Negotiation, Problem Solving, Policy analysis and Development, Computer literacy, Report Writing, Driving, Analytical.

DUTIES : Plan allocated Information Communication and Technology audit assignment according to the approved Internal Audit Plan. Conduct Information Technology Audit projects according to the approved Internal Audit Plan. Manage resources of the Unit.

ENQUIRIES APPLICATIONS : Ms M Nkuna Tel No: (012) 309 4336/4428

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001or hand delivers at 215 Francis Baard Street, Laboria House.

POST 12/08 : Sub-directorate: Human Resources Operations, Head Office

POST 12/08 : **SENIOR TRAINING OFFICER REF NO: HR 4/20/04/3HO**
(Re-advert, applicants who previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R316 791 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/Development/Training & Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resources Development/ Training and Development Services Knowledge: Batho Pele principles, Departmental policies and procedures, Skills Development, Skills Development Levies Act, Compulsory Induction Programme (CIP) Module 1-5, Directive on Youth Development Programmes, Bursary Administration. Skills: Computer literacy, Analytical, Communication, Interpersonal, Innovative, Planning and organizing.

DUTIES : Implement bursary program. Facilitate and coordinate Compulsory Induction Programme and orientation program. Implement the workplace Skills plan programs (WSP). Administer and implement of Internship Programme

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

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand delivers at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office