

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** : 04 October 2021
- 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 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. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. 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) 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.

MANAGEMENT ECHELON

- POST 33/19** : **DIRECTOR: EMPLOYMENT STANDARD- EMPLOYMENT EQUITY REF NO: HR/21/09/31HO (X2 POSTS)**
(2 years fixed term contract)
- SALARY CENTRE** : R1 057 326 per annum, (all inclusive)
: IES, Head Office, Pretoria

- REQUIREMENTS** : Four (4) year) Law degree/ Advanced Diploma (NQF7 & SAQA recognized) in Law/ three (3) year ND in Labour Law. A valid drivers licence. Five (5) years middle management experience (DD level) / with three (3) years functional experience in legal/ Inspection and Enforcement Services. Knowledge: Public service transformation and management issues, Ability to convert policy into action, Public Service Act, Public Service Regulations and relevant prescripts, Treasury Regulations, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Accounting Systems and Internal Control, Labour Relations Act, Employment Standards, UIA, OHS Act, COIDA, Basic Condition of Employment Act. Skills: Verbal and written communication, Computer literacy, Administration and financial management, Good Interpersonal relations, Project Management, Innovative, Problem solving, Ability to build high-performance teams, Strong Leadership, strategic decision-making abilities, Analytical.
- DUTIES** : Develop strategy to render administration of EE. Manage and monitor the execution of EE strategy. Monitor, evaluate and report on the impact of EE programme. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage to implementation of capacity programmes on EE programmes.
- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ9@labour.gov.za
- POST 33/20** : **DIRECTOR: IES BUSINESS ANALYSIS REF NO: HR/21/09/32HO**
(2 years fixed term contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all inclusive)
: IES, Head Office, Pretoria
: Three (3) year undergraduate Degree (NQF7) in Computer Science. A postgraduate Qualification in Administration or Management. Business Analysis Certificate. Five (5) years Middle Management experience. Three (3) years functional experience in relevant IT environment with solid experience in the compliance environment in respect of Computers, Networks and Customer Services. Knowledge: Public Financial Management Act, Technical standards/ procedures, Business Analysis, HR matters, IES Processes/SOP, Training and development, Managerial functions, Financial Regulations, Public Service Act, Public Service Regulations. Skills: Communication, Analytical thinking, Process improvement, Strategic Management, Leadership.
- DUTIES** : Develop and manage the execution of the IES technical strategy. Manage the overall configuration and introduction of new ICT services. Provide operational management of ICT services. Identify and implement continuous service improvements. Establish and manage the process of requesting, assessing, authorizing and implementing ICT change throughout the life cycle of the change.
- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ8@labour.gov.za
- POST 33/21** : **DIRECTOR: EMPLOYMENT STANDARD: BCEA& NMW REF NO: HR/21/09/33HO**
(2 years fixed term contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all inclusive)
: IES, Head Office, Pretoria
: Four (4) year) Law degree/ Advanced Diploma (NQF7 & SAQA recognized) in Law/ three (3) year ND in Labour Law. A valid drivers licence. Five (5) years middle management experience (DD level) / with three (3) years functional experience in legal/ Inspection and Enforcement Services. Knowledge: Public service transformation and management issues, Ability to convert policy into action, Public Service Act, Public Service Regulations and relevant prescripts, Treasury Regulations, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Accounting Systems and Internal Control, Labour Relations Act, Employment Standards, UIA, OHS Act, COIDA,

Basic Condition of Employment Act. Skills: Verbal and written communication, Computer literacy, Administration and financial management, Good Interpersonal relations, Project Management, Innovative, Problem solving, Ability to build high-performance teams, Strong Leadership, strategic decision-making abilities, Analytical.

