

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** : 02 November 2020 at 16:00
- NOTE** : Applications quoting the relevant reference number 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 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. 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 decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Kindly note that the post of an Assistant Director: Risk Management (SR9) with Ref No: HR/4/4/3/2ASDRM/UIF published on DPSA website on the 4th of September 2020 with a closing date of 21 September 2020 at the Unemployment Insurance Fund has been withdrawn. Sorry inconvenience. Enquiries: Ms Tinyiko Khumalo Tel: 012 337 1972. Kindly note the post of Assistant Director: Employer Service Coordinator with Ref No: HR 4/4/10/123 for Provincial Office: Western Cape advertise on Public Service Vacancy Circular 22 dated 18 September 2020 with a closing date of 05 October has been withdrawn. Sorry inconvenience. Enquiries: Ms Z Maimane Tel: (021) 4418125

MANAGEMENT ECHELON

<u>POST 24/14</u>	:	<u>DIRECTOR: PUBLIC EMPLOYMENT SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive)
<u>CENTRE</u>	:	Provincial Office: Limpopo-Ref No: HR4/10/20/30LP (X1 Post) Provincial Office: Gauteng-Ref No: HR4/10/20/35GP (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year Degree (NQF7 and SAQA recognized) in Social Sciences/ Industrial Psychology/ Psychology/ Public Administration/ Public Management/ Business Administration/Business Management. A Pre-Entry SMS Certificate. A valid driver's licence. Five (5) years of experience at a middle management level. Three (3) years functional experience in employment services and skills development environment. Knowledge: Good Governance Departmental Policies and Procedures, General administrative procedures, Recruitment and Selection, ILO Conventions Financial Management, PFMA, LRA &EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Communication, Good interpersonal relations, Facilitation, Computer literacy, Project management Strong leadership, Research, Presentation, Report writing.
<u>DUTIES</u>	:	Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Manage work seeker and employer services (registration of work seekers and employment counselling) within the Province. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Develop and manage the implementation of capacity programmes on advocacy services. Manage resources of the Directorate PES in the Province.
<u>ENQUIRIES</u>	:	Mr X Sicwebu Tel No: (012) 309 4382
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
<u>POST 24/15</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY SPECIALIST REF NO: HR4/20/10/10HO</u> (1- year contract)
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year degree (NQF7 & SAQA recognised) qualification in Social Work/ Psychology, Environmental Health/Chemical Engineering/ Occupational Health/ Hygiene. Pre-Entry SMS Certificate. Valid driving license. Five (5) years middle management experience in Occupational Health and Safety/Employee Health and Wellness. Knowledge: Departmental policies and procedures, Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resources Development Policies. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/diversity management, Problem solving, Motivational.
<u>DUTIES</u>	:	Manage the implementation of health and safety working environmental programmes/ projects in the Province. Manage the investigation of health-related complaints and accidents. Ensure that there is inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.
<u>ENQUIRIES</u>	:	Ms M Matyila Tel No: (012) 309 4026

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Laboria House, Pretoria
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

OTHER POSTS

POST 24/16 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: HR 4/4/8/274**

SALARY : Grade 1: R1 362 366 – R1 467 651per annum (OSD)
Grade 2: R1 512 009 - R1 628 850 per annum (OSD)

CENTRE : Provincial Office: Free State

REQUIREMENTS : MBCHB. Diploma in Occupational Health will be an added advantage. Ten years relevant experience. Registration with the South African Medical and Dental Council. Valid drivers licence. Knowledge: COIDA, Social Security Systems, Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPSA guidelines on COIDA, Technical knowledge. Skills: Relevant Technical Proficiency, Business writing, Required IT, Fund IT Operating System, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation and Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to stakeholder. Provide strategic direction. Manage finances and assets. Manage projects and programmes.

