

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** : 11 July 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 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) 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.

OTHER POSTS

- POST 23/01** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/6/58**
- SALARY** : R869 007 per annum (All inclusive)
- CENTRE** : Labour Centre: Modimolle
- 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 driver's Licence. 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: Job-MOD@labour.gov.za

POST 23/02 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/8/418**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr M Khoele Tel No: (051) 505 6327
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
FOR ATTENTION : Human Resources Management, Bloemfontein Email: Jobs-FS2@labour.gov.za

POST 23/03 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/7/23**

SALARY : R376 596. per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor/ BCOM Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. A valid drivers licence. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the finance environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the IRequest System to suppliers details, Treasury instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury Regulations, Knowledge of Intranet System, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and Responsiveness, Developing others, Planning and organising, Problem solving and Decision making, Project Management, Team Leadership, Impact and influence, Computer literacy, Diversity Management, Networking and building bonds, Managing interpersonal conflict

DUTIES : Manage the process of Financial Accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc. Manage user access to financial & personnel systems (BAS, Persal, Safety web etc). Coordinate, review and analyse the Provincial budget and utilisation of resources. Monitor the management of revenue, petty cash and debt in the Province. Manage expenditure in the Province. Manage all resources of the section

ENQUIRIES : Mr SJ Potgieter Tel No: (013) 655 8700
APPLICATIONS : Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Acting Deputy Director: Finance and Office Services

POST 23/04 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO HR4/4/7/24**

SALARY : R376 596. per annum

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor/ BCOM Degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ BCOM Finance/ Accounting/ Economics. A valid drivers licence. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the supply chain 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, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and Responsiveness, Developing others, Planning and organising, Problem solving and Decision making, Project Management, Team Leadership, Managing interpersonal conflict, Impact and influence Computer literacy, Diversity Management, Networking and building bonds.

DUTIES : Manage procurement support services in the Province. Monitor and review the assets in accordance with the relevant policy and procedures. Render contract administration support services and compliance. Render and administer monthly reports. Manage all resources of the section.

ENQUIRIES : Mr SJ Potgieter Tel No: (013) 655 8700

APPLICATIONS : Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Acting Deputy Director: Finance and Office Services