

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** : 06 September 2021
- NOTE** : NB: All attachments for on line application must including Z83 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 fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV with at least 3 contactable referees as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. 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 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 29/25** : **SUPERVISOR- IN BOUND REF NO: HR 5/1/2/3/72**
- SALARY** : R316 791 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three-year qualification in Contact Centre Management/ Public Management/ Business Administration/Administration Management. 2 years'

functional experience in Contact/ Call Centre environment Knowledge: Compensation Fund policies, procedures and processes. Contact Centre vision and objectives. Contact centre performance requirements. Customer Care (Batho Pele Principles). Customer Care Information Systems. COIDA. Skills: Teamwork and collaboration. Communication (verbal, written, listening and questioning skills). Quality and excellence service. Attention to detail. Respect and concern for others. Analytical thinking. Honesty, integrity and work ethic. Adaptation to change. Emotional intelligence.

DUTIES : Facilitate customer driven quality workflow processes. Refer all enquiries to outbound unit and provide quality checks on incoming calls. Utilise, Coordinate and ensure quality on all inbound interactions. Supervision of staff.

ENQUIRIES APPLICATIONS NOTE : Mr M Mangena Tel No: (012) 406 5601
: To Jobs-CF4@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 29/26 : **TEAM LEADER REF NO: HR 4/4/8/90**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
: Labour Centre: Calvinia
: Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames. Responsible for staff managing resources in the Unit.

ENQUIRIES APPLICATIONS : Mr D Leukes Tel No: (027) 341 1280
: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand delivered at Cnr Compound and Pniel Road Email address: Jobs-nccal@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Kimberley

POST 29/27 : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: HR 5/1/2/3/81**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: Compensation Fund, Pretoria
: A Three years' qualification in Accounting / Finance. One-year experience in Accounts payable environment. Knowledge: Departmental policies and procedures. Planning and organizing. Administrative procedures. Batho Pele Principles. Interpersonal relations. Legislative requirements: COIDA Ac. Public

- service Act. PFMA and National Treasury Regulations. Public Service Regulations. Basic Condition of Employment Act. Employment Equity Act Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone Etiquette. Organizing. Decision Making. Analytical. Project management. Good client relations.
- DUTIES** : Attend to accounts payable process. Conduct accounting and administrative support. Conduct reconciliation of accounts. Execute daily payment run. Supervision of staff.
- ENQUIRIES** : Mr M Dzivhani Tel No: (012) 406 5706
- APPLICATIONS** : To: Jobs-CF8@labour.gov.za
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 29/28** : **CLIENT SERVICE OFFICERS: MOBILE LABOUR CENTRE (X3 POSTS)**
- SALARY CENTRE** : R257 508 per annum
: Uppington Labour Centre Ref No: HR4/4/8/70 (X2 Posts)
: Springbok Labour Centre Ref No: HR 4/4/8/91 (X1 Post)
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognized Certificate (NQF5) in Office Administration/ Public Management/ Administration/ Secretariat. Drivers license Code C10 PDP. Knowledge: All Labour Legislation and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving, Driving.
- DUTIES** : Render services at visiting points as the first point of entry within the Registration Services. Render all Labour Legislations services received from Clients. Render all Unemployment Insurance Benefits Applications and Employer declarations received from visiting points. Render COIDA Services and Employer registration forms for COIDA received from visiting points. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES** : Mr S Ndimande Tel No: (054) 331 1752 (Uppington)
: Ms H Goci Tel No: (027) 718 1058 (Springbok)
- 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-NCUPI@Labour.gov.za (Uppington Labour Centre)
Jobs-NCSPR@Labour.gov.za (Springbok Labour Centre)
- POST 29/29** : **TECHNICIAN ACCIDENT, LOSSES AND MAINTENANCE REF NO: HR 4/4/8/62**
- SALARY CENTRE** : R257 508 per annum
: Provincial Office: Northern Cape
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Transport/Fleet Management. Valid Driver's License. Two (2) years functional experience in Transport Environment Knowledge: Public Service Financial Management, Departmental Policies and Procedures, Motors Mechanics back-ground, Transport prescriptions, Vehicle Inspection. Skills: Fix Minor problems on vehicles, Computer literacy, Presentation, Innovative, Analytical, Communication Verbal and Written.
- DUTIES** : Collect information on incident scenes for provincial office. Liaise with relevant stakeholders to gather information to avoid losses and investigate losses of fleet assets in the Province. Provide vehicle maintenance support to ensure that all vehicles in the Department are in good conditions. Disseminate information to the relevant stakeholders.eg. Newly developed policies, new prescripts pertaining transport etc.
- ENQUIRIES** : Mr TD Mhlophe Tel No: 053 835 1501
- 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 E-mail: Jobs-NC@Labour.gov.za