ENQUIRIES : Ms E Maneli Tel No: (051) 505 6203

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

POST 24/17 : **DEPUTY DIRECTOR: ADMINISTRATION AND STRATEGIC SUPPORT REF NO: HR4/20/10/08HO**

SALARY : R733 257 per annum (All inclusive)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12/ Matriculation. Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public/Business Administration/Public/Business Management/Human Resources Management. Five (5) years functional experience in Public Administration environment of which two (2) years must be at a supervisory level. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Treasury regulations Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem solving, Conflict Management, Facilitation, Analytical, Innovative.

DUTIES : Provide strategic project coordination service within Director-General Office. Provide advice Management in the Office of the DG on the status

image of the Department emanating from internal and external Stakeholders. Provide information analysis support on the matter raised by the Director-General through Stakeholder Relationship and Hotline. Develop and ensure the implementation of administrative measures for the efficient operation of the Director-Generals Office. Manage effective and efficient coordination of secretariat services for various committee meetings.

ENQUIRIES : Mr MT Ntleki Tel No: (012) 309 4264
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 Email: Jobs-HQ@labour.gov.za

POST 24/18 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (GRIEVANCE, DISPUTE AND DISCIPLINE) REF NO: HR4/20/10/02HO**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/Human Resource Management/ Employment Relations/ LLB. Five (5) functional experience in Employment Relations environment of which three (3) years must be at an Assistant Director level. A valid driver's licence. Knowledge: Labour Relations, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Skills: Management, Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting/Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.

DUTIES : Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Employment Relations Unit.

ENQUIRIES : Ms T Roos Tel No: (012) 309 4720
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 Email: Jobs-HQ@labour.gov.za

POST 24/19 : **DEPUTY DIRECTOR: IT AUDIT REF NO: HR4/4/3/2/DDITA/ UIF**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Internal Audit / Computer Science / Information Systems. Certified Information System Auditor- CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage. Valid Drivers license. Three (3) years functional experience. Two (2) years managerial experience. Knowledge: Internal Audit Charter. Thorough knowledge of Treasury Regulations. Public Finance Management Act (PFMA). General knowledge of the Public Service Regulations (PSR). White paper on Public Service Management and Budgeting Reforms. Labour Relations Act (LRA). International Standards for the Professional Practice of Internal Auditing. Public Audit Act. King IV Report. Unemployment Insurance Fund policies, procedures, processes. ICT Audit Standards and COBIT (control objectives for

information related technologies) framework. Batho Pele Principles. Skills: Analytical. Innovative. Communication. Interpersonal. Stress Management. Project Management. Strategic Management. Financial Management.

DUTIES : Asses the control environment, risk management, as well as governance procedures. Manage IT Audit projects and provide functional support on IT Audit related issues. Generate reports to Senior Management, UIF Board and the Audit Committee on the Implementation of the Fund's Strategies and plans. Manage the resources within the IT Audit Unit.

ENQUIRIES : Ms MS Bronkhorst Tel No: (012) 337 1410/1885
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

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

POST 24/20 : **DEPUTY DIRECTORS: LABOUR ACTIVATION PROGRAMMES (X4 POSTS)**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Provincial Offices: Limpopo Ref No: HR4/4/3/2/DD LAP/LP/UIF (X1 Post)
Northern Cape Ref No: HR4/4/3/2/DD LAP/NC/UIF (X1 Post)
Kwa-Zulu Natal Ref No: HR4/4/3/2/DD LAP/KZN/UIF (X1 Post)
Free State Ref No: HR4/4/3/2/DD LAP/FS/UIF (X1 Post)

REQUIREMENTS : Three (3) year relevant tertiary qualification in Public Administration/Business Administration/Development Studies. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Three (3) years' experience in Project Administration. Two (2) years management experience. Knowledge: Departmental and the Fund's Policies and Procedures. Public Finance Management Act (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act (UICA). All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer Literacy. Skills Development Act. Event Management and Contract management. Coordination, Facilitation.

DUTIES : Engage with relevant stakeholders on training/skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. Monitor the activities of Institutions receiving funding and report on constraints including corrective actions. Participate in Advocacy campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund.

