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.

**CLOSING DATE**: 05 October 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 (Section A and B compulsory) 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 not older than six (6) months from the date of the advert. 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. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details by can be obtained through the link https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. 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 an Internship performance agreement. The Department of 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).

**REQUIREMENTS**


**DUTIES**

- Liaise with State Attorney, State Law Advisor and Public Protector, other relevant stakeholders and structures. Draft operational plans and compile status reports on legal matters in the Department. Provide legal advisory services in the Department and various structures. Ensure sound Financial Management. Supervise the work of the officials in the Directorate and manage their performance and development.

**ENQUIRIES**

- Ms V Singh Tel No: (012) 309 4370

**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 Email: Jobs-HQ@labour.gov.za

**POST 22/08**

- CHIEF FINANCIAL OFFICER REF NO: HR4/20/08/01HO

**SALARY**

- R1 057 326 per annum (All inclusive)

**CENTRE**

- SEE, Silverton

**REQUIREMENTS**


**DUTIES**

- Provide strategic leadership, support and advice to the Supported Employment Enterprises regarding financial management functions as prescribed by the PFMA, Treasury Regulations and other financial prescripts. Manage the finances, assets and supply chain management functions of Supported Employment Enterprises. Establish and maintain financial policies, practices and procedures for Supported Employment Enterprises. Develop procurement processes which are in line with the PPPFA and Supply Chain Management practices and policy. Coordinate implementation and application of effective information technology systems. Manage all resources in the Directorate.

**ENQUIRIES**

- Ms BP Thwala Tel No: (012) 843 7419

**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 Email: Jobs-SEE@labour.gov.za

**OTHER POSTS**

**POST 22/09**

- PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HR4/4/10/11

**SALARY**

- R1 025 316 – R1 137 936 per annum (OSD)

**CENTRE**

- Provincial Office: Mmabatho

**REQUIREMENTS**

- Master of Psychology plus registration with HPCSA as a Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with HPSA as a Psychologist in any identified categories. Valid driver’s license. Knowledge: Relevant Government Strategies, Relevant ILO conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Skills: Counselling, Planning and organising, Verbal and written communication,

**DUTIES**
Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.

**ENQUIRIES**
Mr J Zitha Tel No: (018) 387 8100

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

**POST 22/10**
DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/08

**SALARY**
R869 007 per annum (all inclusive)

**CENTRE**
Provincial Office: Mmabatho

**REQUIREMENTS**

**DUTIES**
Manage work seeker registration within the Province. Manage employer services with the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

**ENQUIRIES**
Mr MO Maluleke Tel No: (018) 387 8100

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

**POST 22/11**
DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)

**SALARY**
R869 007 per annum (All inclusive)

**CENTRE**
Labour Centre: Phuthaditjaba Ref No: HR 4/4/8/270(X1 Post)
Labour Centre: Lichtenberg Ref No: HR4/4/10/09 (X1 Post)

**REQUIREMENTS**

**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 E Maneli Tel No: (051) 505 6203 Mr S Mogakane Tel No: (018) 387 8100

**APPLICATIONS**
Bloemfontein: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.
FOR ATTENTION: Human Resources Management, Bloemfontein email: Jobs-FS@labour.gov.za
Sub-directorate: Human Resources Management, Mmabatho email: Jobs-NW@labour.gov.za

POST 22/12: DEPUTY DIRECTOR: SYSTEM SUPPORT COORDINATION REF NO: HR 4/20/08/40HO
(Re-advert, applicants who previously applied must re-apply)

SALARY: R869 007 per annum (All inclusive)
CENTRE: Head Office, Pretoria

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
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 Email: Jobs-HQ@labour.gov.za

POST 22/13: DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO HR/20/09/05HO

SALARY: R869 007 per annum (All inclusive)
CENTRE: Head Office, Pretoria
REQUIREMENTS: LLB/B-Proc. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupilage and passes their bar exams. A valid driver’s licence. Two (2) years of management experience. Three (3) years functional experience in a Legal services environment. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication. Good interpersonal relations. Ability to build high-performance teams, Computer literacy, Project management, Strong leadership, strategic decision making abilities.

DUTIES: Manage the administration of Advocacy Law. Conduct research to investigate the development of Advocacy Law. Manage the implementation of the Strategy to encourage cooperation of relevant Stakeholders. Develop the policy and provide technical advice to relevant stakeholders. Manage the implementation of capacity programmes on advocacy services.

