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: 15 February 2021 at 16:00

NOTE: Applications quoting the relevant reference number must be submitted on the New 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).

ERRATUM: Kindly note, the post of Deputy Director: Employment Relations (grievance and Discipline), reference number HR4/20/10/02HO advertised on circular 24 of 2020 with a closing date of 02 November 2020 is withdrawn. Sorry for inconveniences. Enquiries Ms T Roos Tel: 012 309 4720

MANAGEMENT ECHELON

POST 03/01: CHIEF EXECUTIVE OFFICER REF NO: HR4/21/02/01 (Five (5) Year Fixed Term Contract)

SALARY: R1 251 183 per annum (All inclusive)

CENTRE: Supported Employment Enterprise, Silverton


**DUTIES**: Provide direction, develop and monitor the implementation of the Enterprise’s strategy and business plan. Position the Enterprise in the market to meet stakeholder’s needs in terms of the supported work for person with disabilities. Direct the Sheltered Employment Enterprise’s financial planning, accounting, administration and ICT practices as well as its relationship with the CFO DEL, the Auditor-General, Internal Auditors and Banks. Coordinate and manage the strategic planning process, monitoring and evaluation as well as reporting of performance information for the Enterprise. Provide strategic direction and leadership with regards to minimization of risk improvement controls, prevention of risk elements and instil good governance in the Department of Labour. Ensure the formulation, development and execution of the HR strategy, policy and procedures in line with the SEE’s overall business plan and the special request and priority needs of management and staff.

**ENQUIRIES**: DDG PES Mr S Morotoba Tel. No: (012) 309 4783

**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-HG5@labour.gov.za

**NOTE**: NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email.

**POST 03/02**: DIRECTOR: PUBLIC EMPLOYMENT SERVICES (X3 POSTS)

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

**CENTRE**: Provincial Office: Kwazulu-Natal Ref No: HR4/10/20/11KZN
Provincial Office: Mpumalanga Ref No: HR4/10/20/12 MP
Provincial Office: Free State Ref No: HR4/10/20/13 FS


**DUTIES**: Oversee the management of work seekers services (registration of work seekers and employment counselling) within the Province. Oversee the management of employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self–employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, standards, Annual Performance Plan and Work Plan.

**ENQUIRIES**: Mr X Sicwebu Tel No: (012) 309 4382

**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Email: Jobs-HQ6@labour.gov.za (KZN)
Email: Jobs-HQ7@labour.gov.za (MP)
Email: Jobs-HQ8@labour.gov.za (FS).

**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office

**NOTE**: NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

**OTHER POSTS**

**POST 03/03**: SENIOR MANAGER MEDICAL SERVICES (NON-CLINICAL) REF NO: HR 5/1/2/3/48

**SALARY**: R1 512 009 per annum (OSD)
CENTRE: Compensation Fund, Pretoria


DUTIES: Manage the compensation process with the necessary medical expertise. Provide guidance to decentralised medical services in the provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.

ENQUIRIES: Ms M Ruiters, Tel No: (012) 319-9378

APPLICATIONS: To: Jobs-CF4@labour.gov.za

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

POST 03/04: PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/8/40

SALARY: R1 025 316 – R1 137 936 per annum (OSD)

CENTRE: Provincial Office: Kimberley


ENQUIRIES: Mr. A Senakhomo, Tel No: (053) 838 1545

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za

POST 03/05: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X4 POSTS)

SALARY: R869 007 per annum (All inclusive)

CENTRE: Labour Centre: Port Elizabeth (X1 Post) and King Williams Town Ref No: HR4/4/1/150 (X1 Post)
Labour Centre: Phalaborwa -Ref No: HR4/4/6/13 (X1 Post)
Labour Centre: Knysna -Ref No: HR4/4/10/196 (X1 Post)


**DUTIES**: Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

**ENQUIRIES**: Ms NP Douw-Jack Tel No: (043) 701 3128 Ms TE Maluleke Tel No: (015) 290 1768 Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS**

**East London**: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za

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

**Cape Town**: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town Email: Jobs-WC@labour.gov.za


**POST 03/06**

**SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/8/39**

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

**CENTRE**: Provincial Office: Kimberley


**DUTIES**: Manage and monitor the implementation of UIA and COIDA programme strategy. Develop systems to provide expert advice on sector specific to UIA and COIDA matters. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement unit.

**ENQUIRIES**: Mr IS Vass Tel No: (053) 8381652

**APPLICATIONS**: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za

**FOR ATTENTION**: Human Resources Operations, Provincial Office Kimberley

**POST 03/07**

**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/8/41**

**SALARY**: R733 257 per annum (All inclusive)

**CENTRE**: Provincial Office: Kimberley


**DUTIES**: Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyze system capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Labour.
ENQUIRIES :  Mr ZL Albanie Tel No: (053) 838 1502
APPLICATIONS :  Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za
FOR ATTENTION :  Human Resources Operations, Provincial Office Kimberley

POST 03/08 :  DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (GRIEVANCE, DISPUTE AND DISCIPLINE) REF NO: HR4/21/02/02HO

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

DUTIES :  Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Employment Relations Unit.

ENQUIRIES :  Ms T Roos Tel No: (012) 309 4720
APPLICATIONS :  Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za
FOR ATTENTION :  Sub-directorate: Human Resources Operations, Head Office
NOTE :  NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

POST 03/09 :  DEPUTY DIRECTOR: FRAUD PREVENTION AND INTEGRITY MANAGEMENT REF NO: HR 5/1/2/3/49
(Re-Advertisement and applicants who previously applied are encouraged to re-apply)

SALARY :  R733 257 per annum (All inclusive)
CENTRE :  Compensation Fund, Pretoria

DUTIES
Develop fraud prevention and integrity management framework, policies and procedures. Develop anti-fraud and corruption training programmes. Establish and research on various fraud detection techniques and Cyber Crime in the Fund. Monitor the administration of the anti-fraud hotline within the fund. Manage the resources of the Sub-directorate.

ENQUIRIES
Ms Katlego Lebepe Tel No: (012) 406 5626

APPLICATIONS
To: Jobs-CF7@labour.gov.za

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

POST 03/10
DEPUTY DIRECTOR: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/50

SALARY: R733 257 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS:

DUTIES
Engage with relevant stakeholders in Vocational Rehabilitation programmes that will benefit Compensation Fund beneficiaries. Identify beneficiaries and institutions to be funded for Vocational Rehabilitation purposes. Manage the coordination of the monitoring and evaluation of Vocational Rehabilitation programmes. Manage advocacy Campaigns to create awareness about Vocational Rehabilitation programmes. Management of resources in Sub-directorate.

ENQUIRIES
Ms N Magonono Tel No: (012) 406 5606

APPLICATIONS
To: Jobs-CF2@labour.gov.za

NOTE
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply. Applicants will be required to undergo competency assessment to verify the technical level of expertise.

POST 03/11
PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/19/11/01 GP (X2 POSTS)

SALARY: R470 040 per annum
CENTRE: Provincial Office: Gauteng
REQUIREMENTS:

DUTIES
Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment
and Labour in terms of OHS legislation. 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: Adv M Msiza Tel No: (012) 309 5256
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 03/12: PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING (X3 POSTS)

SALARY: R470 040 per annum
CENTRE: Provincial Office: Gauteng: Ref No: HR4/4/4/11/03GP (X2 Posts)
Western Cape: Ref No: HR 4/4/10/197 (X1 Post)


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: Adv M Msiza Tel No: (012) 309 5256
APPLICATIONS: Gauteng: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
Western Cape: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town Email: Jobs-WC@labour.gov.za

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
Sub-directorate: Human Resources Management, Western Cape


SALARY: R470 040 per annum
CENTRE: Provincial Office: Gauteng


DUTIES: Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. 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: Adv M Msiza Tel No: (012) 309 5256
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
Sub-directorate: Human Resources Management, Western Cape
POST 03/14: ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HR 4/4/5/56

SALARY: R470 040 per annum

CENTRE: Labour Centre: Durban

REQUIREMENTS:
- Three (3) year relevant tertiary qualification Labour Law/ four (4) year Law Qualification. Two (2) years Supervisory experience. Two (2) years functional experience in Inspection and Enforcement services. A Valid driver’s licence.

DUTIES:
- Manage and monitor quality inspection with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as a State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection. Responsible for staff management function and resources.

ENQUIRIES: Mr S Biyase Tel No: (031) 401 9424

APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Email: Jobs-KZN@LABOUR.gov.za

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: KZN

POST 03/15: ASSISTANT DIRECTOR: COID REF NO: HR 4/4/10/181

SALARY: R470 040 per annum

CENTRE: Labour Centre: Durban

REQUIREMENTS:

DUTIES:
- Provide oversight and control to the claims processing and employer assessment processes as required in terms of the segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Mr N Lubelwana Tel No: (021) 4418125

APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town Email: Jobs-WC@labour.gov.za

FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape
<table>
<thead>
<tr>
<th>POST 03/16</th>
<th>ASSISTANT DIRECTOR: UI FINANCE REF NO: HR4/4/10/198</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R470 040 per annum</td>
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<td>CENTRE</td>
<td>Provincial Office: Western Cape</td>
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<td>DUTIES</td>
<td>Manage the payment of UIF benefits in relation to accounts receivable an payable functions. Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts where UIF Operations are concerned. Manage integrated budget planning and expenditure relating to UIF Operations. Provide technical support to processing Offices and report on all UIF Financial matters including financial systems.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr N Lubelwana Tel No: (021) 4418125</td>
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<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.</td>
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<td>FOR ATTENTION</td>
<td>Sub-directorate</td>
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<th>POST 03/17</th>
<th>ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR4/4/10/201</th>
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<tr>
<td>SALARY</td>
<td>R376 596 per annum</td>
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<td>CENTRE</td>
<td>Provincial Office: Western Cape</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Three (3) year relevant tertiary qualification in Communication Science/ Marketing/ Public Relation/ Media studies and Journalism. Two (2) years supervisory experience. Two (2) years functional experience in media/ public relations/ marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic Knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, Interpersonal, Computer literacy, Communication, Problem Solving, Listening and observation, Negotiation, Event Management.</td>
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<td>DUTIES</td>
<td>Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the Province (daily). Organise stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the provinces such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc (yearly).</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr N Lubelwana Tel No: (021) 4418125</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.</td>
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<td>FOR ATTENTION</td>
<td>Sub-directorate</td>
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<tr>
<th>POST 03/18</th>
<th>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR4/4/10/197</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office: Western Cape</td>
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<tr>
<td>REQUIREMENTS</td>
<td>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</td>
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**DUTIES**
Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub-Directorate.

**ENQUIRIES**
Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.
ensure that all ITC equipment is operational. Supervise all resource within the section.

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

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

FOR ATTENTION  
Human Resources Operations

POST 03/21  
ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/21/02/04 HO

SALARY  
R376 596 per annum

CENTRE  
Head Office, Pretoria

REQUIREMENTS  
Three (3) year tertiary qualification in Human Resources Management/Management Services/Industrial Engineering/Operations/Production Management/Industrial Psychology. Four (4) years functional experience in Organisational Development/Effectiveness/Work Study services of which 3 years must be in an Officer/Senior Officer Level. Knowledge: Basic understanding of policies, Public service regulations, prescripts and legislation, understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizing and planning, Facilitation, Project Management, Computer literacy, Good communication (verbal and written), People Management, Listening, Interviewing, Research, Analytical, Good interpretation relation, Innovative.

DUTIES  
Develop and conduct change management processes intervention and organizational client survey in the Department. Facilitate and coordinate the development Business Processes Improvement. Coordinate, facilitate and monitor development of job profile in the Department of Labour. Conduct organizational development investigations. Manage and conduct job evaluation processes in the Department. Manage all resource of the Directorate.

ENQUIRIES  
Ms A Mcoso Tel No: (012) 309 4436

APPLICATIONS  
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za

FOR ATTENTION  
Sub-directorate: Human Resources Operations, Head Office

NOTE  
NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

POST 03/22  
ASSISTANT DIRECTOR: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/51

SALARY  
R376 596 per annum

CENTRE  
Compensation Fund, Pretoria

REQUIREMENTS  
DUTIES: Coordinate all the priority projects to ensure successful delivery for Vocational Rehabilitation Programmes. Coordinate the monitoring and evaluation of Vocational Rehabilitation Programmes. Implement information management systems and ensure the records are maintained. Perform advocacy campaigns to create awareness on Vocational Rehabilitation Programmes.

ENQUIRIES: Ms N Magonono Tel No: (012) 406 5606

APPLICATIONS: To: Jobs-CF2@labour.gov.za

NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply. Applicants will be required to undergo competency assessment to verify the technical level of expertise.

POST 03/23: ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY REF NO: HR 5/1/2/3/52

SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: provide inputs and implement the internal audit quality assurance polices and procedure manuals. Manage and monitor the promotion of quality assurance within the Internal Audit Directorate. Coordinate the internal Audit directorate’s quality assurance program. Management of resources in the sub directorate.

ENQUIRIES: MS B Gumbu Tel No: (012) 319 9320
APPLICATIONS: To: Jobs-CF7@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/24: ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/53 (X2 POST)
(Re-Advertisement and applicants who previously applied are encouraged to re-apply)

SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria
DUTIES: Implement the fraud investigation policy, strategy and procedure within the Fund. Coordinate the execution of Fraud Investigation Plans. Conduct analysis on cases received. Supervision of stuff.

ENQUIRIES: Ms Katlego Lebepe Tel No: (012) 406 5626
APPLICATIONS: To: Jobs-CF7@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/25: ASSISTANT DIRECTOR: BUSINESS PROCESS AND QUALITY IMPROVEMENT REF NO: HR 5/1/2/3/55

SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria


ENQUIRIES: Ms NC Stuurman Tel No: (060) 406 5624
APPLICATIONS: To: Jobs-CF1@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/26: ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/56 (X3 POSTS)

SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of the relevant stakeholder’s e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
ENQUIRIES: Mr TS Maluleke Tel: (012) 309 4896
APPLICATIONS: To: Jobs-CF2@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/27: SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/61

SALARY: R316 791 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Provide debt collection service for the Compensation fund. Perform financial administration process on debt collections. Send Reminders for debt collection. Supervision of staff.

ENQUIRIES: Ms DK Mbulawa Tel No: (012) 319 9269
APPLICATIONS: To: Jobs-CF6@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/28: OFFICE ADMINISTRATOR REF NO: HR 4/4/6/08

SALARY: R257 508 per annum
CENTRE: Provincial Office: Limpopo
REQUIREMENTS: Three years relevant qualification in Office Management/Information Management and Technology/Public/Business Administration/Management with One-year functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (both verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

DUTIES: Provide a receptionist support to the office including diary management for the Chief Director. Render a Secretariat Service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including supply chain for the Chief. Facilitate and coordinate all logistical and resource requirements of the Chief. Provide Management Information and records management services in the Chief’s office. Track and monitor projects tasks within the Chief’s office.

ENQUIRIES: Ms Lebogo SM Tel No: (015) 290 1662
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 Email: Jobs-LP@labour.gov.za
FOR ATTENTION: Human Resources Operations

POST 03/29: LEGAL ADMINISTRATIVE OFFICER REF NO: HR 5/1/2/3/59

SALARY: R257 073 - R533 772 (MR-3 to Mr-5 OSD) (salary will be determined by the experience in terms of OSD requirements)
CENTRE: Compensation Fund, Pretoria

DUTIES
Draft and vet contracts for the Fund. Handle litigation for and on behalf of the Fund. Process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Supervision of staff.

ENQUIRIES
Mr TH Maphologela Tel No: (012) 319-1920

APPLICATIONS
To: Jobs-CF1@labour.gov.za

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

POST 03/30
INSPECTOR REF NO: HR 4/4/6/10

SALARY
R208 584 per annum

CENTRE
Labour Centre: Mokopane

REQUIREMENTS

DUTIES
Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES
Mr. J Mokobodi Tel No: (015) 290 1665

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

FOR ATTENTION
Human Resources Operations