ENQUIRIES : Ms MR Musa Tel No: (053) 838 1523
Mr PM Phala Tel No: (015) 290 1666
Mr J Anand Tel No: (031) 366 2173
Mr S Segalo Tel No: (051) 505 6206

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or Email: Jobs-KZN@labour.gov.za
Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or Email: Jobs-LP@labour.gov.za
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or Email: Jobs-NC@labour.gov.za
Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or Email: Jobs-FS@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, Limpopo, Northern Cape, KwaZulu-Natal, Free State

POST 24/21 : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND EMPLOYEE WELLNESS (X9 POSTS)**
(1 Year Contract)

SALARY : R733 257 per annum (All inclusive)

<u>CENTRE</u>	:	Provincial Office: Gauteng-Reference No: HR4/20/09/01 GP (X1 Post) KwaZulu- Natal-Ref No: HR4/20/09/02 KZN (X1 Post) Mpumalanga-Ref No: HR4/20/09/03 MP (X1 Post) North-West Ref No: HR4/20/09/04 NW (X1 Post) Free State Ref No: HR4/20/09/05 FS (X1 Post) Northern Cape Ref No: HR4/20/09/06 NC (X1 Post) Limpopo Ref No: HR4/20/09/07 LP (X1 Post) Western Cape Ref No: HR4/20/09/08 WC (X1 Post) Eastern Cape Reference No: HR4/20/09/09 EC (X1 Post)
<u>SALARY REQUIREMENTS</u>	:	R733 257 per annum (All inclusive)
<u>DUTIES</u>	:	Three (3) year degree (NQF6 & SAQA recognised) qualification in Social Work/ Psychology, Environmental Health/ Chemical Engineering/ Occupational Health/Hygiene. Valid driving license. Two (2) years Management experience. Three (3) years functional experience in Employee Health and Wellness/Occupational Health and Hygiene Services. Knowledge: Departmental policies and procedures, Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resources Development Policies. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/diversity management, Problem solving, Motivational.
<u>ENQUIRIES</u>	:	Co-ordinate the implementation of health and safety working environmental programmes/projects in the Province. Co-ordinate the investigation of health-related complaints and accidents in the Province. Co-ordinate inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals in the Province. Communicate and promote Health, Safety and Wellness in the Province. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.
	:	Ms M Matyila Tel No: (012) 309 4026 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeek and Long Street Email: Jobs-WC@labour.gov.za Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za
<u>POST 24/22</u>	:	<u>COUNSELLOR GRADE 1-3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R579 147 - R642 765 (OSD)

		Grade 2: R662 190 – R734 928 (OSD) Grade 3: R750 024 – R832 398 (OSD)
<u>CENTRE</u>	:	Labour Centre: Modimolle- Ref No: HR4/4/6/143 (X1 Post) Labour Centre: Jane Furse- Ref No: HR4/4/6/129 (X1 Post) (Re-advert, previous applicants must re-apply)
<u>REQUIREMENTS</u>	:	A Four (4) years B Psych qualification or a B Psych equivalent. Statutory requirements: Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Legislative requirement: Employment Service Act, Unemployment Insurance Act Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Health professionals Act, Employment Equity Act. Skills: Planning and organising, Communication, Computer literacy, Analytical Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TE Maluleke Tel No: (015) 290 1768 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
<u>POST 24/23</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: HR 4/20/10/11 HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R473 820 – R1 140 828 per annum (OSD) Head Office, Pretoria
	:	LLB Degree plus Admitted to practice as an Attorney/Advocate in the High Court of South Africa. Five (5) years appropriate legal experience. A Valid Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment Act, Employment Services Act, Departmental Policies and Procedures. Skills: Planning and organizing, Communication, Computer Literacy, Listening, Time management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.
<u>DUTIES</u>	:	Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department Management of resources of the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof V Singh Tel No: (012) 309 4611 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
<u>POST 24/24</u>	:	<u>PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR4/4/6/137</u> (Re-advert, previous applicants must re-apply)
<u>SALARY CENTRE</u>	:	R470 040 per annum Labour Centre: Polokwane