ENQUIRIES: Dr. P Naidoo Tel No: (012) 309 4959
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<table>
<thead>
<tr>
<th>POST 22/14</th>
<th>DEPUTY DIRECTOR: BCEA ADMINISTRATION REF NO HR/20/09/11HO</th>
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</thead>
<tbody>
<tr>
<td>SALARY     : R869 007 per annum (all inclusive)</td>
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<td>CENTRE     : Head Office, Pretoria</td>
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<tr>
<td>DUTIES     : Manage the administration of Ministerial determination. Manage and advocate conditions of employment to protect vulnerable workers. Manage the Ministerial Determinations and National Minimum Wage exemption application processes. Manage stakeholder interaction pertaining to all BCEA related matters, applications for Ministerial Determinations and NMW exemptions. Manage all resources of the Sub – Directorate.</td>
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<tr>
<td>ENQUIRIES  : Mr T Mkali Tel No: (012) 309 4123</td>
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<tr>
<td>APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.</td>
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<tr>
<th>POST 22/15</th>
<th>SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/10/04</th>
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<tbody>
<tr>
<td>SALARY     : R869 007 per annum (all inclusive)</td>
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<td>CENTRE     : Provincial Office: Mmabatho</td>
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<td>REQUIREMENTS : Three (3) years qualification in Labour Relations/BCOM Law/LLB. Two (2) years management experience. Three (3) years functional experience in Inspection enforcement/ Labour relations matters. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulation and Relevant Prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and organising, Computer literacy Interpersonal, Problem solving, interviewing, Presentation, Innovative, Analytical, Research, Project management.</td>
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<tr>
<td>DUTIES     : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed toward internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources, Financial Resources, Assets, etc.</td>
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<tr>
<td>ENQUIRIES  : Mr MO Maluleke Tel No: (018) 387 8100</td>
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<tr>
<td>APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.</td>
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<tr>
<td>FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho Email: <a href="mailto:Jobs-NW@labour.gov.za">Jobs-NW@labour.gov.za</a></td>
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<tr>
<th>POST 22/16</th>
<th>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO HR/20/08/02HO</th>
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<tr>
<td>SALARY     : R733 257 per annum (all inclusive)</td>
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<td>CENTRE     : SEE, Silverton</td>
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**DUTIES**
- Manage the Procurement Policy and Procedures in SEE. Manage Supply and acquisition of goods and services. Manage, develop and maintain contracts with suppliers/ service providers. Manage the resources within the section.

**ENQUIRIES**
- Ms A Pretorius Tel No: (012) 843 7300

**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 Email: Jobs-SEE@labour.gov.za

**POST 22/17**
- **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/6/122**

**SALARY**
- R733 257 per annum (all inclusive)

**CENTRE**
- Provincial Office: Limpopo

**REQUIREMENTS**

**DUTIES**
- Engage with relevant stakeholders on training/skills programmes that will benefit UIF Beneficiaries. Monitor the activities of Institutions receiving funding and report on constraints including corrective actions. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries.

**ENQUIRIES**
- Ms TE Maluleke Tel No: (015) 290 1768

**APPLICATIONS**
- Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700.
  - Human Resources Operations, Limpopo. Physical address 42A Schoeman Street, Polokwane, 0700. Email: Jobs-LP@labour.gov.za

**POST 22/18**
- **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/8/265**

**SALARY**
- R733 257 per annum (all inclusive)

**CENTRE**
- Provincial Office: Free State

**REQUIREMENTS**

**DUTIES**
- Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

**ENQUIRIES**
- Ms E Maneli Tel No: (051) 5056203

**APPLICATIONS**
- Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Labouria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301

**FOR ATTENTION**
- Human Resources Management, Bloemfontein Email: Jobs-FS@labour.gov.za
POST 22/19 :   DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/07

SALARY :   R733 257 per annum (all inclusive)
CENTRE :   Provincial Office: Mmabatho

DUTIES :   Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs in the Province. Manage the administration of service benefits and leave of staff in the Province.

ENQUIRIES :   Mr ALT Makapela Tel No: (018) 387 8100
APPLICATIONS :   Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
FOR ATTENTION :   Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

POST 22/20 :   ICT PROJECT MANAGER REF NO: HR 4/20/09/19HO
(Re-advertisement, previous applicants must re-apply)

SALARY :   R733 257 per annum (All inclusive)
CENTRE :   Head Office, Pretoria

DUTIES :   Oversee and ensures that projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES :   Mr. EJ Nowosiad Tel No: (012) 309 4990
APPLICATIONS :   Chief Director: Human Resources Management: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
FOR ATTENTION :   Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/21 :   COUNSELLOR GRADE 1 REF NO: HR4/4/10/21

SALARY :   R579 147 - R642 765 per annum (OSD)
CENTRE :   Labour Centre: Christiana
REQUIREMENTS :   A Four (4) years B Psych qualification or a B Psych equivalent. Statutory requirements: Registration with Health Professional Council of South Africa as

**DUTIES**

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.

**ENQUIRIES**

Mr MO Maluleke Tel No: (018) 387 8100

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

**POST 22/22**

**DISABILITY MANAGER OCCUPATIONAL THERAPY (GRADE 1) REF NO: HR 4/4/10/103**

**SALARY**

R517 326 per annum (OSD)

**CENTRE**

Provincial Office: Western Cape

**REQUIREMENTS**


**DUTIES**

Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the disability Management Section.

**ENQUIRIES**

Ms Z Maimane Tel No: (021) 4418125

**APPLICATIONS**

Chief Director: Provincial Operations: Po Box 872, Cape Town, 8000 or hand deliver at Cnr Riebeeck & Long Street, No 9 Long Street, Cape Town

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Cape Town Email: Jobs-WC@labour.gov.za

**POST 22/23**

**EMPLOYMENT SERVICES PRACTITIONER (ESP3) REF NO: HR 4/4/10/146**

**SALARY**

R470 040 per annum

**CENTRE**

Provincial Office: Western Cape

**REQUIREMENTS**


**DUTIES**

Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES
legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

ENQUIRIES: Ms Z Maimane Tel No: (021) 4418125
APPLICATIONS: Chief Director: Provincial Operations: PO BOX 872, Cape Town, 8000 or hand deliver at Cnr Riebeeck & Long Street, No 9 Long Street, Cape Town
FOR ATTENTION: Sub-directorate: Human Resources Management, Cape Town MAIL: Jobs-WC@labour.gov.za

POST 22/24: ASSISTANT DIRECTOR: BENEFICIARY SERVICE REF NO: HR4/4/5/43
SALARY: R470 040 per annum
CENTRE: Provincial Office: KwaZulu-Natal
DUTIES: Effectively and efficiently ensure that employers’ declarations are registered, and database is maintained and updated. Monitor the provisioning of assessment, validation and adjudication of claims. Effectively manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipment/Assets) in the section.
ENQUIRIES: Ms NTG Khomo Tel No: (031) 366 2331
APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: KZN MAIL: Jobs-KZN@labour.gov.za

POST 22/25: ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/7/11
SALARY: R470 040 per annum
CENTRE: Provincial Office: Mpumalanga
DUTIES: Produce statistical analysis of Labour Market information. Conduct client satisfaction surveys. Ensure information for policy and planning purposes in the Province. Liaise with other institutions and stakeholders. Manage resources in the Unit.
ENQUIRIES: Mr. SJ Potgieter Tel No: (013) 655 8798
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 MAIL: Jobs-MP@labour.gov.za

POST 22/26: ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR 4/4/10/123
SALARY: R470 040 per annum
CENTRE: Provincial Office: Western Cape
REQUIREMENTS: Three (3) years relevant tertiary qualification in Social Science (Psychology) Public Administration/Business Administration and a valid driver’s license.
Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies


**DUTIES**

- Coordinate International Cross Border Labour Migration and PEA/TESS functions (Daily).
- Coordinate the provision of services to distress companies (Daily).
- Facilitate stakeholder relations for acquisition of placement opportunities (Daily).
- Provide operational and technical support to labour centres for the delivery of effective employer services (Daily).
- Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service (Daily).
- Facilitate the training of ESSA end users (Internal and external) on employer service (Daily).

