

## 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.*

- 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](http://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 can be obtained by following the below 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).
- ERRATUM:** Kindly note that the post of Assistant Director: Compliance and Assurance Audits Reference No: HR 5/1/2/3/26, that was published in the Department of Public Services vacancy circular 21 dated 07 September 2020 with a closing date of 21 September 2020, the requirements are corrected as listed below: A Three- year qualification in Internal Audit / Accounting/ Cost and Management Accounting. Internal Audit Technician - IAT as an added advantage. Professional Internal Auditor Certification – PIA as an added advantage. Certificate Internal Auditor – CIA as an added advantage. 4 Years functional experience in compliance and assurance/ financial audits/operational audits/regulatory audit of which 2 years in supervisory. Knowledge: Compensation Fund policies, procedures, processes. Internal audits standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Government and Risk Management. Budgeting and Financial Management. COIDA. Relevant Stakeholders. Batho Pele principles. Legislative requirements: PFM Act and National Treasury Regulations Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written. Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal Conflict and Problem Solving. Planning and organising. Team Leadership. External Environmental Awareness. Duties: Provide inputs and implement the compliance and assurance audits strategies, plans guidelines and methodology. Conduct

compliance and assurance audits assignment in accordance with the audit methodology. Provide progress on compliance and assurance audits activities. Sorry for inconvenience. Enquiries: Mr Shumani Radzuma (CF), Tel: (012) 406 572 and The post of Assistant Director: Private Employer (12 Month Contract) Ref No: HR 5/1/2/3/34, the remuneration and requirements are corrected as listed below: Assistant Director: Private Employer (12 Month Contract) R 470 040 per annum (SR10) A Three-year tertiary qualification in Nursing Diploma / Business Management / Public Management/ Administration Management/ Social Science/ OHS/ Finance. 2 years' functional experience in claims processing environment of compensation or medical insurance. 2 years supervisory Knowledge: Public Service Regulation. Compensation Fund business strategies and goals. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical knowledge. Compensation Fund value chain. DPSA Guidelines on COIDA. Public Service Act. Policy of handling enquiries. Marriage Law. Estate Law. UI Act Legislative requirements: The Constitution of RSA. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Road Accident Fund (RAF). Labour Relations Act. Basic Conditions of Employment Act Skills: Operational Management. Creative and Innovation. Analytical thinking. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving. Negotiation Skills. Decision Making. People Management and Empowerment (Including developing others) Risk Management. Duties: Coordinate the payment of Compensation benefits Facilitate the provision of operational and technical support to provincial offices and processing labour centres Provide inputs in the development/reviewing of COID policies, strategies, guidelines and plans. Enquiries: Mr Shumani Radzuma (CF) Tel: (012) 406 5723 The post of Medical Adjudicator (Professional Nurse) with ref no: HR 4/4/1/201 for labour centre: East London: the requirements are corrected as listed below: the number of post(s) to be filled was erroneously advertise as (X2 Posts). The correct number of post to be filled is (X1 Post) sorry for the inconvenience. Enquiries Ms N Mdingi Tel No: (043) 701 3039

#### **MANAGEMENT ECHELON**

**POST 22/06** : **DIRECTOR: RISK MANAGEMENT REF NO: HR4/20/09/01HO**

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

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three year (3) degree (NQF7 & SAQA recognized) in Risk Management/ Internal Auditing/ Economics/ Accounting. A Pre Entry SMS Certificate. IRMSA, Institute of Internal Auditors (SA). Five (5) years middle management experience. Three (3) years functional experience in Risk Management/ Internal Audit services. A valid driver's licence. Knowledge: Detailed Risk Management and Corporate Governance, PFMA and other related prescripts, Enterprise wide Risk Management best practices, Public Service Act, Protected Disclosure, Protected Discloser Act, and All Labour Legislation. Skills: Verbal and written communication, Computer literacy, Event management, Planning and organising, Presentation, Negotiations, Analysis, Investigating, People management.

**DUTIES** : Lead implement Enterprise-wide Risk Management strategies. Implement fraud identification and prevention strategies. Implement Business Continuity Strategies. Establish and Implement Compliance Framework. Manage all resources of the Directorate.