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQFL 6)/Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.
<u>DUTIES</u>	:	Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1666 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
<u>POST 24/25</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/138</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum Labour Centre: Polokwane Three (3) year National Diploma (NQFL 6)/ Undergraduate Degree (NQFL 7) in Mechanical Engineering. Valid driver's license. Four (4) years functional experience in Health and Safety inspections focusing on Mechanical Engineering. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1666 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
<u>POST 24/26</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/8/29 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum Provincial Office: Northern Cape Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF7) in Environmental Health/Occupational Health/Hygiene/Analytical Chemistry/Chemical Engineering, Valid drivers license, Four (4) years functional experience in Health and Hygiene inspection /services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and organizing, Communication, Computer literacy,

DUTIES : Interpersonal, Problem solving Innovation, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

ENQUIRIES APPLICATIONS : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

POST 24/27 : **ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR 4/4/10/127**

SALARY CENTRE REQUIREMENTS : Mr IS Vass Tel No: (053) 8381652
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Corner Compound and Priel Road Email: Jobs-NC@labour.gov.za

DUTIES : R470 040 per annum
: Provincial Office: Western Cape
: Three (3) years relevant tertiary qualification in Social Science (Psychology) Public Administration/Business Administration. Two (2) years Management experience. Two (2) years functional experience in Public Employment /Public Administration/ Management Services. A valid driver's license. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies Skills: Planning and organising, Computer literacy, Interpersonal, Analytical, Presentation, Leadership, Networking, Information Management, Verbal and written communication.

ENQUIRIES APPLICATIONS : Coordinate International Cross Border Labour Migration and PEAT/ES functions (Daily). Coordinate the provision of services to distress companies (Daily). Facilitate stakeholder relations for acquisition of placement opportunities (Daily). Provide operational and technical support to labour centres for the delivery of effective employer services (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service (Daily). Facilitate the training of ESSA end users (internal and external) on employer service (Daily).

FOR ATTENTION : Ms Z Maimane Tel No: (021) 4418125
: Chief Director: Provincial Operations: PO BOX 872, Cape Town, 8000 or hand deliver at Corner Riebeeck & Long Street, No 9 Long Street, Cape Town

POST 24/28 : **ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/8/290**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Provincial Office: Free State
: Three (3) years relevant qualification in Business/Public Administration/Management or Financial Management, Two (2) years Supervisory experience, Two (2) years functional experience. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives Record Services, Safety and Security, Accommodation procedures, Damage and Loss Control. Skills: Communication, Interpersonal relations, Decision making, Problem solving Presentation, Conflict management, Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the

Province. Monitor and ensure that all ITC equipment is operational. Supervise all resource within the section.

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za

POST 24/29 : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2ASDITP/ UIF**

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Information Technology/Project Management/Public Administration/Public Management/ Operations Management. Certificate in Project Management will be an added advantage. Four (4) years functional experience of which two (2) must be ICT project management/Administration. Valid driver's license. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations. Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA) Skills: People Management. Conflict Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Driving. Creativity. Numeracy.

DUTIES : Manage effective delivery of Information Communication Technology priority projects for the UIF. Manage Information Communication Technology project deliverables in line with the Fund project management standards and expectations. Provide best practice development and implementation in all Information Communication Technology projects and programmes. Manage resources (Financial, Equipment/Assets) in the section.

ENQUIRIES : Mr X Monakali Tel No: (012) 337 1482 / 1422
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

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

POST 24/30 : **ASSISTANT DIRECTOR: MAINTENANCE REF NO: HR4/4/3/2ASDM/ UIF**

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : A three (3) year tertiary qualification in Property Management / Facility Management/Public Administration /Management. Two (2) years functional experience in Maintenance environment. Two (2) years supervisory experience. Knowledge: Public Financial Management Act (PFMA) Public Service Act (PSA). Public Service Regulations (PSR). Facilities Management Maintenance. Supply Chain Management. Employment Equity Act (EEA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Occupational Health and Safety Act (OHSA). Property/Facility Management. Skills: Financial Management. Project Management. Problem solving. Presentation. Communication (verbal and written). Computer literacy. Report writing. Planning and Organizing. Analytical.

