

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** : 28 June 2021 at 16:00
- NOTE** : 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 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

- POST 21/02** : **PRINCIPAL MEDICAL OFFICER: GRADE 3 REF NO: HR 5/1/2/3/71**
- SALARY** : R1 089 693 per annum (OSD)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : MBCHB Degree. Diploma in Occupational Health (DOH). Registration as Medical Practitioner with the South African Medical and Dental Council .10 years' experience as a medical practitioner after registration. At least 3 years' experience in Occupational Medicine Practice. Knowledge: Compensation Fund business, services, strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996. Public Service Regulations. Public Service Act.

PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical Knowledge. Legislative Requirements: COIDA Act. Occupational Health and Safety Act (OHS). National Health Act and related Regulations. Skills: Required Technical Proficiency/ Medical Skills. Business Writing Skills. Required IT Skills. Strategic Leadership. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environment Awareness.

DUTIES : Manage research into occupational diseases trends. Manage stakeholder relations with respect to research on occupational injuries and diseases. Manage and provide advice on medical aspects of compensation claims. Management of resources.

ENQUIRIES : Dr B Ndzuta Tel No: (012) 406 5856

APPLICATIONS : direct your applications to: Jobs-CF2@labour.gov.za

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

POST 21/03 : **DEPUTY DIRETOR: PROVINCIAL SUPPORT REF NO: HR 5/1/2/3/72**

SALARY : R733 257 per annum, (inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Operations Management or Business Management or Business Administration .3 years' functional experience on the relevant field .2 years' supervisory experience. Knowledge: Compensation Fund policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Legislative Requirement: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act. PFMA and National Treasury Regulations. COIDA. Skills: Planning and Organizing. Strong analytical skill. Communication skills-Both Written and Verbal. Report writing. Decision making. Budgeting and Financial Management. Continuous improvement. Stakeholder relations management. Client orientation and customer focus. Problem solving and analysis. Relationship management/alliance partnering. Diversity management. Critical systems thinking.

DUTIES : Manage the implementation of the Fund's Annual Performances Plan across CF Operations in Provinces. Manage the implementation of the Work-plan across CF Operations in Provinces. Manage the implementation of the Fund's performance information policy and procedures across CF Operations in Provinces. Manage provincial visits in order to provide technical support to improve the Fund's performance. Manage all resources in the sub-directorate.

ENQUIRIES : Mr MJ Ledwaba Tel No: 012 406 5664

APPLICATIONS : direct your applications to: Jobs-CF1@labour.gov.za

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

POST 21/04 : **ASSISTANT DIRECTOR: CO-ORDINATION, MONITORING & EVALUATION REF NO: HR 5/1/2/3/73**

SALARY : R376 596 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year Tertiary qualification in Business Management (Administration) /Pubic Management (Administration)/ Sociology / Psychology. 4 years' Functional experience in Policy coordination, Monitoring and Evaluation environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Monitoring and Evaluation Framework. Policy Research Framework. Financial and Budgeting management. Application of research methodology. COIDA. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Public service regulations Act. Public Service regulations. Skills: Communication skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, providing policy support, development processes and maintain repository. Conduct the advocacy session are conducted for redefined and newly developed policies.

ENQUIRIES : Mr MJ Ledwaba Tel No: 012 406 5664
APPLICATIONS : direct your applications to: Jobs-CF1@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/05 : **ASSISTANT DIRECTOR: SYSTEM ADMINISTRATOR FINANCE REF NO: HR 5/1/2/3/74**

SALARY : R376 596 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Information Systems/ Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. COIDA guidelines. Public Service Act (PSA). Legislative Requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotions of Access to Information Act. Skills (with Related Knowledge): Required Technical Proficiency. Business Writing Skills. Communication (verbal and writing). Customer Focus and Responsiveness. People and performance management. Diversity management. Managing Inter-personal conflict and resolving problems. Planning and organising. Problem solving and decision making. Team Leadership.

DUTIES : Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervision of staff.

ENQUIRIES : Ms WT Malapela Tel No: (012) 406 5743
APPLICATIONS : direct your applications to: Jobs-CF8@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/06 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR 4/4/8/400**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. Four (4) year experience of which two (2) years must be at Supervisory level and two (2) years functional experience in Finance. Valid drivers license. Knowledge: Public Service Transformation and management issues, White Paper in transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Departmental policies and procedures, Batho pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication Interpersonal relations, Ability to build high-performance teams, Computer literacy, Computer literacy, Ability to build high performance teams, Computer literacy, Project management, Strategic management, Communication Analytical, Problem solving, Conflict management, Driving.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, Persal, Safety web, etc). Coordinate, review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the province. Manage expenditure in the province. Manage all resources in the section.

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204

APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or handdeliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs2@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST 21/07 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/8/83**

SALARY : R376 596 per annum

CENTRE : Provincial Office: Northern Cape

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.

ENQUIRIES : Mr TD Mhlophe Tel No: (053) 838 1501

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NC@labour.gov.za

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley