

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 February 2020 at 16:00

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 6 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 instructions 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 04/33 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**

SALARY CENTRE : R869 007 per annum (all inclusive)
: Labour Centre: Kuruman Ref No: HR 4/4/8/10 (X1 Post)
: Labour Centre: Upington Ref No: HR 4/4/8/12 (X1 Post)

REQUIREMENTS : Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers License. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele Principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Mr ZL Albanie Tel No: (053) 838 1500

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Priel Road.

FOR ATTENTION : Sub-directorate: Human Resource Management, Kimberley

POST 04/34 : **ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/6/113**

SALARY : R470 040 per annum

CENTRE : Labour Centre: Tzaneen

REQUIREMENTS : Diploma/ Degree qualification in Public Management / Business Management / HRM / Operational Management/ Nursing Diploma (3years) Degree. Three (3) years experience in claims/ Medical insurance processing environment on senior claim assessor/ supervisor level. Knowledge: Public Service Regulations, DOL and Compensation Fund business strategies and goals Directorate goals and performance requirements Compensation Fund Services, PFMA and Treasury Regulations, Relevant Stakeholders, Customer service(Batho Pele principles), Fund values, Required IT Knowledge, Fund IT Operating system, Public Services Act Technical knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Strategic Leadership, Programme and Project Management, Financial Management, Change management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, 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.

DUTIES : Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES : Mr GC Morebodi Tel No: (015) 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.

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

POST 04/35 : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/4/11/17**

SALARY : R470 040 per annum

CENTRE : Labour Centre: Johannesburg

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Law/ Four (4) year Law qualification. Two (2) years supervisory experience. Two (2) years functional experience in Inspection /enforcement services. 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, Public Service Regulations, Occupational Health and Safety Act ,COIDA SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical Verbal and written communication.

DUTIES : Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

ENQUIRIES : Ms FS Tshabalala Tel No: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.

POST 04/36 : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/9/9/18**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three (3) years tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years supervisory experience. Two (2) year's functional experience in Public Employment/ Public Administration/ Management Services. A valid driver's license. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Social Plan Guidelines. Skills: Communications, Computer literacy, Analytical thinking, Interpersonal, Reporting writing, Leadership, Networking.

DUTIES : Provide administrative support to the PES at the Provincial Office. Compile and Monitor the budget for PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide human resources management functions to PES at the Provincial Office.

ENQUIRIES : Mr MO Maluleke Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.

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

POST 04/37 : **ASSISTANT DIRECTOR: LABOUR MARKET AND MONITORING REF NO: HR 4/20/2/01 HO**

SALARY : R470 040 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) years Tertiary qualification in Social Sciences / Economics / Statistics. Two (2) years supervisory experience. Two (2) years functional experience in Statistics / Labour Market statistics services. Knowledge: Public service transformation and management issues, White Paper on the transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate Governance, Batho Pele Principles. Skills: Administration and financial management, Verbal and written communication, Interpersonal relations, Ability to build high performance teams, Project management, Strategic management, Communication, Analytical, Problem solving, Conflict management, Innovative.

DUTIES : Collect labour market information data at National and International level. Process and analyse labour market information data. Compile and disseminate reports for Labour Market. Coordinate information on development of labour market information system and implement labour market information policy. Manage all the resources of the sub – directorate.

ENQUIRIES : Ms M Semono Tel No: (012) 309 4258

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

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 04/38 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR 4/4/4/12/04**

SALARY : R376 596 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) year tertiary qualification in Public Finance Management/Cost and Management Accounting/ Accounting Management and Financial System/ BCom Accounting/ Financial management. Two (2) years supervisory experience. Two (2) years functional experience in the Finance Services. Knowledge: Treasury Regulations, COIDA, Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Finance Management Act (PFMA). Legislative requirements: Public Service

- Regulations (PSR), National Treasury Regulations. Skills: Administration and financial Management, Report writing, Ability to build high-performance team, Project Management, Communication (Both written and verbal), Computer literacy, Time Management, Interpersonal relations, Analytical, Problem Solving, Conflict Management.
- DUTIES** : Manage the process of financial accounting to ensure compliance with all financial prescripts, e.g. PFMA, Treasury regulations. Manage procurement support services in the Province. Monitor the Provincial budget to ensure efficient and effective utilization of resources. Develop and monitor the implementation of assets management system. Manage and revise steps to recover debt money, Manage resources (Human, Financial, Equipment/ Assets).
- ENQUIRIES APPLICATIONS** : Ms K Ntshingane Tel No: (011) 853 0307
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
- POST 04/39** : **ASSISTANT DIRECTOR: COID-STATUTORY SERVICES REF NO: HR 4/4/11/10**
(Re-advertisement, those who applied before are encouraged to apply again)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum
: Provincial Office: Gauteng
: BPROC/LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver's license. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.
- DUTIES** : Appear in court for enforcement of COID and OHS. Manage the implementation of COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 4027
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
: Sub-directorate: Human Resources Management, Gauteng.

INTERNSHIP PROGRAMME FOR THE YEAR 2020/2021

The Department would like to invite qualifying graduates to apply to participate in an Internship Programme.

The internship is meant to provide work exposure graduates for a period of twenty (24) months Contract.

Applicants must be unemployed and never participated in an internship programme previously and must between the ages of 18-35.

OTHER POST

- POST 04/40** : **INTERNSHIP CHANGE MANAGEMENT REF NO: HR 5/1/2/3/03 (X2 POSTS)**
(Re-advertisement)
- STIPEND CENTRE REQUIREMENTS** : R6 747.75 per month
: Compensation Fund, Pretoria
: A three year qualification in Industrial Psychology/ Management Services/ HRM. No experience required. Applicants must be unemployed within the age of 18-35 and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.
- ENQUIRIES APPLICATIONS** : Mr K Finger Tel No: 0664 816 228
: P O Box 955, Pretoria, 0001 or hand delivers at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION

: Sub-directorate: Human Resources Planning Practices and Administration,
Compensation Fund