POST 29/30 : **TRAINEE ACCOUNTANT (SAICA) REF NO: HR 5/1/2/3/08**

SALARY : R208 584 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Advanced Diploma in Accounting Science (Honours in Accounting – NQF Level 8) Knowledge: Financial Technical Knowledge. Financial Management. Monitoring and Evaluation Platform. Generally, recognised Accounting Principles. Auditing standards. DoL and Compensation Fund Regulations, policies and procedures Legislative requirements: COIDA Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act. Basic Condition Employment Act. White paper on transformation of Public Services Skills: Strong analytical Skills. Budgeting and Financial Management. Conflict management. Planning and organising. Problem solving. Risk Management. Time management.

DUTIES : Perform general accounting and external reporting within the Fund. Perform and monitor auditing, assurance, risk management and governance of the Fund. Evaluate financial management and management decision making. Monitor and evaluate cash flow and investment decisions of the fund. Render administration activities.

ENQUIRIES : Ms J Achary Tel No: 066 044 4330
APPLICATIONS : To: Jobs-CF9@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

INTERNSHIP PROGRAMME YEAR 2021/2022

NOTE : The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to 58 graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must between the ages of 18-35.

OTHER POSTS

POST 29/31 : **OFFICE OF THE COO (PME) REF NO: HR4/21/08/40HO**
Branch: CD PME

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma /B-Degree/Public Administration and Management/ Project Management/ Statistics

DUTIES : Provide technical advice and monitor the alignment of Provinces Strategic Plans. Planning, monitoring and evaluation. Governance structures. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/32 : **OFFICE OF THE COO (OPERATIONS) REF NO: HR4/21/08/41HO**
Branch: Operations

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : B-Degree/B-Tech Operations Management/Business/ Public Administration and Management

DUTIES : Governance of SDIP, Batho Pele, Service Standards. Analysis of complaints management system.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/33 : **OFFICE OF THE DG REF NO: HR4/21/08/42HO (X2 POSTS)**
Branch: ODG

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : National Diploma/B Degree/B Commerce related/ Public Administration/Management/ Risk management/ Human Resource Management / Office Administration /Management/ Business Administration/ Management/Governance

DUTIES : Assist to Develop and ensure the implementation of the administrative measures for the efficient operations of the Director General's office. Assist to ensure efficient; effective and accurate administrative support services are provided to the office of the Director General.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/34 : **FINANCIAL MANAGEMENT REF NO: HR4/21/08/43HO (X5 POSTS)**
Branch: CFO

STIPEND : R6 083, 99 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : National Diploma/Degree Financial Accounting/ Financial Management/ Business Management/ Transport & Logistics Management/ Contract Management/ Public Admin/Management.

DUTIES : Assist with accurate and timely Financial Accounting, control & systems. Effective & efficient procurement of goods and services. Effective & Efficient Asset Management. Effective management of Transport Services in the Department. Efficient & effective management of Office Accommodation and facilities management.

ENQUIRIES : Mr OD Khumalo Tel No: 012 309 4560

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/35 : **OFFICE OF THE DDG: CORPORATE SERVICES REF NO: HR4/21/08/44HO**
Branch: DDG: CS

STIPEND : R6 083, 99 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : National Diploma/ B Degree Public Administration/ Business Administration.

DUTIES : Office Admin duties.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/36 : **EMPLOYEE RELATIONS REF NO: HR4/21/08/45HO**
Branch: ER

STIPEND : R6 083, 99 per annum

CENTRE : Head Office

REQUIREMENTS : LLB/ National Diploma/ Degree in Labour Relations.

DUTIES : Assist with opening misconduct and grievance files. Compile monthly and quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/37 : **LEGAL SERVICES REF NO: HR4/21/08/46HO (X2 POSTS)**
Branch: Legal Services

STIPEND : R6 083, 99 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : LLB

DUTIES : Research, write legal opinion, drafting contracts, Vet Policies. Attend to request of information in terms of Promotion of access to information Act.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/38 : **COMMUNICATION REF NO: HR4/21/08/47HO**
Branch: Stakeholder Relations

STIPEND : R6 083, 99 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ B Degree Public Relations/ Communication/Public Administration
DUTIES : Strengthening the Institutional Capacity of the Department.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/39 : **ICT REF NO: HR4/21/08/48HO (X4 POSTS)**
Branch: OCIO

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ B Degree in ICT.
DUTIES : Catching and dispatching ICT Service Desk calls and doing first-line support to the Department. Support and maintenance of telecommunications service Incident resolution and maintenance activities within telecommunications environment. Enterprise Risk, Audit and Compliance support Microsoft Analytics Coordination and review of ICT policies.
ENQUIRIES : Mr OD Khumalo Tel No: 012 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/40 : **OHS REF NO: HR4/21/08/49HO (X4 POSTS)**
Branch: OHS

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/Degree Electrical Engineering / Mechanical Engineering/ Environmental Health & Occupational Hygiene.
DUTIES : Strengthening Occupational Health and Safety. Registration of entities and Administrative activities.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/41 : **STATUTORY AND ADVOCACY SERVICES REF NO: HR4/21/08/50HO (X6 POSTS)**
Branch: IES

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : LLB Degree/ National Diploma/ B Degree Office Management/ Public Management/ Administration.
DUTIES : Assist in promotion of Employment Equity in the labour market. Assist in ensuring that workers are protected through inspection and enforcement of labour legislation. Assist in integrated human resources strategy implementation. Assist in performance analysis. Assist in administration.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/42 : **OFFICE OF THE DDG: IES REF NO: HR4/21/08/52HO**
Branch: DDG: IES

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ Degree Office Management/ Public Management / Administration.
DUTIES : Provide administrative support to the inspector General's office. Monitor the provision of Secretariat Services to the IG's Office. Coordinate all office projects.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/43 : **ES BOARD SECRETARIAT REF NO: HR4/21/08/53HO (X2 POSTS)**
Branch: ES Board Secretariat

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ Degree Public Administration/ Human Resource Management/ Psychology.

DUTIES : Provide the Board members, collectively and individually, with guidance regarding their duties, responsibilities and powers. Provide support in the writing of minutes of the ES Board, EXCO and Sub-Committees. Provide logistical support to the Board regarding claims. Render support in the drafting of reports. Provide appropriate stationery to the Board members, and where necessary ensure that members are capacitated with enabling resources for them to perform their functions. Facilitate the capacity building of Board members.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/44 : **SCM REF NO: HR4/21/08/54HO**
Branch: SEE

STIPEND : R6 083, 99 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Cost and Management Accounting/ Purchasing Management/ Public Administration.

DUTIES : Supply Chain Management duties.
ENQUIRIES : Ms A Pretorius Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/45 : **FINANCE ADMIN REF NO: HR4/21/08/55HO**
Branch: SEE

STIPEND : R6 083, 99 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Finance/ Accounting.
DUTIES : Internal Control and Financial Reporting. Asset Management.

ENQUIRIES : Ms A Pretorius Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/46 : **BUSINESS DEVELOPMENT REF NO: HR4/21/08/56HO (X3 POSTS)**
Branch: SEE

STIPEND : R6 083, 99 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree/ Hons Marketing.
DUTIES : Sales, Marketing, Client Services. Branding and Research.

