

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** : 26 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new 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 Equity Plan of the Department shall inform the employment decision. 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 Specialist: Employer Audit, Ref No: HR 4/4/8/39 for Provincial Office: Northern Cape, advertised on circular no 3 of 2021 with a closing date of 15 February 2021 is withdrawn. Sorry for inconveniences. Enquiries Mr IS Vass Tel No: (053) 8381652

OTHER POSTS

- POST 05/19** : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR/4/4/8/46**
- SALARY** : R376 596 per annum
- CENTRE** : Provincial Office: Northern Cape
- REQUIREMENTS** : 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.

DUTIES : 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).

ENQUIRIES APPLICATIONS : Mr ZL Albanie, Tel No: (053) 838 1502
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Priel Road Email: Jobs-NC@labour.gov.za

POST 05/20 : **CHIEF SECURITY OFFICER REF NO: HR 4/4/1/90**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: Provincial Office: East London
: Three (3) years relevant tertiary qualification in Security/Risk Management. One (1) year functional experience in Security Services. PSIRA registration (Minimum Grade). Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Physical Security, Personnel and Document Security, Communication Security, IT, Security Investigation. Skills: Communication written and verbal), Conflict management, Computer literacy, Interpersonal, Leadership, Analytical and Investigative.

DUTIES : Monitor access control within designated buildings. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.

ENQUIRIES APPLICATIONS : Mr S Bata Tel No: (043) 701 3047
: 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

FOR ATTENTION : Sub-directorate: Human Resource Management, East London

POST 05/21 : **SERVICE DESK AGENT REF NO: HR 4/21/02/06HO**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
: Head Office, Pretoria
: Grade 12/ Matriculation. National Higher Certificate/College Diploma (NQF 5) as recognised by SAQA in Information Technology (ICT), ITIL Foundation and A+ or N+. 6 Months experience. Knowledge: Strong comprehension of English language, Microsoft applications literate, Processes and procedures, Service desk environment. Skills: Strong communication to provide high quality customer service, Ability to listen and ask relevant questions, Exceptional written and oral communication skills, Fluent English, Analytical, Telephone Etiquette, IT Skills.

DUTIES : Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and requests. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable.

ENQUIRIES APPLICATIONS : Ms R Mudau Tel No: (082) 928 0808
: 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-HQ2@labour.gov.za

NOTE : NB: All attachments must be in PDF and in one (1) 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.