

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** : 02 August 2021 at 16:00
- NOTE** : NB: All attachments for on line application must including Z83 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 fully completed, 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, initialled and signed new form Z83 should be accompanied by a recently updated comprehensive CV as well as copies of all qualification(s) academic transcripts including senior certificate, ID-document and a Driver's license where applicable. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. 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).

MANAGEMENT ECHELON

- POST 25/13** : **DEPUTY DIRECTOR-GENERAL: LABOUR POLICY AND INDUSTRIAL RELATIONS REF NO: HR4/21/07/01HO**
- SALARY** : R1 521 591 per annum, (inclusive)
- CENTRE** : Head Office, Pretoria

- REQUIREMENTS** : Three (3) year undergraduate Degree in Economics / Labour Economics/ Research/ Labour Relations/Labour Law/ International Relations (NQF 7) and a post graduate qualification Honours Degree/ Master or Doctoral Degree in Labour Relations/ Labour Law/Economics/Labour Economics/ International Relations. Eight (8) to ten (10) years' experience at a Senior Management Level (Five (5) years must be as a member of the SMS in the Public Sector). A valid driver's licence. Knowledge: The South African labour market, Public Financial Management Act, Public Service Regulations and relevant prescripts, Public Service Act, Public Service transformation and management issues, White Paper on transformation of Public Services, Ability to convert policy into action, Departmental Policies and procedures, Corporate governance, Minimum Information Security Standards, Batho Pele Principles, International Politics and relations, South African Foreign Policy, International Labour Organisations, Access Recognition and Licencing Committee, South African Development Community, African Union. Skills: Financial management, Leadership, Strategic Management, Decision Making, Verbal and written communication, Interpersonal relations, Computer literacy, Project management, Research Capabilities, Conflict Management, Problem solving, Strong Leadership, Diplomatic and tactful.
- DUTIES** : Develop strategy to promote Equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and the Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound of Labour Relations in various industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the Impact on Legislations.
- ENQUIRIES APPLICATIONS** : Ms MM Matyila Tel No: (012) 309 4026
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Head Office Email: Jobs-HQ9@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations

OTHER POSTS

- POST 25/14** : **SENIOR MANAGER: MEDICAL SERVICES REF NO: HR4/4/7/27**
- SALARY CENTRE REQUIREMENTS** : R1 512 009 – R1 628 850 per annum (OSD)
: Provincial Office: Mpumalanga
: MBChB/ MBCh/ MD/ MBBS Degree or equivalent qualifications. DOH/ DOHM/ DOccMed or equivalent. A valid driving licence. A minimum of 10 years appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registered with the Health Professions Council of South Africa. Knowledge: Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoEL and Fund regulations, policies and procedures, Fund Values, PFMA, National Treasury Regulations, Promotion of Access to Information Act, PAJA. Skills: Strategic Capacity and Leadership, People Management and Empowerment, Client Orientation and Customer Focus, Required Technical proficiency, Business writing, Analytical thinking, Decision making, Communication (verbal and written), Customer Focus and Responsiveness, Managing inert-personal conflict and Problem solving, Planning and Organising.
- DUTIES** : Manage the compensation process with necessary medical expertise. Provide guidance to decentralised medical services in provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Ms M Mazibuko Tel No: (013) 655 8701
: 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 Chief Director Provincial Operations
- POST 25/15** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/85**
Re-advertisement
- SALARY CENTRE** : R733 257 per annum, (All inclusive)
: Provincial Office: Northern Cape

- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Public Administration/ Business Administration/ Development Studies. Certificate in Project Management/ Financial Management/ Contract Management will be an added advantage. Two (2) years management experience. Three (3) years' experience in Project Administration. Knowledge: Departmental and the Fund's Policies and Procedures. Public Finance Management Act (PFMA). Unemployment Insurance Contributions Act (UICA), All Labour Legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy.
- DUTIES** : Engage with relevant stakeholders on training / skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. Monitor the activities of institutions receiving funding and report constraints including corrective actions. Participate in Advocacy campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation Purposes.
- ENQUIRIES** : Mr A Senakhomo Tel No: (053) 838 1518
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za
- FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley
- POST 25/16** : **ASSISTANT DIRECTOR: UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR HR 4/4/5/28**
- SALARY** : R470 040 per annum
- CENTRE** : Labour Centre: Durban
- REQUIREMENTS** : Three (3) year tertiary qualification in Administration/ Public Management/ equivalent qualifications. Two (2) year supervisory experience and Two (2) year functional experience in UI Operations. Plus, valid drivers licence. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles Basic Condition of Employment Act (BCEA), Labour Relation Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication (both verbal & written), Management, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report writing, Planning and Organizing.
- DUTIES** : Manage employers' declarations & maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipment/ Assets) in the section.
- ENQUIRIES** : Mr SN Biyase Tel No: (031) 305 0666
- APPLICATIONS** : Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4001 E-mail: Jobs-KZN@LABOUR.gov.za
- FOR ATTENTION** : Sub-Section: Human Resources Management, KwaZulu Natal
- POST 25/17** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR4/4/7/26**
- SALARY** : R376 596 per annum
- CENTRE** : Provincial Office: Mpumalanga
- REQUIREMENTS** : Three-year qualification in Office Management/ Administration/ Public Administration. A valid driving licence. Two (2) years' supervisory experience. Two years functional experience in office support environment. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with the view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

ENQUIRIES : Ms NL Njwambe Tel No: (013) 655 8775
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 Provincial Chief Inspector