ENQUIRIES : Ms A Pretorius Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/47 : **HRM REF NO: HR4/21/08/57HO**
Branch: SEE

STIPEND : R6 083, 99 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree in Human Resource Management.
DUTIES : Provide support for all HRM and HRD Administration.

ENQUIRIES : Ms A Pretorius Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/48 : **MONITORING & EVALUATION REF NO: HR4/21/08/58HO**
Branch: SEE
STIPEND : R6 083, 99 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Cost and Management Accounting.
DUTIES : Monitoring & Evaluation
ENQUIRIES : Ms A Pretorius Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/49 : **INTERNATIONAL RELATIONS REF NO: HR4/21/08/59HO (X4 POSTS)**
Branch: International Relations
STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ B Degree International Relations/ Industrial Relations/ Political Studies/ Public Administration/ Management.
DUTIES : Policy analysis and contribution. Contribute to decent employment. Strengthen Bilateral Relations. Strengthen multilateral relations.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/50 : **LABOUR MARKET POLICY REF NO: HR4/21/08/60HO**
Branch: LMP
STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ B Degree Finance and Administrative support
DUTIES : Provide estimate of National Expenditure inputs. Provide Medium-Term (MTEF) inputs. Provide adjustment of estimate of national expenditure input. Provide assistance with S&T claims and advances. Quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/51 : **PERFORMANCE MANAGEMENT REF NO: HR4/21/08/61HO**
Branch: MAS, Head Office
STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/Degree Human Resource Management/ Human Resource Development/ Management of Training/Public Management.
DUTIES : Facilitate performance agreements assessments. Capture and verify performance agreements on PERSAL. Provide secretariat and logistical support for PMDS Committee meetings. Provide procurement support to the unit. Provide administration support.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/52 : **HUMAN RESOURCE OPERATIONS REF NO: HR4/21/08/62HO (X2 POSTS)**
Branch: HRO
STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma / Degree Human Resource Management.
DUTIES : Provide support for all HRM functions in Recruitment & Selection and Service Benefits.
ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/53 : **HUMAN RESOURCE DEVELOPMENT REF NO: HR4/21/08/63HO**
Branch: HRD

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/Degree Human Resource Development/ Management of Training/ Human Resource Management/ Public Management.

DUTIES : Assist in the coordination of training programmes. Assist in the compilation of WSP, QMR and ATR. Administration of Bursaries. Compile a training database.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/54 : **INTERNAL AUDIT REF NO: HR4/21/08/64HO (X 2 POSTS)**
Branch: Internal Audit

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ Degree Internal Auditing/ Accounting/ Information System.
DUTIES : Planning of audit engagements. Execution of audit engagements. Communication of audit results. Follow-up the implementation of audit recommendations. Compile an audit file.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/55 : **RISK MANAGEMENT REF NO: HR4/21/08/65HO (X2 POSTS)**
Branch: Risk

STIPEND : R6 083, 99 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Risk Management/ Administration/ Auditing/Commerce/Accounting/LLB.

DUTIES : Coordinate risk management processes. Assist during the risk identification and assessment across the organization. Conduct fraud detection reviews. General administrative duties.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/56 : **SECURITY SERVICES REF NO: HR4/21/08/66HO**
Branch: Security

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/Degree Security Management/ Policing/ Correctional Services/ Forensic Investigation.

DUTIES : Monitor all activities at access control points. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol the building to ensure safety measures.

ENQUIRIES : Mr OD Khumalo Tel No: (012) 309 4560
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 29/57 : **STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: HR4/21/08/67HO (X4 POSTS)**
Branch: PES

STIPEND : R6 083, 99 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : National Diploma/ B Degree Public Management/Administration/ Human Resource Management/ Business Management.

DUTIES : Coordinating inputs for the development of APP & AOP. Collating inputs for quarterly branch performance reports. Circulating annual strategic planning workshop. Bursaries and study at expense application processing. Collating inputs for impact assessment reports Collating inputs for Service delivery

ENQUIRIES
APPLICATIONS

reports and other relevant reports. Arrangements of the BMC. Provision of secretariat services in the office of the Director: SMSU
: Mr OD Khumalo Tel No: (012) 309 4560
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.