

DEPARTMENT OF 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.

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo
- CLOSING DATE** : 13 May 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. 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 and failure to follow application instruction 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). Where applicable, candidates will be subjected to a skills/knowledge test. 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. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

- POST 15/14** : **TEAM LEADER (X2 POSTS)**
- SALARY** : R316 791 per annum
- CENTRE** : Labour Centre: Polokwane Ref No: HR4/4/6/46 (X1 Post)
Labour Centre: Lephalale Ref No: HR4/4/6/47 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant tertiary qualification Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering / Financial Management/ Auditing/ Accounting with Two (2) years functional experience in Inspection and Enforcement Services and a valid driver's license. Knowledge: 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, Planning and organising, Computer literacy, Interpersonal Conflict handling, Negotiation, Problem Solving, Interviewing, Innovative, Analytical, Verbal and written communication.
- 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.

ENQUIRIES :

Ms. Fope JM Tel No: (015) 290 1664

POST 15/15 :

OHS INSPECTOR REF NO: HR 4/4/6/62

SALARY :
CENTRE :
REQUIREMENTS :

R316 791 per annum
 Labour Centre: Lephalale
 Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Life Sciences qualification majoring in any of the following: Biology; Microbiology; Biomedical Sciences; Biotechnology; Biochemistry. Valid Driving License. No experience required. Registration with relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), Compensation for Occupational Injuries and Diseases Act, South African National Standards (Codes)- Incorporated Codes become regulations, Unemployment Insurance Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written Communication, Communication, Interviewing.

DUTIES :

Plan and independently conduct inspections with the aim of ensuring compliance with the occupational Health and Safety Act, Act85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigations and finalize independently incidents and complaints reported pertaining to the OHS Act and relevant regulations and enforce as and when necessary, appear in court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspection. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. 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.

ENQUIRIES :

Mr. J Mokobodi Tel No: (015) 290 1665

POST 15/16 :

INSPECTOR (X3 POSTS)

SALARY :
CENTRE :
REQUIREMENTS :

R208 584 per annum
 Labour Centre: Louis Trichardt Ref No: HR 4/4/6/48 (X2 Posts)
 Labour Centre: Phalaborwa Ref No: HR 4/4/6/49 (X1 Post)
 Three years relevant qualification in Labour Relations/BCOM Law/LLB and a valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing),

	:	Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr GS Mathumbu Tel No: (015) 290 1664
<u>POST 15/17</u>	:	<u>CLAIMS CREDITORS OFFICER REF NO: HR4/6/6/56 (X3 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Grade twelve/Senior Certificate with zero to six months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<u>ENQUIRIES</u>	:	Ms. JM Fope Tel No: (015) 290 1664
<u>POST 15/18</u>	:	<u>SENIOR ADMIN CLERKS REF NO: HR4/6/6/57 (X2 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Labour Centre: Tzaneen
<u>REQUIREMENTS</u>	:	Grade twelve certificate. No experience required Knowledge: Department of Labour and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customer, Customer service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating Systems, Risk awareness, COIDA Act, Regulations and Policies, DPSSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Fund IT operation systems, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr. GC Morebodi Tel No: (015) 290 1768
<u>POST 15/19</u>	:	<u>UNEMPLOYMENT INSURANCE FUND CLAIMS OFFICER REF NO: HR4/6/6/55 (X3 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Grade twelve/Senior Certificate with zero - six months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties within the section.

ENQUIRIES : Ms. JM Fope Tel No: (015) 290 1664

INTERNSHIP PROGRAMME

The Department of Labour Limpopo Provincial Office would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to 16 graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.

OTHER POSTS

POST 15/20 : **FINANCE AND SUPPLY CHAIN REF NO: HR4/4/6/64**
Branch: Finance and Supply Chain

STIPEND : Salary: R68 742 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : National Diploma/Degree in Finance/ Supply Chain Management.
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/21 : **ADMINISTRATION: OFFICE OF THE CDPO REF NO: HR4/4/6/65**
Branch: Office of the CDPO

STIPEND : Salary: R68 742 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : National Diploma/Degree in Public Administration/ Management
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/22 : **HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/6/66 (X2 POSTS)**
Branch: Human Resources Management

STIPEND : Salary: R68 742 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : National Diploma/Degree in Human Resources Management
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/23 : **UIF: REGISTRATION SERVICES REF NO: HR4/4/6/67 (X3 POSTS)**
Branch: UIF Registration Services

STIPEND : Salary: R68 742 per annum
CENTRE : Lephalale Labour Centre
REQUIREMENTS : National Diploma/Degree in Public Administration/Management
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/24 : **UIF: REGISTRATION SERVICES REF NO: HR4/4/6/68 (X2 POSTS)**
Branch: UIF Registration Services

STIPEND : Salary: R68 742 per annum
CENTRE : Thabazimbi Labour Centre
REQUIREMENTS : National Diploma/Degree in Public Administration/Management
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/25 : **MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/69**
Branch: Management Support Services

STIPEND : Salary: R68 742 per annum
CENTRE : Groblersdal Labour Centre
REQUIREMENTS : National Diploma/Degree in Public Administration
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/26 : **UIF: REGISTRATION SERVICES REF NO: HR4/4/6/70 (X2 POSTS)**
Branch: UIF Registration Services

STIPEND : Salary: R68 742 per annum

CENTRE : Jane Furse Labour Centre
REQUIREMENTS : National Diploma/Degree in Public Administration/Management
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/27 : **MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/71**
 Branch: Management Support Services

STIPEND : Salary: R68 742 per annum
CENTRE : Giyani Labour Centre
REQUIREMENTS : National Diploma/Degree in Public Administration
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/28 : **MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/72**
 Branch: Management Support Services

STIPEND : Salary: R68 742 per annum
CENTRE : Tzaneen Labour Centre
REQUIREMENTS : National Diploma/Degree in Public Administration
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/29 : **IT AND OFFICE REF NO: HR4/4/6/73**
 Branch: IT and Office

STIPEND : Salary: R68 742 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : National Diploma/ Degree in IT/ Computer Systems.
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662

POST 15/30 : **COMMUNICATIONS REF NO: HR4/4/6/74**
 Branch: Communications

STIPEND : Salary: R68 742 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : National Diploma/Degree in Journalism/ Communication/ Public Relations.
ENQUIRIES : Ms Maluleke T Tel No: (015) 290 1662