

## 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** : 19 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](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 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 24/15** : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/91**  
Re -Advertisement
- SALARY** : R733 257 per annum (inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three-year qualification in Risk Management and/Internal auditing/Accounting/ /Accounting Science. 5 years' functional experience in risk or internal audit environment of which both should be coupled with experience in improvement of the control environment. 2 of the 5 years should be at supervisor level. Knowledge: Compensation Fund Business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and business

processes. Customer Services principles (Batho Pele Principles). Extensive Knowledge and Understanding of Treasury Audits. Corporate Governance and guidelines and the development of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk Management compliance. Risk Management policies and procedures. Legislative Requirements: Public Finance Management Act (PFMA). Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public Service Regulations. Treasury Regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment insurance Act (UIA). LRA, EE Act, SDA & BCEA Skills: Strategic leadership and capability. Excellent communication (Verbal and Written). Programme and project management. Problem solving and analysis. Conflict management. Research analysis and methodology. Decision making. Budgeting and Financial Management. People and Performance Management. Developing others. Diversity Management.

**DUTIES** : Manage the risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training Programs. Management of resources in the sub directorate.

**ENQUIRIES** : Ms K Nkabinde Tel No: (012) 406 9295

**APPLICATIONS** : E-Mail [Jobs-CF5@labour.gov.za](mailto:Jobs-CF5@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 24/16** : **DEPUTY DIRETOR: EMPLOYEE RELATIONS REF NO: HR 5/1/2/3/92**

**SALARY** : R733 257 per annum (inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Three-year qualification in Labour/ Employee Relations/ Human Resource Management (Any other general qualification majoring in Employee/ Labour Relations/ Human resource management). 5 years' functional experience in Labour/ Employee Relations environment of which 2 years is supervisory experience at an Assistant Director or entry management level Knowledge: Compensation Fund business strategies, policies, procedures and processes. Departmental and Public Service prescript. Customer Service principles (Batho Pele Principles). Technical knowledge. Public service conditions of service. Relevant stakeholders. Employee relations principles. Labour relations methods and techniques. Human resource management principles. Fund Governance and Risk Management. Budgeting and financial management Legislative requirements: COIDA. Public Service Act. Public Service Regulations. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to information Act. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act Skills: Planning and Organising. Communication (Verbal and Written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making skills. Analytical skills. Conflict Management. Team leadership

**DUTIES** : Develop employee relations strategy and policies and to develop policies and manage the implementation thereof. Manage the process of grievance and complaints received from employees in the Compensation Fund. Manage the finalisation of all misconduct, grievance and disciplinary cases. Provide strategic advice and support to the collective bargaining fora of the Fund. Management of resources in the sub-directorate

**ENQUIRIES** : Ms PL Makhubu Tel No: (012) 406 5723

**APPLICATIONS** : E-Mail [Jobs-CF5@labour.gov.za](mailto:Jobs-CF5@labour.gov.za)

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**POST 24/17** : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR 4/4/8/84**

**SALARY** : R470 040 per annum

**CENTRE** : Provincial Office: Northern Cape

**REQUIREMENTS** : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL 7) in Environmental Health / Occupational Health / Hygiene / Analytical

		Chemistry / Chemical Engineering. Valid driver's license. Four (4) years functional experience in Health and Hygiene Inspection / Services. 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, Innovative, Analytical, Research, Project management.
<b><u>DUTIES</u></b>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<b><u>ENQUIRIES</u></b>	:	Mr IS Vass Tel No: (053) 8381652
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: <a href="mailto:Jobs-NC@labour.gov.za">Jobs-NC@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 24/18</u></b>	:	<b><u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HR 5/1/2/3/93</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three-year tertiary qualification in Stakeholder Management/Public Relations/Project Management. 4 years' functional experience in Stakeholder Management of which 2 years in Senior Officer Experience. Knowledge: Compensation Fund policies, procedures and processes. Customer Services principles (Batho – Pele principles). Government Communication information system guidelines (Corporate Identity Guideline). Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. Stakeholder Liaison. Communication or Media Liaison. Publication production and publishing environment. Technical Knowledge Legislative requirements: Compensation for occupational injuries and diseases Act (COIDA). Public Service Act. Public Finance Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Minimum information security standard (MISS). Protection of Personal Information Act (POPI) Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem Solving and analysis. Planning and Organizing. Decision Making. Project Management. Computer literacy. Conflict management. Research Skills. Analytical Skills. Advertising
<b><u>DUTIES</u></b>	:	Implement stakeholder management strategies and policies. Establish and manage Stakeholder management relationships. Participate in all stakeholder management engagements. Management of resources in Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr M Legwale Tel No: (012) 406 5625
<b><u>APPLICATIONS</u></b>	:	E-Mail <a href="mailto:Jobs-CF5@labour.gov.za">Jobs-CF5@labour.gov.za</a>
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 24/19</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS CONTINUITY REF NO: HR 5/1/2/3/94</u></b> Re-Advertisement
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Business Continuity Management / Disaster Management/Crisis Management/Risk Management / Business Management. A certification in Business Continuity Management will be an added advantage. 4 years' functional experience in Business Continuity Management / Disaster Recovery /Crisis Management. Knowledge: Compensation Fund policies and procedures. Customer Service Principles (Batho Pele Principles). Compensation Fund Values. Public Service Act and Regulations. Knowledge of corporate governance requirements. Awareness of risk finance and risk control concepts. Experience of crisis and/or incident management processes. Legislative requirements: Compensation for occupational Injuries and diseases Act (COIDA), regulations and polices. Public Service Act. Public Service Regulations. National Treasury Regulations. Supply Chain Management

prescripts. Occupational Health Safety (OHS). Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Disaster Management. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills .IT Operating Systems. Budgeting and Financial Management .Communication and Information Management .Customer Focus and Responsiveness .People and Performance Management .Developing others .Diversity management .Planning and organising .Project or programme management .Team Leadership .Risk Management and Fund Governance .Change Management .External Environmental Awareness.

**DUTIES**

: Provide input in the development of business continuity management plans, policies and strategies. Coordinate the implementation entity –wide business continuity strategies and response arrangements. Conducts awareness campaigns to alert employee of disruptive events.

**ENQUIRIES**

: Ms K Nkabinde Tel No: (012) 319 9295

**APPLICATIONS**

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