**ENQUIRIES** : DDG: CS B Matebesi Tel No: (012) 309 4865

**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](mailto:Jobs-HQ@labour.gov.za)

**POST 22/07** : **PRINCIPAL LEGAL ADMINISTRATION OFFICER REF NO: HR4/20/09/02HO**

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

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : LLB degree (NQF7 & SAQA recognized). Admission as an Advocate or Attorney of the High Court of South Africa. A Pre- entry SMS Certificate. Five (5) years Middle management experience. Three (3) years functional experience in legal services. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial Management, Strategic Management, Interpretations of Acts and Regulations, Human Resources Management. Skills: Leadership, Listening, Facilitation, Computer literacy, Presentation, Problem solving, Performance Management, Verbal and written communication, Analytical, Interview, Financial Management, Project Management, Negotiations.

**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](mailto: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** : B Com Degree (NQF7 & SAQA recognized) with majors in Accounting plus Cost Management Accounting. A Pre- entry SMS Certificate. Five (5) years Middle Management experience. Three (3) to five (5) years' experience in Financial management. A valid drives licence. Knowledge: Financial Management principles, guidelines and standards, SITA regulations and standards, Management of information systems, Minimum information and security standards, Treasury Regulations, GAAP and IFRS, Supply Chain Management prescripts, Public Service Regulations Act King Report on Corporate Governance. Skills: Financial Management, Leadership and Management, Project Management, Communication, Innovation and analytical thinking, Strategic Management, Presentation and facilitation, Computer literacy, Policy Formulation.

**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](mailto: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,

Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Information management.

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

**FOR ATTENTION** : 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](mailto:Jobs-NW@labour.gov.za)

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

**SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all inclusive)  
Provincial Office: Mmabatho  
Three-year relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration and valid driver's license. Two (2) years management experience and three (3) years functional experience in Public Employment /Public Administration /Management Services. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Leadership, Networking, Report writing, Information Management.

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

**FOR ATTENTION** : 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](mailto:Jobs-NW@labour.gov.za)

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

**SALARY CENTRE** : R869 007 per annum (All inclusive)  
Labour Centre: Phuthaditjaba Ref No: HR 4/4/8/270(X1 Post)  
Labour Centre: Lichtenberg Ref No: HR4/4/10/09 (X1 Post)

**REQUIREMENTS** : Three-year relevant tertiary qualification in Business/Public Administration / Public /Business Management/Operations Management/Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

**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 APPLICATIONS** : Ms E Maneli Tel No: (051) 505 6203 Mr S Mogakane Tel No: (018) 387 8100  
**Bloemfontein:** Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.

- Mmabatho:** Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
- FOR ATTENTION** : Human Resources Management, Bloemfontein email: [Jobs-FS@labour.gov.za](mailto:Jobs-FS@labour.gov.za)  
Sub-directorate: Human Resources Management, Mmabatho email: [Jobs-NW@labour.gov.za](mailto: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 CENTRE REQUIREMENTS** : R869 007 per annum (All inclusive)  
: Head Office, Pretoria  
: 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 APPLICATIONS** : Ms S Hornsby Tel No: (012) 309 4798  
: 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](mailto:Jobs-HQ@labour.gov.za)
- POST 22/13** : **DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO HR/20/09/05HO**
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all inclusive)  
: Head Office, Pretoria  
: LLB/B-Proc. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupillage 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 APPLICATIONS** : Dr. P Naidoo Tel No: (012) 309 4959  
: 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](mailto:Jobs-HQ@labour.gov.za)

**POST 22/14** : **DEPUTY DIRECTOR: BCEA ADMINISTRATION REF NO HR/20/09/11HO**

**SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all inclusive)  
: Head Office, Pretoria  
: Three (3) years tertiary qualification in Labour Relations/Human Resource Management/Public Management and Admin/B Comm Management/Law. Three (3) years functional experience in Employment Standards/Labour Relations. A Valid Drivers Licence. Knowledge: Public Service Transformation and Management issues, White Paper on Transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, Public Finance Management Act, Employment Equity Act. Skills: Administration and financial management, Verbal and written communication, Interpersonal, Computer literacy, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving.

