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.

ANNEXURE A

CLOSING DATE: 13 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 initialed 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-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)

OTHER POSTS

(Re-advertisement)

SALARY:
Grade 1: R1 362 366 – R1 467 651 per annum (OSD)
Grade 2: R1 512 009 - R1 628 850 per annum (OSD)

CENTRE: Provincial Office: Free State

REQUIREMENTS:

**DUTIES**
Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to stakeholders. Provide strategic direction. Manage finances and assets. Manage projects and programmes.

**ENQUIRIES**
Ms E Maneli Tel No: (051) 505 6203

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

**POST 11/02**: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)

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

**CENTRE**: Labour Centre: Lephalale Ref No: HR4/4/6/45 (X1 Post)
Labour Centre: Vereeniging Ref No: HR 4/4/4/03/01 (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 TE Maluleke Tel No: (015) 290 1768 Mr MJ Zigana Tel No: (011) 853 0300

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

**POST 11/03**: SPECIALIST EMPLOYMENT STANDARD REF NO: HR/4/4/8/362

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

**CENTRE**: Provincial Office: Free State

**REQUIREMENTS**: Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years management experience. Three (3) years functional experience Inspection enforcement/ Labour Relations matters. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures. Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

**DUTIES**: Manage the implementation of Employment Standards Inspector Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.

**ENQUIRIES**: Mr M Luxande Tel No: (051) 505 6325

**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 11/04 : PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/7/11

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

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 : Ms NL Njwambe Tel No: (013) 655 8700
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni Email: Jobs-MP@labour.gov.za