

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** : 01 April 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 (six) 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 10/12** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/260**
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (All inclusive)
: Labour Centre: Bloemfontein
: 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 Licence. 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 : Ms E Maneli Tel No: (051) 5056 203
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300,
Physical Address: Laboria House, 43 Charlotte Maxeke Street,
Bloemfontein, 9301.

FOR ATTENTION : Human Resources Management, Bloemfontein.

POST 10/13 : **ICT PROJECT MANAGER REF NO: HR 4/20/03/16HO**
(Re-advertisement, previous applicants must re-apply)

SALARY : R733 257 per annum (All inclusive)
CENTRE : Directorate: ICT, Head Office
REQUIREMENTS : Three (3) year relevant tertiary qualification in ICT (BSC, BComp, BEng, B Informatics, National Diploma: Information Technology) and Project Management Certification. Five (5) years' experience in ICT of which three (3) years must be in ICT project management environment. Knowledge: Project Management Methodologies, ICT standards, policies and procedures, Public Financial Management Act, HR Policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Communication Planning, Team Management, Analytical thinking Risk and issue management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule management, Multi – tasking, Facilitation, ICT Systems Development process, Programme and project Management Methodology, Change Management.

DUTIES : Oversee and ensures that projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES : Mr. EJ Nowosiad Tel No: (012) 309 4990
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 10/14 : **PRINCIPAL INSPECTOR BCEA REF NO: HR 4/4/1/21**

SALARY : R470 040 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/Law Degree. Two (2) years supervisory experience. Two (2) years functional experience in labour/inspections enforcement services. A valid driver's license. Knowledge: Batho Pele Principles, Public Finance Management Act (PFMA), Public Service Regulations, Basic Conditions of Employment Act (BCEA), Departmental policies and procedures, Skills Development Levies Act(SDLA), Labour Relations Act Employment Service Act. Skills: Planning and organizing, Communication, Computer literacy, Problem solving, Interview listening and observation, Analytical, Innovative, Research, Project Management, Presentation.

DUTIES : Ensure the implementation of programmes, work plans and policies for Basic Conditions of Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Condition Employment Act and Regulations. Provide technical advice on sector specific Basic Condition Employment Act matters. Monitor, evaluate and report on impact of Basic Condition Employment Act programmes.

Manage the resources within the unit. Conduct advocacy campaigns on BCEA and analyse the impact.

ENQUIRIES : Advocate LD Mkhonto Tel No: (043) 701 3287

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, East London

POST 10/15 : **OHS INSPECTOR REF NO: HR 4/4/8/23**

SALARY : R316 791 per annum

CENTRE : Labour Centre: Kimberly

REQUIREMENTS : Senior certificate plus a 3 year recognised qualification in the relevant field, i.e. Construction. Valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 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, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the 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 inspections. 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 IS Vass Tel No: (053) 838 1652

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

POST 10/16 : **OHS INSPECTOR REF NO: HR 4/4/8/39**

SALARY : R316 791 per annum

CENTRE : Labour Centre: Upington

REQUIREMENTS : Senior certificate plus a 3 year recognised qualification in the relevant field, i.e. Chemical Engineering, Chemistry, Occupational Hygiene or Environmental Health. Valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 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, investigate and finalise independently

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APPLICATIONS
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: Human Resources Operations, Provincial Office Kimberley