

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	30 December 2020 at 16:00
<u>NOTE</u>	:	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 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 or email. 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).

MANAGEMENT ECHELON

<u>POST 28/04</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: HR 4/ 4/3/3/DIA/ UIF</u>
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund Head Office
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Auditing/Auditing/Accounting. Senior Management Leadership Programme Certificate. Five (5) years Middle Management experience. Registered member with professional body e.g. Institute of Internal Auditors. Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP. Knowledge: Internal Audit Manual and Methodology. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act (PSA). International Internal Audit Standards. International Financial Reporting Standards. International Accounting Standards. General Recognized Accounting Practice. Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Auditor General Processes and Procedures. Promotion of Access to Information Act (PAIA). Labour

Relations Act (LRA). Skills: Communication. Coordinating. People Management. Audit Techniques. Risk Assessment. Presentation. Problem Solving. Policy analysis and Development. Computer Literacy. Report Writing. Project Management.

DUTIES : Oversee the implement an Internal Audit framework and strategy for the Unemployment Insurance Fund. Monitor the provision of technical coordination to the Audit Committee in fulfilling its functions as prescribed in the Internal Audit Charter and Treasury Regulations issued in terms of the PFMA. Oversee assessment of operating procedures and monitoring mechanisms by evaluating them in order to determine their effectiveness. Monitor the evaluation of financial information to determine its reliability and integrity. Manage the resources within the Directorate

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 337 1410/1885
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

OTHER POSTS

POST 28/05 : **DEPUTY DIRECTORS: LABOUR ACTIVATION PROGRAMMES (X4 POSTS)**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Provincial Offices: Limpopo Ref No: HR4/4/3/2/DDLAP/LP/UIF (X1 Post)
Provincial Office: Northern Cape Ref No: HR4/4/3/2/DDLAP/NC/UIF (X1 Post)
Provincial Office: Kwa-Zulu Natal Ref No: HR4/4/3/2/DDLAP/KZN/UIF (X1 Post)
Provincial Office: Free State Ref No: (HR4/4/3/2/DDLAP/FS/UIF (X1 Post)
Provincial Office: Gauteng Ref No: (HR4/4/3/2/DDLAP/GP/UIF (X1 Post)

REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/Business Administration / Development Studies. Certificate in Project Management will be an added advantage. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Two (2) years management experience. Three (3) years' experience in Project Administration. Knowledge: Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act (UICA). All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organizing. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer Literacy. Skills Development Act. Event Management and Contract Management. Coordination. Facilitation.

DUTIES : Engage with relevant stakeholders on training / skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. 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.

ENQUIRIES : Mr PM Phala Tel No: (015) 290 1666
Ms MR Musa Tel No: (053) 838 1523
Mr J Anand Tel No: (031) 366 2173
Mr S Segalo Tel No: (051) 505 6206
Ms H Rampou Tel No: (011) 853 0566

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or Email: Jobs-LP@labour.gov.za
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or Email: Jobs-NC@labour.gov.za
Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or Email: Jobs-KZN@labour.gov.za
Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or Email: Jobs-FS@labour.gov.za
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000 or Email: Jobs-GP@labour.gov.za

FOR ATTENTION : Sub-directorates: Human Resource Management, Limpopo, Northern Cape, Kwa-Zulu Natal, Free State and Gauteng.

POST 28/06 : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/8/297**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Degree (NQFL 7) in Mechanical Engineering. Valid driver's license. Four (4) years functional experience in Health and Safety inspections focusing on Mechanical Engineering. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr M Khoele Tel No: (051) 505 6327
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Email: Jobs-FS@labour.gov.za

FOR ATTENTION : Human Resources Management, Bloemfontein

POST 28/07 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE HR 4/4/8/299**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF7) in Environmental Health/Occupational Health/Hygiene/Analytical Chemistry/Chemical Engineering, Valid drivers license, Four (4) years functional experience in Health and Hygiene inspection /services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and organizing, Communication, Computer literacy, Interpersonal, Problem solving Innovation, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

DUTIES : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr M Khoele Tel No: (051) 505 6327
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Email: Jobs-FS@labour.gov.za

FOR ATTENTION : Human Resources Management, Bloemfontein

POST 28/08 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/8/298**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management

System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr M Khoele Tel No: (051) 505 6327

APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Email: Jobs-FS@labour.gov.za

FOR ATTENTION : Human Resources Management, Bloemfontein

POST 28/09 : **CHIEF ORTHOTICS AND PROSTHETIST REF NO: HR 5/1/2/3/45**

SALARY : R439 164 - R517 326 per annum (OSD)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification in medical orthotics and prosthetics. 3 years' experience in orthotics and prosthetics. Registration with HPCSA. Knowledge: Relevant stakeholders. Compensation Fund services. Customer Service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical knowledge. COIDA. General knowledge of Public Service Regulations. Legislative requirements: Public service Act. Basic Condition of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problems Solving and Analysis. Communication. Work Ethics and self-management. Risk Management and Corporate Governance.