**ENQUIRIES**

Ms Z Maimane  Tel No: (021) 4418125

**APPLICATIONS**

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

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Cape Town Mail: Jobs-WC@labour.gov.za

**POST 22/27**

**ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME (X4 POSTS)**

**SALARY**

R376 596 per annum

**CENTRE**

Provincial Office: Limpopo- Ref No: HR4/4/6/123 (X2 Posts)
Provincial Office: Mmabatho- Ref No: HR4/4/10/18 (X2 Posts)

**REQUIREMENTS**


**DUTIES**

- Implement training /skills programmes relevant stakeholders that will benefit UIF Beneficiaries.
- Track and monitor the progress on identified beneficiaries and institutions funded by Labour Activation. Implementation Information management systems and ensure the records in the section are maintained.
- Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

**ENQUIRIES**

Ms TE Maluleke Tel No: (015) 290 1768  Mr S Mogakane Tel No: (018) 387 8100

**APPLICATIONS**

Polokwane: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700. Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 EMAIL: Jobs-LP@labour.gov.za

Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

**POST 22/28**

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR 4/4/8/269**

**SALARY**

R376 596 per annum

**CENTRE**

Provincial Office: Free State

**REQUIREMENTS**

literacy, Analytical, Problem solving, Conflict management People management.

**DUTIES**

Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.

**ENQUIRIES**
Mr. S Segalo Tel No: (051) 505 6206

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301

**FOR ATTENTION**
Human Resources Management, Bloemfontein Email: Jobs-FS@labour.gov.za

**POST 22/29**

ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR 4/20/09/18HO

**SALARY**
R376 596 per annum

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**

**DUTIES**
Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Employment Relations section. Coordinate the finalization of all disciplinary cases in the Department. Manage resources of the section.

**ENQUIRIES**
Ms TV Makuya Tel No: (012) 309 4130

**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 Email: Jobs-HQ@labour.gov.za

**POST 22/30**

ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/8/31

**SALARY**
R376 596 per annum

**CENTRE**
Provincial Office - Kimberley

**REQUIREMENTS**
Three (3) years relevant qualification in Business/Public Administration/Management or Financial Management, Two (2) years Supervisory experience, Two (2) years functional experience. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives Record Services, Safety and Security, Accommodation procedures, Damage and Loss Control. Skills: Communication, Interpersonal relations, Decision making, Problem solving, Presentation, Conflict management, Computer literacy.

**DUTIES**
Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resource within the section (Weekly).

**ENQUIRIES**
Mr TD Mhlophe Tel No: (053) 838 1501

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
| FOR ATTENTION | : Human Resources Operations, Provincial Office Kimberley Email: Jobs-NC@labour.gov.za |
| POST 22/31 | : ASSISTANT DIRECTOR: RISK MANAGEMENT NO: HR 4/20/09/39 HO |
| SALARY | : R376 596 per annum |
| CENTRE | : Head Office, Pretoria |
| DUTIES | : Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit. |
| ENQUIRIES | : Ms G Baker Tel No: (012) 309 4968 |
| 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 Email: Jobs-HQ@labour.gov.za |
| POST 22/32 | : ASSISTANT DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES REF NO: HR4/20/09/14HO (Re- Advertisement, applicants who previously applied must re-apply) |
| SALARY | : R376 596 per annum |
| CENTRE | : Head Office, Pretoria |
| REQUIREMENTS | : 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. |
| DUTIES | : 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 | : Ms M Sebaka Tel No: (012) 309 4591 |
| APPLICATIONS | : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Laboria House. |
| FOR ATTENTION | : Sub-directorate: Human Resources Operations, Head Office: Email: Jobs-HQ@labour.gov.za |
| POST 22/33 | : ASSISTANT DIRECTOR: INTERNAL AUDITOR (INFORMATION TECHNOLOGY AUDIT) REF NO: HR4/20/09/07HO (Re- Advertisement, applicants who previously applied must re-apply) |
| SALARY | : R376 596 per annum |
| CENTRE | : Head Office, Pretoria |
REQUIREMENTS: 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, 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: Ms M Nkuna Tel No: (012) 309 4336/4428
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand delivers at 215 Francis Baard Street, Laboria House.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/34: SENIOR TRAINING OFFICER REF NO: HR 4/20/09/31HO
(Re-advert, applicants who previously applied must re-apply)

SALARY: R316 791 per annum
CENTRE: Head Office, Pretoria

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: Mr G Mosima Tel No: (012) 309 4522
APPLICATIONS: 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 EMAIL: Jobs-HQ@labour.gov.za