**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.

**ENQUIRIES APPLICATIONS** : Mr T Mkalipi Tel No: (012) 309 4123  
: 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](mailto:Jobs-HQ@labour.gov.za)

**POST 22/15** : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/10/04**

**SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all inclusive)  
: Provincial Office: Mmabatho  
: 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.

**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.

**ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8100  
: 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](mailto:Jobs-NW@labour.gov.za)

**POST 22/16** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO HR/20/08/02HO**

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all inclusive)  
: SEE, Silverton  
: Three- year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Public Administration Management. Two (2) years Management experience. Three (3) years functional experience in Finance Management. Knowledge: Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, Project

Management, General management, Strategic management, PFMA, PPPFA, Treasury Regulations. Skills: Leadership, Negotiating, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication.

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

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

Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-SEE@labour.gov.za](mailto:Jobs-SEE@labour.gov.za)

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

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all inclusive)  
 : Provincial Office: Limpopo  
 : Three-year relevant tertiary qualification Human Science/Commercial Science, Two years management experience, Three years' experience in labour Activation Programmes and a Driver's licence. Knowledge: Departmental and the Fund's Policies and Procedures, Public Financial Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Project Management, Batho Pele Principles. Skills: Planning and organizing, People Management, Conflict management, Analytical, Problem solving, Communication, Computer literacy, Ability to think strategically, Event management, Coordination, Facilitation, Project management.

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

**FOR ATTENTION** : 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](mailto:Jobs-LP@labour.gov.za)

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

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all inclusive)  
 : Provincial Office: Free State  
 : Three (3) year tertiary qualification in Risk Management/Auditing or Accounting or Economics. Two (2) years Management experience and three (3) years functional experience in Risk Management/Internal Audit. Valid drivers license. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk, Management and Corporate Governance, Prevention of Organised Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations. Skills: Project Management, Analytical, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and coaching.

**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 APPLICATIONS** : Ms E Maneli Tel No: (051) 5056203

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Human Resources Management, Bloemfontein Email: [Jobs-FS@labour.gov.za](mailto: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  
**REQUIREMENTS** : A three (3) year relevant tertiary qualification in Human Resource Management. Valid drivers licence. Three (3) years functional experience in the Human Resources Management Services. Two (2) years management experience. Knowledge: Human Resource Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele principles, Human Resource Management Practices and Systems, Legislative requirements: Public Service Act, Public Service Regulations. Skills: Management, Interpersonal, Communication (Verbal and Written), Computer literacy, Negotiation, Presentation, Report writing, People Management. Problem solving, Decision making.

**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](mailto: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  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in ICT (BSC, BCompt, BEng, B Informatics, National Diploma: Information Technology) and Project Management Certification. Five (5) years' experience in ICT of which three (3) years must be in ICT project management environment. Knowledge: Project Management Methodologies, ICT standards, policies and procedures, Public Financial Management Act, HR Policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Communication Planning, Team Management, Analytical thinking Risk and issue management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule management, Multi-tasking, Facilitation, ICT Systems Development process, Programme and project Management Methodology, Change Management.

**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 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](mailto: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



