

## 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.*

<b><u>APPLICATIONS FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
	:	Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 Email: <a href="mailto:Jobs-LP@labour.gov">Jobs-LP@labour.gov</a> .
<b><u>CLOSING DATE</u></b>	:	19 October 2020 at 16:00
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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).
		<b>ERRATUM:</b> Kindly note a valid drivers licence for the post of Principal Legal Administration Officer reference number: HR4/20/09/02 is required. The rest of the advert remains the same. The post was advertised on PSVC number 22 dated 18 September 2020 with a closing date of 05 October 2020. Sorry for incovenience. Enquiries: Prof V Singh, Tel No: (012) 309 4370

## OTHER POST

<b><u>POST 23/01</u></b>	:	<b><u>PRACTITIONER: FLEET MONITORING AND INSPECTION REF NO: HR 4/6/6/131</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Transport/ Fleet Management with one-year functional experience in Fleet/ Transport Management Services and a valid driver's license. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles, Applicable laws, codes, regulations, policies and procedures, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service Regulations, operations, policies and objectives, Policies and objectives of assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Verbal and written communication,

Interpersonal skills using tact, patience and courtesy Operation of a computer and assigned software, Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organizing, Report writing, Computer literacy, Coordination, Monitoring and evaluation, Time management.

**DUTIES**

: Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.

**ENQUIRIES**

: Ms TE Maluleke Tel No: (015) 290 1662