

## 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.*

<b><u>CLOSING DATE</u></b>	:	16 November 2020 at 16:00
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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).

## OTHER POSTS

<b><u>POST 25/01</u></b>	:	<b><u>COUNSELLOR GRADE 1-3 REF NO: HR4/4/7/76</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R579 147 - R642 765 per annum (OSD) Grade 2: R662 190 – R734 928 per annum (OSD) Grade 3: R750 024 – R832 398 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour Centre: Sabie 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.
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES APPLICATIONS** : Mr RPL Mashile Tel No: (013) 764 2105/6  
Private Bag X523, Sabie, 1260 or hand delivery at 10<sup>th</sup> Avenue (Old Spar Centre), Sabie.

**FOR ATTENTION** : The Deputy Director: Labour Centre Operations Email: Jobs-MP@labour.gov.za

**POST 25/02** : **WORK - SEEKER REGISTRATION CO-ORDINATOR REF NO: HR 4/4/10/03**

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum  
: Provincial Office: Mmabatho  
: A Three (3) year relevant tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years Management experience. Three year's (3) functional experience in Public Employment/ Public Administration/ Management Services. A valid Drivers License. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge Management. Skills: Planning and organisation Communication, Computer, Analytical, Interpersonal, Reporting writing, Leadership, Information Management.

**DUTIES** : Provide operational technical support to labour centres for the delivery effective work-seeker registration services (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration services (Daily). Facilitate the training of ESSA end users (internal and external) on work-seeker registration service (daily). Manage and analyse the reports for work-seeker registration service (Daily). Manage operations and personnel resources for work-seeker registration service for subunit (Daily).

**ENQUIRIES APPLICATIONS** : Mr S Mogakane, Tel No: (018) 387 8100  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho

**FOR ATTENTION** : Sub-directorate: Human Resources Management. Email:Jobs-NW@labour.gov.za

**POST 25/03** : **PRACTITIONER: BUSINESS OPEARTIONS STATISTICS REF NO: 4/3/1PBOS/ UIF**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Unemployment Insurance Fund, Head Office  
: Three (3) year tertiary qualification in Information Technology/Computer Science / Statistics. One (1) year functional experience in Business Operations Statistics environment. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Operations Systems. System Development and Database Management. Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report writing. Planning and Organizing. Computer Programming. MIS and Database Systems Administration. System Development and Database 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 APPLICATIONS** : Mr ME Sebegu Tel No: (012) 337 1466  
: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

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