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 : 09 April 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 a 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-entry-programme/. 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)

MANAGEMENT ECHELON

POST 10/08 : DIRECTOR: BENEFICIARY SERVICES (X5 POSTS)

SALARY : R1 057 326 per annum (all inclusive package)
CENTRE : Free State - Ref No: HR 4/4/3/3DBS/FS/UIF (X1 Post)
          North West - Ref No: HR 4/4/3/3DBS/NW/UIF (X1 Post)
          Northern Cape - Ref No: HR 4/4/3/3DBS/NC/UIF (X1 Post)
          Kwa-Zulu Natal - Ref No: HR 4/4/3/3DBS/KZN/UIF (X1 Post)
          Mpumalanga - Ref No: HR 4/4/3/3DBS/MP/UIF (X1 Post)
DUTIES: Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage all resources (Human, Financial, Equipment / Assets).

ENQUIRIES: Mr S Segalo Tel No: (051) 505 6206
Mr H Basson Tel No: (018) 384 1631
Ms M Musa Tel No: (053) 838 1500
Mr J Anand Tel No: (031) 366 2000
Mr M Matjeka Tel No: (013) 665 8700

APPLICATIONS: Free State, E-Mail: Jobs-FS@labour.gov.za
North West, E-Mail: Jobs-NW@labour.gov.za
Northern Cape, E-mail: Jobs-NC@labour.gov.za
Kwa-Zulu Natal, E-mail: Jobs-KZN@labour.gov.za
Mpumalanga, E-mail: Jobs-MP@labour.gov.za

FOR ATTENTION: Sub-directorate: Human Resource Management

OTHER POSTS

POST 10/09: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)

SALARY: R869 007 per annum (All inclusive)
CENTRE: Labour Centre: Brits -Ref No: HR4/4/10/16 (X1 Post)
Labour Centre: Klerksdorp- Ref No: HR4/4/10/17 (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: Mr S Mogakane Tel No: (018) 387 8100

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION: Sub-directorate: Human Resources Management Email: Jobs-NW@labour.gov.za

POST 10/10: DEPUTY DIRECTOR: PROJECTS MANAGEMENT REF NO: HR 4/4/3/2DDPM/UIF

SALARY: R733 257 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Head Office

REQUIREMENTS: Three (3) year tertiary qualification in Project Management/Information Technology/ BSC Computer Science. Certificate in Project Management will be an added advantage. Five (5) years' experience of which three (3) years must be functional experience in the field of ICT project management and two (2) years' experience at supervisory level. SAP Project experience will be added advantage. Experience in management of Enterprise Resource Planning/Projects will be an added advantage. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Financial Management Act (PFMA) Promotion of Access to Information Act (PAIA), Protected Disclosure Act Basic Conditions of Employment (BCEA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: People Management, Conflict Management, Analytical, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing, Creativity.

DUTIES: Manage the successful delivery of priority projects for the UIF. Manage project deliverables in line with the Fund quality standards and business expectations. Implement best practice project management methodologies across all
projects. Manage the resources (Human, Financial, Equipment/Assets) in the Sub- Directorate.

ENQUIRIES: Mr X Monakali Tel No: (012) 337 1482/1422
APPLICATIONS: E-mail: Jobs-UIF1@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF


SALARY: R733 257 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Head Office
DUTIES: Monitor the implementation of the departmental anti-fraud and anti-corruption strategies. Monitor the deterging of fraud and corruption irregularities/risks. Manage the investigation of fraud and corruption irregularities. Manage the fraud and corruption awareness campaigns. Manage resources (Human, Finance, Equipment, Assets) in the Sub-directorate.
ENQUIRIES: Mr TI Maphatane Tel No: (012) 337 1827/1551
APPLICATIONS: E-mail: Jobs-UIF2@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 10/12: DEPUTY DIRECTOR: OPERATIONS SYSTEMS SUPPORT SERVICES REF NO: HR 4/4/3/2DDOSSS/UIF

SALARY: R733 257 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Head Office
DUTIES: Monitor Operations Applications and ensures that systems are accessible effective and efficient. Manage service providers and suppliers contract management. Manage all the Applications within Business Operations. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.
ENQUIRIES: Mr A Ravagaloo Tel No: (012) 337 1882
APPLICATIONS: Email: Jobs-UIF3@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 10/13: DEPUTY DIRECTOR: CALL CENTRE REF NO: HR 4/4/3/2DDCC/UIF

SALARY: R733 257 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Head Office
**REQUIREMENTS**: Three (3) year relevant tertiary qualification in Contact Centre/Public Management / Business Administration/ Management/ Public Administration/ Financial Management. Three (3) years functional experience in Call Centre/ Operations Management environment. Two (2) years’ experience at a management level. Knowledge: Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Condition of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Communication, Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organising, Diversity Management.

**DUTIES**: Manage the handling of incoming calls. Develop and review call centre policies and procedures and manage implementation thereof. Monitor quality assurance services and manage maintenance of call centre systems. Manage resources (Human, Finance, Equipment, Assets) within the Sub-directorate.

**ENQUIRIES** : Ms S Naicker Tel No: (012) 337 1983 / 1654

**APPLICATIONS** : Email: Jobs-UIF4@labour.gov.za

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

**POST 10/14** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES (X2 POSTS)**

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

**CENTRE** : Mpumalanga -Ref No: HR 4/4/3/2DDLAP/MP/UIF (X1 Post) Eastern Cape- Ref No: HR 4/4/3/2DDLAP/EC/UIF (X1 Post)


**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 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 M Matjeke Tel No: (013) 665 8700. Mr S Joko Tel No: (043) 701 3128

**APPLICATIONS** : Email: Jobs-EC@labour.gov.za E-mail: Jobs-EC@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resource Management

**POST 10/15** : **COUNSELLOR REF NO: HR4/4/8/364**

**SALARY** : Grade 1: R579 147 - R642 765 per annum (OSD)
Grade 2: R662 190 – R734 928 per annum (OSD)
Grade 3: R750 024 – R832 398 per annum (OSD)

**CENTRE** : Labour Centre: Zastron


**DUTIES** : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES** : Ms N Mahlangu Tel No: (051) 505 6247
APPLICATIONS: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
FOR ATTENTION: Human Resources Management, Bloemfontein. Email: Jobs-FS@Labour.gov.za

POST 10/16: ASSISTANT DIRECTOR: INTERNAL AUDIT REFER NO: HR 4/4/3/2/ASDIA/UIF

SALARY: R376 596 per annum
CENTRE: Unemployment Insurance Fund: Head Office

DUTIES: Facilitate audit engagement planning. Facilitate the review of controls on systems, assets and operations. Coordinate the evaluation of reliability and integrity of financial information. Coordinate the provision of three year rolling plan and implement it. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES: Mr KB Mahloko Tel No: (012) 337 1609
APPLICATIONS: Email: Jobs-UIF5@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 10/17: ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REFER NO: HR 4/4/3/2/ASDOSS/UIF (X2 POSTS)

SALARY: R376 596 per annum
CENTRE: Unemployment Insurance Fund: Head Office

DUTIES: Facilitate provincial operational performance. Manage service providers and suppliers contract management. Manage all the applications within Business Operations. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate. Provide operational support services in provincial offices to ensure consistency. Coordinate the implementation of new operational policies and procedures. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.

ENQUIRIES: Mr GN Tshabalala Tel No: (012) 337 1508
APPLICATIONS: Email: Jobs-UIF6@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 10/18: ASSISTANT DIRECTOR: IT AUDITS REFER NO: HR 4/4/3/2/ASDITA/UIF

SALARY: R376 596 per annum
CENTRE: Unemployment Insurance Fund: Head Office
REQUIREMENTS: Three-year tertiary qualification in Internal Auditing/Auditing/Accounting. Two (2) years functional experience in ICT Audits. Two (2) years supervisor experience. Registered member with professional body of Institute of Internal Auditors (IIA). Information Systems Audit and Control Association (ISACA). Valid driver’s licence. Knowledge: Internal Audit Manual and Methodology, Public Finance Management Act (PFMA), Basic Conditions of Employment (BCEA), Public Service Regulations, Conflict Management, Public Service Regulations (PSR), Public Service Act, Treasury Regulations, Unemployment Insurance Act (UIA), Labour Relations Act (LRA), Unemployment Insurance

**DUTIES:**
Facilitate IT audits engagement planning. Facilitate the review of controls on systems, assets, operations and IT projects. Coordinate the evaluation of reliability and integrity of information. Coordinate the provision of the three-year rolling plan and implement it. Manage resources (Human, Financial, Equipment / Assets) within the IT Audit sub-directorate.

**ENQUIRIES:**
Mr KB Mahloko Tel No: (012) 337 1609
**APPLICATIONS:**
Email: Jobs-UIF7@labour.gov.za
**FOR ATTENTION:**
Sub-directorate: Human Resource Management, UIF

**POST 10/19:**
**SENIOR PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 4/4/3/1SPEHW/UIF**

**SALARY:**
R316 791 per annum

**CENTRE:**
Unemployment Insurance Fund: Head Office

**REQUIREMENTS:**
Three-year tertiary qualification in Social Science/Social Work/ Psychology. Registration with HPCSA or SACSSP will be an added advantage. Two (2) years functional experience in the Employee Health and Wellness environment. Knowledge: Employee Health and Wellness Programmes (EHWP), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Negotiation, Counselling, Motivational, Problem Solving, Presentation, Planning and Organizing, Communication (Verbal and Written), Computer Literacy, Report Writing, Creativity, Numeracy.

**DUTIES:**
Arrange employee support services through integrated wellness programmes. Provide assistance on chronic illnesses in the workplace (HIV/AIDS, TB, etc.). Facilitate crises intervention, therapy and counselling to employees. Implement employee Health and Wellness Strategic Framework.

**ENQUIRIES:**
Mr SR Makwela Tel No: (012) 337 1772
**APPLICATIONS:**
E-mail: Jobs-UIF8@labour.gov.za
**FOR ATTENTION:**
Sub-directorate: Human Resource Management, UIF

**POST 10/20:**
**CHIEF PERSONNEL OFFICER (HRO) REF NO: HR 4/4/8/35**

**SALARY:**
R316 791 per annum

**CENTRE:**
Provincial Office - Kimberley

**REQUIREMENTS:**
Three (3) years relevant tertiary qualification in Human Resources Management. One to two years supervisory experience doing the Human Resources Management Services. Knowledge: All labour legislations, Departmental policies and procedures, HR related systems, Public Service Act, Batho Pele principles, Public Service Regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing Computer literacy, Planning and organising, Supervisory, Time Management.

**DUTIES:**
Monitor the recruitment and selection process. Facilitate the processing and approval of service benefits e.g. leave, housing allowances, acting allowances, overtime etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries. Manage all the resources within the section.

**ENQUIRIES:**
Ms Musa MR Tel No: (053) 838 1523
**APPLICATIONS:**
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
**FOR ATTENTION:**
Human Resources Operations, Provincial Office Kimberley Email: Jobs- NC@labour.gov.za