DUTIES : Facilitate the maintenance of facilities management services of UIF properties. Coordinate the provision of general maintenance, cleaning and parking services. Facilitate the maintenance of the switchboard and reception services. Assist in managing resources in the section.

ENQUIRIES : Ms KG Moholwana Tel No: (012) 337 1412/1405
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

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

POST 24/31 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION**
REF NO: HR4/4/3/2ASDFS/ UIF

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : Three-year tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which Two (2) years must be at a supervisory level. Knowledge: Treasury Regulations. Accounting principles. Financial Management Processes and Procedures. Financial Systems Development Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (both verbal and written). Listening. Analytical. Presentation. Problem Solving. People Management. Innovative and Creative. Report Writing. Time Management. Planning and organizing. Interpretation. Advance Computer Literacy.

DUTIES : Co-ordinate and monitor user access and system security and maintain a Call Register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Assist in managing resources in the section.

ENQUIRIES : Ms M Schmidt Tel No: (012) 337 1716 / 1668
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

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

POST 24/32 : **LEGAL ADMINISTRATIVE OFFICER GRADE 1 TO GRADE 2 REF NO:**
HR 4/4/8/274

SALARY : R198 411 – R480 921 per annum (OSD)
CENTRE : Provincial Office: Free State
REQUIREMENTS : A Four-year qualification or equivalent. 2-3 years' experience in COIDA. 2-3 years practising as an attorney. Admission as an Advocate of Attorney of the High Court of South Africa. Knowledge: Public Service, Dol and Compensation Fund business strategies and goals, Directorate / sub-directorate goals and performance requirements Compensation Fund Services, Compensation Fund Chain and business processes, Public Service, Dol and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operation Systems, Technical Knowledge, DPSA guidelines on COIDA. Skills: Required Technical proficiency, Business Writing Skills, Required IT Skills, Decision making, Self-Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing inter-personal conflict and resolving problems Networking and Building bonds, Planning and organising, Project or programme management, Team leadership, Risk Management and Funs Governance, Change Management, External Environmental Awareness, Legal Skills.

DUTIES : Provide legal services to the Fund. Handle litigation for and on behalf of the Funds. Represent the Fund at the hearing in terms of section 56 and 91 application hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.

ENQUIRIES : Mr S Zakwe Tel No: (051) 505 6321
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za

POST 24/33 : **AUDIT COMMITTEE CHAIRPERSON REF NO: HR4/20/10/01HO**
(Three years contract)

SALARY : Member will be remunerated according to rates approved by the Department

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three-year tertiary or equivalent qualification in Accounting, Internal Auditing and Risk Management, Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification relevant fields is a prerequisite, for the appointment as the Audit Committee Chairperson of the Department of Employment and Labour. Candidates should have executive management experience in the risk management, control, governance, within Labour market and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Knowledge: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, and Organisational Performance Management. The applicants should be independent and knowledgeable on the status of their positions as chairperson of the Audit Committee. A knowledgeable person who keeps up to date with the developments within the Internal and External Audit and Risk Management profession's and developmental aspects. Departmental Values. Technical Knowledge, Department of Public Service and Administration, National Treasury, prescripts, regulations and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high risk areas. Skills: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, Ability to offer new perspective, Ability to promote effective working relationships (among committee members, management, internal and external auditors).

DUTIES : Fulfil oversight responsibilities with regard to risk management, control, governance, information technology, compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer in the effective execution of his/her responsibilities. Assist to build trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislations and or the Audit Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority.

ENQUIRIES : Ms Malekgotla Nkuna Tel No: (012) 309 4336/4428

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 Email: Jobs-HQ@labour.gov.za