- DUTIES** : Develop strategy to render administration of BCEA/NMW. Manage and monitor the execution of BCEA/NMW strategy. Monitor, evaluate and report on the impact of BCEA/NMW programme. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage to implementation of capacity programmes on BCEA/NMW programmes.
- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ7@labour.gov.za

OTHER POSTS

- POST 33/22** : **SAP ANALYST (CASE MANAGEMENT TECHNICAL SUPPORT) REF NO: HR/21/09/37HO (X3 POSTS)**
(2 years fixed term contract)

- SALARY** : R470 040 per annum, plus 37% in lieu of benefits
- CENTRE** : IES, Head Office, Pretoria
- REQUIREMENTS** : National Diploma (NQF6) Undergraduate Degree (NQF7) in Information Technology/Informatics/NDip in Information technology (Software development/Computer Science PLUS Microsoft and /or SAP Certificate (ASP K4+ or equivalent) +ITIL Foundation. Four (4) years functional/technical experience on CX projects OR equivalent experience in similar internal IT Team role i.e. as lead of SAP/ in terms of developing, implementing and sustaining SharePoint and workflow systems at a Group wide level-and/ or managing integration of API's in a multi-vendor IT landscape / business systems. Knowledge: Broad knowledge of SAP functional areas, Good experience of working on a highly customized SAP system, Technical standards/ procedures, Workflow Automation, Report writing using ALV and ABAP lists, SAP ECC and Insurance knowledge, Working knowledge of Solution Manager, Dialogue programming, Solutions Development Life Cycle. Skills: Application support, Maintenance, Software system analysis, End user training, Project management, User exists/ enhancements.

- DUTIES** : Document and develop technical design for IES SAP solutions. Analyse, specify and configure IES SAP Business Objects Module. Provide support and maintenance of SAP applications. Maintain authorization, organizational structure, CRM and reporting modules.

- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ5@labour.gov.za

- POST 33/23** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR/21/09/34HO (X3 POSTS)**
(2 years fixed term contract)

- SALARY** : R376 596 per annum, plus 37% in lieu of benefits
- CENTRE** : IES, Head Office, Pretoria
- REQUIREMENTS** : Three (3) year tertiary qualification +plus Postgrad - in Labour Law/ Advanced Diploma in Labour Law/ 4-year degree in Law/ BCOM Law/ Diploma in Law. Valid driver's license. Four (4) years experience in IES/compliance/ legal services. Knowledge: Departmental policies and procedures, Batho Pele principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act (EEA), Compensation of Occupational and Injury Disease Act (COIDA), Basic Conditions of Employment Act (BCEA). Skills: Planning and organizing, Computer literacy, Communication Written and Verbal, Problem solving, Interviewing listening and observation, Presentation, Research, Project management, Analytical, Innovative.

- DUTIES** : Monitor and implement the EE Strategy. Manage and provide technical research to ensure the implementation of programmes, work plans and policies

for Employment Equity and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the unit.

ENQUIRIES APPLICATIONS FOR ATTENTION : Adv. F Bede Tel No: 012 309 4896
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ7@labour.gov.za

POST 33/24 : **ASSISTANT DIRECTOR: STATUTORY SERVICES (NMWA,EE) REF NO: HR/21/09/35HO (X6 POSTS)**
(2 years fixed term contract)

SALARY CENTRE REQUIREMENTS : R376 596 per annum, plus 37% in lieu of benefits
: IES, Head Office, Pretoria
: Four- year Law Degree. Admitted attorney or Advocate. A valid driver's licence. Two (2) years functional experience in Inspection and Enforcement Services/ legal service environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levy Act, Occupational Health and Safety Act, Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES : Manage the implementation of the legal enforcement processes for EE/ NMWA. Represent the Department in the Labour and Magistrate's court. Manage the information to provide legal advice and proceedings. Monitor the implementation of quality management system for EE/NMWA enforcement. Manage resources with the unit.

ENQUIRIES APPLICATIONS FOR ATTENTION : Adv. Yabo Tel No: 012 309 8496
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ6@labour.gov.za

POST 33/25 : **PERSONAL ASSISTANT: DDG' OFFICE REF NO HR/21/09/20HO**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Head Office, Pretoria
: Three- year relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures, Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.