<b><u>DUTIES</u></b>	:	a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Legislative requirement: Employment Service Act, Unemployment Insurance Act Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Health professionals Act, Employment Equity Act. Skills: Planning and organising, Communication, Computer literacy, Analytical Presentation, Interpersonal, Report writing, Leadership, Networking. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MO Maluleke Tel No: (018) 387 8100
<b><u>FOR ATTENTION</u></b>	:	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: <a href="mailto:Jobs-NW@labour.gov.za">Jobs-NW@labour.gov.za</a>
<b><u>POST 22/22</u></b>	:	<b><u>DISABILITY MANAGER OCCUPATIONAL THERAPY (GRADE 1) REF NO: HR 4/4/10/103</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R517 326 per annum (OSD) Provincial Office: Western Cape National Diploma /Degree in Occupational Therapy /post graduate diploma in vocational rehabilitation therapy will be added as an advantage. Knowledge: Dol and compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value chain and business processes, Public Service Regulations, Policies and Procedures, Customer Service (Batho Pele Principles). Skills: COIDA Act, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & policy, Skills Development Act, Integrated National Disability strategy, Occupational Health and Safety Act, Public Service Act, Employment Equity Act, Labour Relations Act, Promotion of Equality and prevention of unfair discrimination Act, PFMA and National Treasury Regulations, Promotion of equality and prevention of unfair discrimination, PFMA and National Treasury Regulations, Promotion of Access to information Act, Constitution Act 108 of 1996 (amended), General knowledge of the Public Service Regulations.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Maimane Tel No: (021) 4418125
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: Po Box 872, Cape Town, 8000 or hand deliver at Cnr Riebeeck & Long Street, No 9 Long Street, Cape Town Sub-directorate: Human Resources Management, Cape Town Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 22/23</u></b>	:	<b><u>EMPLOYMENT SERVICES PRACTITIONER (ESP3) REF NO: HR 4/4/10/146</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R470 040 per annum Provincial Office: Western Cape Three-year tertiary relevant qualification in Public Administration/Social Science. Two (2) years supervisory experience. Two (2) years functional experience in PES services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection, Immigration Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.
<b><u>DUTIES</u></b>	:	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](mailto: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  
**REQUIREMENTS** : National Diploma/ B-Degree in Administration/ Public Management/ equivalent qualifications. Two (2) to Three (3) years relevant experience. Valid Drivers license. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury regulations, Batho Pele Principles, Basic Conditions of Employment (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organisation, Driving.

**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](mailto: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  
**REQUIREMENTS** : A three (3) year tertiary qualification Social Sciences/Statistics/Economics/Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in administration/statistical collection/Labour Market services, A valid driver's license. Knowledge: Analytical methods, Basic communication Principles, Diversity Management, Group dynamics, Research, Project, COIDA, SDA, SDLA, LRA, EEA, BCEA, OHSA, UIA. Skills: Analytical, Assertiveness, Communication, Interpersonal, Innovative and creative, Leadership, Management, Planning Organisation Stress management, Team management.

**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](mailto: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 Skills: Planning and organising, Computer literacy, Interpersonal, Analytical, Presentation, Leadership, Networking, Information Management, Verbal and written communication.
- DUTIES** : Coordinate International Cross Border Labour Migration and PEAT/ES 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](mailto: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** : A Three (3) year tertiary qualification in Public Administration/ Business Administration or equivalent. Certificate in Project Management methodologies will be an added advantage. Four (4) year's functional experience in project management environment or equivalent. A valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations, Labour Activist Framework, Skills Development Act (SDA), Project Management Principles, Diversity Management, Basic Education and Training (BET) Unemployment Insurance Contributions ACT (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organising, Policy Analysis and Interpretation, Communication (verbal and written), Computer literacy, Report Writing skills.
- 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](mailto: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](mailto: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** : Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's license. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer

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

**FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301  
Human Resources Management, Bloemfontein Email: [Jobs-FS@labour.gov.za](mailto:Jobs-FS@labour.gov.za)

**POST 22/29** : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR 4/20/09/18HO**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Head Office, Pretoria  
: Three (3) year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Four (4) years functional experience in Employment Relations services, of which three (3) years functioning at the Senior Employment Relations Officer (SR8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

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

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-HQ@labour.gov.za](mailto:Jobs-HQ@labour.gov.za)

**POST 22/30** : **ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/8/31**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Provincial Office - Kimberley  
: 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 APPLICATIONS** : Mr TD Mhlophe Tel No: (053) 838 1501  
: 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](mailto: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  
**REQUIREMENTS** : Three-year tertiary qualification in Risk Management/Internal Auditing/Accounting/Economics. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit services. Valid driver's license. Knowledge: Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, Protected Disclosure Act, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.

**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](mailto: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 advise 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 delivers at 215 Francis Baard Street, Laboria House.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office: Email: [Jobs-HQ@labour.gov.za](mailto: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, 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** : 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](mailto: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
- REQUIREMENTS** : 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** : 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](mailto:Jobs-HQ@labour.gov.za)