

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.

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email:Jobs-GP@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

CLOSING DATE : 15 March 2021 at 16:00

NOTE : NB: All attachments must be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new form Z83 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 or email. 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 Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 07/03 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/02/04**

SALARY : R733 257 per annum (All inclusive)

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) years tertiary qualification in Risk Management/ Auditing or Accounting or Economics Two (2) years management experience. Three (3) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Finance

Management Act and Treasury Regulations, Fraud and Corruption Legislative, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations. Skills: Project Management, Analytical, Communication, Interpersonal, Problem Solving, Report writing, Computer literacy (Word, Excel, PowerPoint), Mentoring and Coaching.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessment and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption Conduct risk research and analysis. Manage all resources within the Unit.

ENQUIRIES : Mr TJ Mokokatsidi Tel No: (011) 853 0301

POST 07/04 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/01/06**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations Management/ BCOM Law/ LLB/ Labour Law. Fours (4) years relevant functional experience in compliance/ legal/ EE inspections. Valid driver's license. Knowledge: Departmental policies and procedures, Batho Pele principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act (EEA), Compensation of Occupational and Injury Disease Act (COIDA), Basic Conditions of Employment Act (BCEA). Skills: Planning and organizing, Computer literacy, Communication Written and Verbal, Problem solving, Interviewing listening and observation, Presentation, Research, Project management, Analytical, Innovative.

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

ENQUIRIES : Adv M Msiza Tel No: (012) 309 5256