

## 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** : 03 May 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](http://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 a 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 13/42** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/4/03/07**
- SALARY** : R869 007 per annum (All inclusive)
- CENTRE** : Labour Centre: Atteridgeville
- 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 APPLICATIONS** : Mr MJ Zigana Tel No: (011) 853 0300

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

**POST 13/43** : **DEPUTY DIRECTOR: NATIONAL MINIMUM WAGE POLICY ADMINISTRATION REF NO: HR4/21/04/03**

**SALARY CENTRE REQUIREMENTS** : R869 007 per annum (All inclusive)  
: Head Office  
: Three (3) year tertiary qualification in Labour Relations/ Human Resource Management/ Public Management and Admin / BCom Management/ Law. Valid driver's license. Two (2) years managerial experience. Three (3) years functional experience in Employment Standards/ Labour relations. Knowledge: Public service transformation and management issues, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Employment Equity Act, Corporate governance, Batho Pele principles, Public Finance Management Act. Skills: Administration and financial management, Verbal and written communication, Interpersonal, Computer literacy, Project Management, Strategic management, Statistical and economic analysis, Researching skills (qualitative and quantitative), Data interpretation and data management, Technical report writing, Conflict Management, Problem Solving, Management.

**DUTIES** : Implement an advocacy strategy on the National Minimum Wage Act. Build and manage relationships with relevant internal and external stakeholders on issues related to the National Minimum Wage Policy. Provide an effective liaison service by coordinating key messages and channels of information on behalf of the Commission regarding Minimum Wage Issues. Manage the gathering of information and promulgation regarding standard setting. Manage all resources of the Sub-Directorate.

**ENQUIRIES APPLICATIONS** : Mr T Mkalipi Tel No: (012) 309 4122

**FOR ATTENTION NOTE** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za

**POST 13/44** : Sub-directorate: Human Resources Operations, Head Office

**NOTE** : 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.

**POST 13/44** : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/403**

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum  
: Labour Centre: Port Elizabeth  
: Three (3) year relevant tertiary qualification Labour Law/ four (4) year Law Qualification. Two (2) years Supervisory experience. Two (2) years functional experience in Inspection and Enforcement services. A Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Employment Services

Act, Public Service Regulations Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving Interviewing, listening and observation, Presentation, Innovative, Analytical, Verbal and written communication.

**DUTIES**

: Manage and monitor quality inspection with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as a State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection. Responsible for staff management function and resources.

**ENQUIRIES**

: Mr M Ngqolowa Tel No: (041) 506 5003/2

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or 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

**NOTE**

: 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.