DUTIES : Provide administrative support to the Deputy Director- General. Manage the Deputy Director- General's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Deputy Director- General's office. Maintain confidentiality of documents and ensure that all strategic complex correspondence is properly filed including the management of those records thereof. Coordinate all the Deputy Director-General's Projects and monitors the Branch Budget. Supervise the Office Administrator.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr S Morotoba Tel No: 012 309 4782
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ4@labour.gov.za

POST 33/26 : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/21/08/12**

SALARY CENTRE : R316 791 per annum
: SEE, East London

- REQUIREMENTS** : Three-year tertiary qualification in Human Resource Management (HRM), Two (2) years' functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
- DUTIES** : Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
- ENQUIRIES APPLICATIONS** : Ms ME Msiza Tel No: 012 843 7409
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za
- POST 33/27** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/21/09/15HO**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
Head Office, Pretoria
Three (3) year National Diploma (NQF6 and Undergraduate Degree (NQF7) in Office Management/ Information Communication Technology/ Public/ Business Administration / Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.
- DUTIES** : Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate/ Directorate including dairy management for the DG/ DDG/ COO/ Chief Director/ Director. Render a Secretariat Service for the Office of the DG/ DDG/ COO/ Chief Director/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Directorate. Provide Management Information and records management services in the Chief Directorate/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
- ENQUIRIES APPLICATIONS** : Adv M Ntleki Tel No: (012) 309 4052
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ6@labour.gov.za
- POST 33/28** : **INSPECTOR (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum
Bloemfontein Labour Centre Ref No: HR 4/4/8/481
Petrusburg Labour Centre Ref No: HR 4/4/8/482
Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr M Ndlela Tel No: (051) 505 6200
Mr D Namane Tel No: (053) 574 0932

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State Email: Jobs-FS2@labour.gov.za

POST 33/29 : **UI CLAIMS OFFICER: UIF REF NO: HR4/1/1/15**

SALARY : R208 584 per annum
CENTRE : Gqeberha Labour Centre, Eastern Cape
REQUIREMENTS : Grade 12/Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP), Register all employers and verify the declaration of employees as per the relevant prescripts, Execute the payment of approved claims as per the set time frames, attend to enquiries relating to all processed claims or any other matter relating to the processing of claims, Perform Administrative duties within the section.

ENQUIRIES : Mr M Ngqolowa Tel No: 041 506 5000
APPLICATIONS : Deputy Director: Labour Centre Operations: P/BAG X 6045, Port Elizabeth, 6000

FOR ATTENTION : Deputy Director: Labour Centre Operations. Email: Jobs-EC@labour.gov.za

POST 33/30 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/79**

SALARY : R208 584 per annum
CENTRE : Vryheid: KZN
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Valid driver's license. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA

ENQUIRIES : Mr F Dladla Tel No: (034) 980 8820
APPLICATIONS : Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za

POST 33/31 : **SENIOR PERSONNEL OFFICER REF NO: HR 4/4/8/484**

SALARY : R173 703 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Matriculation/ Grade 12/ Senior certificate plus Certificate in Human Resources Management field. No Experience required. Knowledge: Departmental policies and procedures, HR related systems (Persal), Batho Pele Principles,

Employment Equity Act, Public Service Regulations. Skills: Computer literacy, Analytical, Communication, Planning and organising.

DUTIES : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection process. Capture and update all personal data on PERSAL system. Attend to all enquiries.

ENQUIRIES : Mr S Segalo Tel No: (051) 505 6204

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State Email: Jobs-FS1@labour.gov.za

POST 33/32 : **OFFICE AID MANAGEMENT SUPPORT SERVICES HR4/4/5/95**

SALARY : R122 595 per annum

CENTRE : KZN Durban

REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Mr S Biyase Tel No: (031) 401 9424

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10047, Durban 4056 or hand deliver at Govt Buildings, Masonic Grove Durban

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za