

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 : 23 March 2021 at 16:00

NOTE : 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)

ERRATUM: Department Of Environment Forestry And Fisheries: Kindly note that the following posts advertised in the Public Service Vacancy Circular 07 dated 26 February 2021, reference numbers have been amended as follows; Senior Labour Relations Practitioner (Ref No: CMS10/2021); Office Administrator (CMS13/2021); Deputy Director: Administration and Coordination Support (Ref No: CMS11/2021); Senior HR Recruitment and Service Benefits (Ref No: CMS14/2021). Reference numbers of the above posts have been amended as above. Apologies for the inconvenience this may have caused.

OTHER POSTS

POST 08/24 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/6/44**

SALARY : R869 007 per annum (All inclusive)

CENTRE : Labour Centre: Giyani

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 : Ms TE Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
FOR ATTENTION : Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: Jobs-LP@labour.gov.za

POST 08/25 : **DEPUTY DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR 4/4/1/37**

SALARY : R869 007 per annum (All inclusive)
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) years tertiary qualification in Social Sciences/Economics/ Statistics. Two (2) years management experience. Three (3) years functional experience in Labour market analysis data processing and research field. A drivers license. Knowledge: Research processes, Project management, Labour economics, Statistics software applications, Labour Legislation, PFMAC, Batho Pele Principles. Skills: Report writing, Communication, Stakeholder relations, Presentation, Leadership, Project Management, Statistics analysis.

DUTIES : Provide performance Information Management Services. To monitor and evaluate the impact of legislation through research. Provide a data and information service. Manage all resources of the Sub-Directorate.

ENQUIRIES : Ms N Douw-Jack Tel No: (043) 701 3128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, East London

POST 08/26 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Limpopo Ref No: HR 4/4/6/01
 Provincial Office: East London Ref No: HR 4/4/1/182
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management/ Supply Chain Management/Purchasing/Logistics/ Public Administration/Finance/Accounting/Economics/Internal Audit. Valid driver's license. Four (4) years' experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. Knowledge: Public Service Transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication, Problem-solving, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organizing, Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict, Impact and influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.

DUTIES : Manage demand of goods and services in the Province. Provide and monitor acquisition/procurement services in the Province. Manage logistics in the Province. Manage and monitor the assets in accordance with the relevant policy and

ENQUIRIES

procedure. Render and monitor contract administration support service and compliance. Manage all resources in the section.

: Ms TE Maluleke Tel No: (015) 290 1768

Mr SC Mshumpela Tel No: (043) 701 3029

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: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700. Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: Jobs-LP@labour.gov.za

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FOR ATTENTION

: Sub-directorate: Human Resource Management, East London