

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** : 01 December 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 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 four posts of Deputy Director: Labour Activation Programmes (SR11) advertised on PSVC 24 of 2020 with a closing date of 02 November 2020. Provincial Offices: Limpopo Ref No: HR4/4/3/2/DDLAP/LP/UIF (1X Post), Northern Cape- Ref No: HR4/4/3/2/DDLAP/NC/UIF (X1 Post), Kwa-Zulu Natal-Ref No: HR4/4/3/2/DDLAP/KZN/UIF (X1 Post), Free State (HR4/4/3/2/DDLAP/FS/UIF (X1 post) the posts have been withdrawn. The Sorry for inconvenience. Enquiries: Mr Phillip Maponyane Tel No: (012) 337 1667

OTHER POSTS

POST 26/06 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/1/149**

SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: East London
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 : Ms NP Douw-Jack Tel No: (043) 701 3128
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za

POST 26/07 : **DEPUTY DIRECTOR: FINANCE AND OFFICE SERVICES REF NO: HR4/4/7/81**

SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year tertiary qualification in Business/Public Administration/ Management or Financial Management. A valid drivers licence. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management environment. Knowledge: White paper on transformation of public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho Pele principle, Departmental policies and prescripts, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, PowerPoint and Outlook. Skills: Leadership, Interpersonal relation, Presentation, Planning and Organising, Assertiveness, Computer literacy, Accounting, Project Management, Innovative, Analytical, Negotiation, Project Management, Strategic Management, Ability to build high-performance team, Diversity facilitation, Verbal and Written Communication.

DUTIES : Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Manage the Administration of BAS and payments in the Province. Manage the IT and

Office support services in the Province. Manage the Fleet Management Services in the Province.

ENQUIRIES : Ms M Mazibuko Tel No: (013) 655 8701
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za

POST 26/08 : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/10/28**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. A valid drivers licence. Four (4) years functional experience in Electrical Engineering services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS standards, OHS Management System. Legislative requirements: Inspectors Appointment Certificate, Appointment Certificate of ex-officio. Skills: Facilitation, Planning and Organising, Interpersonal, Problem Solving, Communication (Verbal and Written), Innovative, Analytical, Research, Project management Skills.

DUTIES : Provide inputs into the development of Electrical Engineering Polices and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS Act. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr S Mogakane 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 Email: Jobs-NW@labour.gov.za

POST 26/09 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/5/73**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three (3) years tertiary qualification in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit. Valid Drivers license. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Anti-fraud and corruption policies, Criminal & Commercial Law, Labour Regulations, legislation, policies and procedures. 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 Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES : Mr WS Mpanza Tel No: (031) 366 2186
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. Email: Jobs-KZN@labour.gov.za

POST 26/10 : **WORKSHOP TEAM LEADER REF NO: HR4/20/11/04**

SALARY : R376 596 per annum

CENTRE REQUIREMENTS : SEE: Springfield (Johannesburg)
 : Qualification in one of the following: Occupational Certificate: Carpenter/ Furniture Upholstery (NQF Level 04) / Occupational Certificate: Welder (NQF Level 04) / Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06): National Diploma: Clothing. Three (3) years' functional experience in wood or steel or textile environment. Valid drivers licence will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHS, UIF and COIDA. Skills: Technical, Planning and Organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder Management, Project Management

DUTIES : Control all workshop technical aspects within the Factory. Manage workshop planning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.

ENQUIRIES APPLICATIONS : Ms Lerato Matshaka Tel No: (012) 843 7409
 : 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 26/11 : **SENIOR STATE ACCOUNTANT FINANCE REF NO: HR 4/4/6/02**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
 : Provincial Office: Limpopo
 : Three (3) year tertiary or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental policies and procedures, Conflict resolution. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorize all financial transactions for the whole province on financial transversal system [e.g. BAS, LOGIS, PERSAL and safety-net]. Verify information to ensure proper financial documents management. Monitor budget processes for the province. Proper control of petty cash. Clear suspense accounts and unallocated accounts before month-end closure.

ENQUIRIES APPLICATIONS : Ms TE Maluleke Tel No: (015) 290 1662
 : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za

POST 26/12 : **SENIOR PRACTITIONER: EMPLOYMENT EQUITY REF NO: HR4/20/11/01HO**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
 : Head Office, Pretoria
 : Three (3) year National Diploma (NQF6)/Undergraduate/Bachelor Degree in Public Administration/Public Management/Human Resources. Three (3) years functional experience in the Employment Equity Environment. Knowledge: ILO Conventions especially conventions 100 / 111, Public Finance Management Act, Public Service Act, Codes of Good Practices of Employment Equity, Departmental policies and procedures, Policy Formulation, Transformation and Change. Skills: Verbal and written communication, Planning and organizing, Minutes taking, Interpersonal relations, Computer literacy, Analytical, Presentation.

DUTIES : Provide technical support on policy matters required by the Sub – Directorate and the Commission for Employment Equity (CEE). Provide support in the development of work plans and budgets in the Sub – Directorate and THE Commission of Employment Equity. Provide

ENQUIRIES
APPLICATIONS
FOR ATTENTION

administrative support services to the Sub – Directorate and the Commission of Employment Equity. Provide logistical support services to the Sub – Directorate and the Commission for Employment Equity.

- : Mr N Singh Tel No: (012) 309 4326
- : 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