

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** : 21 June 2021 at 16:00
- 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. 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 DPSSA 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

- POST 20/04** : **DEPUTY DIRECTOR: COID REF NO: HR 4/4/6/51**
(Re-advertisement, those who applied before are encouraged to apply again)
- SALARY** : R869 007 per annum, (All inclusive)
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : Three-year tertiary qualification in Public Management /Business Management/Operations Management / Nursing Diploma / HRM. Three (3) years functional experience in disability claims) in processing. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Valid drivers license.

- Knowledge: Compensation Fund Services, Treasury Regulations, Public Service, DoL Compensation Fund business strategies and goals, Relevant stakeholders, Required IT knowledge, Directorate goal and performance requirements. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Report Writing, Leadership.
- DUTIES** : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the province. Provide operational and technical support to Processing Labour Centres within the province. Manage stakeholders engagements for COID within the province. Manage human, financial and physical resources of the sub-directorate.
- ENQUIRIES** : Ms TE Maluleke Tel No: (015) 290 1768
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700, Email: Jobs-LP@labour.gov.za
- FOR ATTENTION** : Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700.
- POST 20/05** : **ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES (X2 POSTS)**
- SALARY** : R376 596 per annum
- CENTRE** : Provincial Office: Mmabatho Ref No: HR4/4/10/49 (X1 Post)
Western Cape: Ref No: HR 4/4/10/326 (X1 Post)
- REQUIREMENTS** : A Three (3) year relevant tertiary qualification in Business/ Public Administration/ Management/ Information Management. Two (2) years Supervisory experience. Two (2) years functional experience in the Administration Services. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standards, Archives Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision-making, Problem solving, Presentation.
- DUTIES** : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section (Weekly).
- ENQUIRIES** : Ms N Lithoko Tel No: 018 387 8100
Mr Ngubo Lubelwana Tel No: 0795103387 / 021-441 8114
- 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
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. For Attention: Sub-directorate: Human Resources Management, Western Cape. Email: Jobs-WC@labour.gov.za
- POST 20/06** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/10/50**
- SALARY** : R376 596 per annum
- CENTRE** : Provincial Office: Mmabatho
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Risk Management / Internal Auditing / Accounting / Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and Organizing.
- DUTIES** : Implement Risk management strategies / policies and systems for the Province. Promote risk awareness cultures and conduct risk assessment throughout the

Department Communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES : Ms N Litheko 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. Email: Jobs-NW@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 20/07 : **ASSISTANT DIRECTOR: FLEET SERVICES REF NO: HR 4/4/6/57**

SALARY : R376 596 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year relevant tertiary qualification in Transport Management or equivalent in the relevant Field. Two (2) years supervisory experience and Two (2) years functional experience in Fleet and/or Transport Services. A Valid driver's license. Knowledge: Public Service Financial Management, Departmental Policy and Procedures, Project management, Intermediate Human Resource Development, General Management, Strategic Management, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, People management.

DUTIES : Provide inputs and implement policies pertaining licensing of Provincial vehicles. Monitor licensing disc and tracking system disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operation of the subsidised motor transport scheme

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