DUTIES : Enforce compliance with regards to COIDA guidelines. Establish and maintain relationships and protocols with orthotics and prosthetics institutions across the country. Provide support and guidance on the utilization of devices

ENQUIRIES : Mr B Theron: Tel No: (066) 309 6639

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

APPLICATIONS : Post to: P O Box 955, Pretoria, 0001 or hand delivered at 167 Thabo Sehume & Madiba Street, Delta Heights Building Email: Jobs-CF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 28/10 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/46**

SALARY : R376 596 - R454 920 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification in Management Services/Operations Management/Production Management / Industrial Psychology / (Human Resource Management /Public Management/or (Administration)/Business Management or (Administration) should be supplemented by the certificate in either Applied Organisational Development or Work-study. Job evaluation certificate is also required. 4 years' functional experience in Organisational development environment on senior practitioner level. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Work study techniques. methods. Organisational design processes and techniques. Job Evaluation system. processes and techniques. White paper on transformation. Legislative requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Whitepaper on Transformation. Skills: Problem Solving. Root cause identification. Presentation.

Planning and Organizing. Strong Analytic skills. Communication Skills – Both Written and Verbal. Report Writing. Decision making. Budgeting and Financial Management. Continuous Improvement. Performance Management.

DUTIES : Design and maintain the organizational structures and facilitate the review s thereof. Facilitate and coordinate the development of job descriptions/ profile for Compensation Fund. Facilitate the process of evaluating existing/ new and redefined jobs within Compensation Fund. Management of resources.

ENQUIRIES APPLICATIONS : Ms MZ Makua Tel No: (060) 965 4799

FOR ATTENTION : To: Post to: P O Box 955, Pretoria, 0001 or hand delivered at 167 Thabo Sehume & Madiba Street, Delta Heights Building E-mail Jobs-CF@labour.gov.za

NOTE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 28/11 : **ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR4/4/3/2ASDBR/ UIF (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
 : Unemployment Insurance Fund Head Office
 : Three (3) years tertiary qualification in Accounting/Financial Management. Two (2) years relevant supervisory experience and two (2) years functional experience. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from the Treasury. Batho Pele Principles. General Recognised Accounting Principles (GRPA). General Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). All Labour Legislations. Skills: Accounting. Computer Literacy. Communication (verbal and written) Computer Literacy. Report Writing. Planning and Organizing. Analytical. Creative. Numeracy.

DUTIES : Review the provision of manual and electronic bank reconciliation services. Coordinate the maintenance of bank accounts on a general ledger. Scrutinise the process to identify unauthorized or fraudulent transactions on bank statements. Manage resources (Human, Finance, Equipment, Assets) in the sub- directorate.

ENQUIRIES APPLICATIONS : Mr TR Magolego Tel No: (012) 337 1597

FOR ATTENTION : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

POST 28/12 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/3/2ASDRM/ UIF**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
 : Unemployment Insurance Fund Head Office
 : A three (3) year tertiary qualification in Risk Management/ Auditing/ Compliance/ Internal Control/ Corporate Governance/ Commerce (Risk Management, Business Management)/ Public Management/ Public Administration. Two (2) years functional experience in Risk Management. Two (2) years' experience at a supervisory level Knowledge: Public Financial Management Act (PFMA). Prevention and Combating of corrupt activities Act 2004 (Act 12 of 2004). National Treasury Regulations. Public Sector Enterprise Risk Management (ERM) Framework. Public Service Act, 1994 as amended. Public Service Regulations. Basic Conditions of Employment Act (BCEA). Labour Relations Act, 1995, Employment Equity Act (EEA). King Report on Corporate Governance IV. Skills. People Management. Conflict Management. Analytical. Problem Solving. Presentation. Communication. Computer literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund. Manage resources (Human. Financial, Equipment/ Assets) in the section

ENQUIRIES APPLICATIONS : Ms TM Gqalane Tel No: (012) 337 1770

FOR ATTENTION : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

Sub-directorate: Human Resource Management, UIF

POST 28/13 : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2ASDCC/ UIF**

SALARY : R376 596 per annum

CENTRE : Unemployment Insurance Fund Head Office

REQUIREMENTS : Three-year tertiary qualification in Contact Centre Management/Public Management/ Business Administration/Management/Public Administration/Financial Management. Four (4) years' experience of which two (2) years must be functional in Call Centre/ Operations Management environment and two (2) years' experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication skills. People Management. Listening skills. Computer skills. Time Management. Analytical skills. Numeracy. Interpersonal skills. Report writing skills. Planning and Organising skills. Diversity Management.

DUTIES : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resources (Human, Finance, Equipment/Assets) in the section

ENQUIRIES : Mr JN Mthembu Tel No: (012) 337 1189

APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF