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 : 17 May 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-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 will 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)

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 15/06 : DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/380
SALARY : R733 257 per annum (All inclusive)
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year relevant 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. Three (3) years’ experience in Project Administration. Two (2) years management experience. Knowledge: Departmental and the Fund’s Policies and Procedures, Public Finance Management Act (PFMA), Unemployment Insurance Contributions Act (UICA), All Labour Legislations, Project

**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**

Ms. M 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: Job-fs1@Labour.gov.za

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Bloemfontein

**POST 15/07**

**DEPUTY DIRECTOR: PEFORMANCE AUDIT REF NO: HR 5/1/2/3/62**

**SALARY**

R733 257 per annum (all inclusive)

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENT**


**DUTIES**

Manage and implement the performance audits strategies, plans, guidelines and methodology. Manage performance audit assignments in accordance with the audit methodology. Monitor and evaluate the performance audits progress. Management of resources in the sub-directorate.

**ENQUIRIES**

Ms B Gumbu Tel No: (012) 319-9328

**APPLICATION**

Direct Your Applications To: Jobs-CF7@labour.gov.za

**NOTE**

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

**POST 15/08**

**ASSISTANT DIRECTOR: ACCOUNT PAYABLE REF NO: HR 5/1/2/3/63**

**SALARY**

R376 596 per annum

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Coordinate the effective and effective daily operation of the processing of accounts payable. Coordinate efficient payment system in the Fund. Maintain the accurate reporting system. Supervisor of staff.

**ENQUIRIES**

Mr M Dzivhani Tel No: (012) 406 5706

**APPLICATION**

Direct Your Applications To: Jobs-CF6@labour.gov.za

**NOTE**

Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
POST 15/09: ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR/4/4/370

SALARY: R376 596. per annum
CENTRE: Provincial Office: Free State
REQUIREMENTS: LLB degree / Four (4) year legal qualification. Drivers License. Two (2) years functional experience in legal environment. Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues, Public service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy Verbal and written communication, Good interpersonal relations, Computer literacy, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.

DUTIES: Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring program for enforcement files. Oversee administration for statutory services in the province

ENQUIRIES: Mr M Luxande Tel No: (051) 505 6331
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
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein

POST 15/10: CHIEF PERSONNEL OFFICER EMPLOYMENT RELATIONS REF NO: HR4/4/8/375

SALARY: R316 791 per annum
CENTRE: Provincial Office: Free State

DUTIES: Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBS) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.

ENQUIRIES: Mr S Segalo Tel No: (051) 505 6206
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein Email: Job-fs2@Labour.gov.za

POST 15/11: SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/64

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

Implement Change Management Programme and strategies. Provide support to the Change Projects within the Fund. Co-ordinate the implementation of Change Management processes and admin services. Implement transformation programme.

ENQUIRIES

Ms P Teffo Tel No: (060) 963 4703

APPLICATIONS

Direct Your Applications To: Jobs-CF1@labour.gov.za

NOTE

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