

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** : 29 November 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 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.
- ERRATUM:** Kindly note the posts of Supervisor COID Client Service Services X2 Rustenburg Labour Centre- Ref No: HR 4/4/10/13 and Klerksdorp Labour Centre- Ref No: HR 4/4/10/14 and Senior Administration Officer: Pension Administrator: Rustenburg Labour Centre Ref No: HR 4/4/10/15 published on Public Service Vacancy Circular 36 dated 15 October 2021 with a closing date of 01 November 2021 are hereby withdrawn. Sorry for inconvenience. Enquiries contact Mr. UT Qambata, Tel No: (018) 387 8195.

OTHER POSTS

<u>POST 40/02</u>	:	<u>SENIOR INTERNAL AUDIT: INTERNAL AUDIT REF NO HR 4/21/10/27HO</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Auditing/ Accounting/ Finance/ BCom information Systems. Two (2) years' functional experience in auditing. A valid driver's license. Institute of Internal Auditors (IIA) certification. Knowledge: Application legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, Government accounting standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories, and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good interpersonal, Presentation, Analytical, Driving, Team Mate.
<u>DUTIES</u>	:	Plan allocated Audit engagements. Conduct Audit engagements in accordance with Audit Programmes. Render administrative support to the Internal Audit within DOL. Supervise the resources in the section.
<u>ENQUIRIES</u>	:	Ms A Mkhonto Tel No: 012 309 4804
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. EMAIL: Jobs-HQ1@labour.gov.za
<u>POST 40/03</u>	:	<u>FACTORY INSTRUCTOR: TEXTILE (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	SEE, Pietermaritzburg- Ref No: HR 4/21/08/04 (X1 Post)
	:	SEE, Kimberly- Ref No: HR 4/21/08/05 (X1 Post)
<u>REQUIREMENTS</u>	:	Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06). Two (2) years functional experience in textile environment. Supervisory Experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	:	Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius Tel No: 012 843 7425
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
<u>POST 40/04</u>	:	<u>FACTORY INSTRUCTOR: WOOD (X3 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	SEE, Pietermaritzburg-Ref No: HR 4/21/08/06 (X1 Post)
	:	SEE, East London- Ref No: HR 4/21/08/07 (X1 Post)
	:	SEE, Pretoria Ref No: HR 4/21/08/08 (X1 Post)
<u>REQUIREMENTS</u>	:	Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment. Supervisory Experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven

exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 40/05 : **FACTORY INSTRUCTOR: STEEL REF NO: HR 4/21/08/03**

SALARY : R257 508 per annum
CENTRE : SEE, Potchefstroom
REQUIREMENTS : Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 40/06 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/121**

SALARY : R257 508 per annum
CENTRE : Provincial Office: KZN
REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations Management / BCOM Law / LLB / Internal Audit. Driver's license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, Compensation of Occupational and Injury Disease Act (COIDA), UIA, Public Financial Management Act (PFMA), BCEA, SDLA, LRA, UI Contribution Act. Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Communication Written and Verbal, Innovative, Analytical, Research and Project management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluates impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.

ENQUIRIES : Mr EM Khambula Tel No: (031) 366 2201
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. Email: Jobs-KZN3@labour.gov.za

POST 40/07 : **CLAIMS CREDIT OFFICER: UIF (X2 POSTS)**

SALARY : R208 584 per annum
CENTRE : Provincial Office: Gauteng stationed at L/C: Germiston Ref No: HR4/4/4/10/21
Labour Centre: Germiston Ref No: HR4/4/4/10/23
REQUIREMENTS : A Grade 12 Senior Certificate with 0-6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act

(UICA), General Recognized Accounting Principles (GRAP), General Accepted Accounting Principles (GAAP), Financial Systems, Departmental Policies and Procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes Procedures. Skills: Financial Management, Communication (verbal and written), Computer Literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding overpayments balance. Keep all overpayment Debtors Records manually and electronically. Resolve all complaints on all Labour Legislations received from Clients. Monitor the payments of benefits to clients.

ENQUIRIES : Ms G Sekhukhune Tel No: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email:Jobs-gp2@labour.gov.za

POST 40/08 : **INSPECTOR INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/10/20**

SALARY : R208 584 per annum

CENTRE : Labour Centre: Sandton

REQUIREMENTS : Three (3) year relevant qualification in Labour Relations/ BCOM/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures. Skills Development Act. Basic Conditions of Employment Act. Unemployment Insurance Contribution Act. Skills: Facilitation. Planning and Organisation (Own work) Computing (Spread sheets, power point and 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 Tsautse Tel No: (011) 444 7631

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email:Jobs-gp1@labour.gov.za

POST 40/09 : **CLAIMS PROCESSOR REF NO: HR 4/4/8/96**

SALARY : R208 584 per annum

CENTRE : Kimberley Labour Centre- Northern Cape

REQUIREMENTS : Grade 12 certificate, three (3) year tertiary qualification in Public Management / Administration / Social Science / OHS / Finance / HRM will be added advantage. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goal, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), Technical Knowledge. Skills: Required Technical Proficiency, Business Writing skills, Data Capturing, Data and Records Management, Telephone Skills and Etiquette.

DUTIES : Adjudicate the registered claims. Preparation of compensation benefits. Handle claim enquires. Render administration activities.

ENQUIRIES : Mr R Geswint Tel No: (053) 838 1501 (Kimberley)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za (Kimberley Labour Centre)

POST 40/10 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR4/4/4/10/22 (X2 POSTS)**

SALARY : R173 703 per annum

CENTRE : Labour Centre: Pretoria

REQUIREMENTS : Matriculation/Grade 12 plus zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate

- fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy.
- DUTIES** : Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources Services support for the Directorate.
- ENQUIRIES** : Ms M A Phasha Tel No: (012) 309 5000
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein.

INTERNSHIP PROGRAMME YEAR 2021/2022

The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.

OTHER POSTS

- POST 40/11** : **INTERNSHIP: KURUMAN LABOUR CENTRE REF NO: HR 4/4/8/99**
- SALARY** : R6083.66 per month
- CENTRE** : Kuruman
- REQUIREMENTS** : National Diploma /Public Administration or Management/ Project Management/National Diploma in Office Administration or public Relations with no working experience.
- DUTIES** : Office Administration Duties.
- ENQUIRIES** : Mr Z Gwiliza Tel No: 053 712 3952
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCUPI@Labour.gov.za (Upington Labour Centre)
- POST 40/12** : **INTERNSHIP: SPRINGBOK LABOUR CENTRE REF NO: HR 4/4/8/100**
- SALARY** : R6083.66 per month
- CENTRE** : Springbok
- REQUIREMENTS** : Bachelor: LLB/ National Diploma in Labour Relations/ B COM: LAW with no working experience.
- DUTIES** : Office Administration Duties.
- ENQUIRIES** : Mr H Goci Tel No: 027 718 1508
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCSPR@Labour.gov.za (Springbok Labour Centre)