

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.

<u>CLOSING DATE</u>	:	28 December 2021 at 16:00
<u>NOTE</u>	:	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 attachment (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

<u>POST 44/02</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R882 042 per annum, (all inclusive)
<u>REQUIREMENTS</u>	:	Labour Centre: Beaufort West (Western Cape) Ref No: HR4/4/10/380 (X1 Post) Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/381 (X1 Post) Three (3) year relevant tertiary qualification in Business/ Public Administration/ Public/ Business Management/Operations Management/ Project Management. Two (2) years management experience and three (3) years functional experience in business/ organisational operations/ services. 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, Computer Presentation skills, Communication both verbal and written, Interpersonal, Conflict Management, Leadership, Project Management.
- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour (Daily), Represent the Department in Key stakeholder forums including interdepartmental structures of of government and municipalities (Intermediate), Implement and manage service delivery improvement plan, Manage the budget of the Labour Centre (Monthly), Manage all the resources of the Labour Centre (Daily), Manage and ensure compliance with ALL HRM policy directives and legislations including the Public Service Act and regulations.
- ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town Email: Jobs-WC@labour.gov.za
- POST 44/03** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 4/21/12/05HO**
(One (1) year fixed term Contract)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6) undergraduate Bachelor Degree (NQF7) in Human Resources Management. Five (5) years' experience of which two (2) years is Middle Management (ASD Level) and Three (3) years functional experience in Human Resources Management. Valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, Recruitment and Selection, The code of Remuneration, All Labour Legislations, Code of good conduct in the public service, Departmental Policies and Procedures, Batho Pele Principles. Skills: Management, Communication (verbal and written), Interpersonal, Computer literacy, Presentation, Negotiations, Report writing.
- DUTIES** : Manage the Provision of recruitment and selection services. Manage the implementation and the provision of services benefits to employees of the department. Implement and maintain policy framework for Human Resources Operations practices for the department. Manage personnel salaries administration (PERSAL) system for the department. Manage all the resources within the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms P Mthethwa Tel No: (012) 309 4549
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za
- POST 44/04** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING: IES REF NO HR 4/4/4/10/12**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum
: Provincial Office: Gauteng
: Three (3) year National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL 7) in Electrical Engineering. Four (4) years functional experience in Electrical Engineering services. Valid driver license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Innovative, Analytical, Communication (Verbal and written), Research, Project Management.
- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP4@labour.gov.za

POST 44/05 : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING: IES REF NO HR4/4/10/13**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
: Provincial Office: Gauteng
: Three (3) year National Diploma (NQFL 6)/ Undergraduate Degree (NQFL 7) in Mechanical Engineering. Valid driver's license. Four (4) years functional experience in Health and Safety inspections focusing on Mechanical Engineering. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, Interviewing skills: Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES APPLICATIONS : Adv. M Msiza Tel No: (012) 309 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za

POST 44/06 : **ASSISTANT DIRECTOR: STATUTORY SERVICES: IES REF NO HR4/4/10/14**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office: Gauteng
: Three / Four years' relevant tertiary qualification in law, right of appearance in court, admitted attorney and a valid driver's license. Two years' functional experience doing law services. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury regulations, Public service regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles, Employment Equity Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and safety Act . Skills Development Act, Labour Relation Act, Labour Court Rules and Practice Directives, Magistrate Court Act, Magistrate Court Rules and Practice Directives. Skills: facilitation, planning and organizing, computer literacy, good interpersonal, problem solving, interviewing, presentation, innovative, research, litigation verbal and written communication, conflict management.

DUTIES : Manage the implementation of the legal enforcement processes for inspection and enforcement services. Manage the advocacy strategy for inspection and enforcement services in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Coordinate information to provide legal advice and proceedings. Monitor the implementation of quality management system for Labour law enforcement.

ENQUIRIES APPLICATIONS : Adv. M Msiza Tel: (012) 309 0500 Email: Jobs-GP6@labour.gov.za
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein.

POST 44/07 : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE REF NO: HR HR 4/4/10/383**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office: Western Cape
: Three (3) year tertiary qualifications in Business/Public Management / Management / Financial Management. Two (2) years Supervisory experience and two (2) years functional experience in the Administration Services. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standards (MISS), Archive Records, National Archives and Record Services, Safety and Security Batho Pele Principles, Accommodation procedures, Damage and Loss Control Skills: Communication, Interpersonal relations, Decision-making, Problem solving, Conflict management, Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province.

		Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/08</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Temba Labour Centre: Ref No: HR4/4/4/11/27 (X1 Post) East London Labour Centre: Ref No: HR4/4/5/170 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES</u>	:	Ms G Malungana Tel No: (012) 727 1432
<u>APPLICATIONS</u>	:	Mr. M Njamela Tel No: 043 702 7500 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP6@labour.gov.za Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London Email: Jobs-EC@labour.gov.za
<u>POST 44/09</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X6 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Johannesburg Labour Centre: Ref No: HR 4/4/4/10/07 (X1 Post) Labour Centre: Krugersdorp: Ref No: HR4/4/4/11/03 (X1 Post) Labour Centre: Worcester: Ceres (Western Cape): Ref No: HR 4/4/10/384 (X1 Post) Labour Centre: Worcester-De Doorns (Western Cape): Ref No: HR 4/4/10/385 (X1 Post) Labour Centre: Cape Town-Athlone (Western Cape): Ref No: HR 4/4/10/386 (X1 Post) Labour Centre: Cape Town (Western Cape): Ref No: HR 4/4/10/387 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public

		Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<u>ENQUIRIES</u>	:	Ms F Tshabalala Tel No: (011) 853 0300 Mr D A McDonald, Tel No: (011) 955 4424 Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP@labour.gov.za (Johannesburg) Email: Jobs-gp3@labour.gov.za (Krugersdorp) Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/10</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Giyani Ref No: HR4/4/6/66 (X1 Post) Labour Centre: Tzaneen Ref No: HR4/4/6/76 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB with Two years functional experience in Inspection and Enforcement Services and a valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, Compensation for Occupational Injuries Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct inspection with the aim of ensuring compliance with the Basic Conditions of Employment Act. Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct Advocacy Campaigns on all Labour legislations independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at Department of Employment and Labour, No. 42A Schoeman Street, Polokwane E-mail: Job-GYN@labour.gov.za (Giyani Labour centre) E-mail: Job-TZN@labour.gov.za (Tzaneen Labour centre)
<u>POST 44/11</u>	:	<u>EE INSPECTOR REF NO: HR 4/4/4/10/06</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Pretoria Labour Centre, stationed at Provincial Office-Braamfontein
<u>REQUIREMENTS</u>	:	National Diploma in Labour Law /Advanced Labour Law NQF 7/ Post grad in Labour Law NQF 8/ Law Degree/ BCOM Law. One to Two years functional experience in Inspection and Enforcement Services, functional experience in Employment Equity Inspections is an added advantage. Valid driving License. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Employment Equity Act, Batho Pele principles, COIDA, Employment Services Act, Unemployment Insurance Act, UI Contribution Act. Skills: Planning and organizing, Communication Written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing Analytical, Conflict handling, Presentation.
<u>DUTIES</u>	:	Conduct EE procedural inspections and DG reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of

		provincial inspections. Assist in ensuring that qualifying inspection files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. MS Msiza Tel No: (012) 309 0500
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP@labour.gov.za
<u>POST 44/12</u>	:	<u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/388</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 245 per annum
	:	Labour Centre: Cape Town (Western Cape)
	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Bowman Tel No: 082 901 3232
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/13</u>	:	<u>CLAIMS ASSESSOR (ADMINISTRATIVE OFFICER) (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Labour Centre: George (Western Cape): Ref No: HR 4/4/10/389 (X1 Post)
	:	Labour Centre: Bellville (Western Cape): Ref No: HR 4/4/10/390 (X1 Post)
	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge of DoL and Compensation Fund objectives and business functions, Management functions and Management skills, Compensation policies, procedures and processes, Human anatomy/ Biology and medical terminology, stakeholders and Customers, Customer service (Batho Pele Principles, Required IT knowledge, IT operating systems, Risk awareness, COID Act, Regulations and policies, COID tariffs, COID Act, Regulations and Policies, constitution Act, DPSSA guidelines on COID, Mutual association conditions and provisional settlements, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, general knowledge of Public service regulations. Skills: Required Technical Proficiency, numeracy, Business Writing, Required IT, Fund IT Operating systems, Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	To administer claim registration process. Adjudicate registered customer claims, prepare for payment claim. Quality assurance for medical / accounts payment. Serve as a team leader or supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: 082 901 3232
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/14</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: HR4/4/10/393</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Provincial Office: Western Cape
	:	Three (3) year relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Management. One (1) functional experience and EB drivers license. Knowledge: Public Financial Management Act, Treasury Regulations, SCM Policy, Asset Management Policy, SDLA, OHS Act and

<u>DUTIES</u>	: Regulations, COIDA, UIA, UI Contribution Act, Skill Development Act, Batho Pele Principles. Skills: Supervision, Negotiation, Client Orientation and customer, Facilitation, Computer Literacy, Communication, Analytical. : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with the SCM Policies and Treasury Regulations. Provide goods and services in line with relevant prescripts of the Province. Provide inventory management and support to ensure effectiveness and efficient in the Province. Manage all resources of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Q Bowman Tel No: 082 901 3232 : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/15</u>	: <u>UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/6/65</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R261 372 per annum : Provincial Office Limpopo : Three-year tertiary qualification in Internal Auditing/ Financial Accounting / Cost and Management Accounting/Financial Information System/ BCOM. Accounting/ BComp. Accounting/ BCom. Law/ LLB/ Financial Management and a valid driving license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving, Interviewing, listening and observation, Communication (written and verbal), Innovative, Analytical, Research.
<u>DUTIES</u>	: Conduct audits to determine compliance with Unemployment Insurance Act and Unemployment Insurance Contribution Act. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on UIA and UIC Act.
<u>ENQUIRIES APPLICATIONS</u>	: Ms JM Fope Tel No: (015) 290 1694 : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand Deliver at 42a Schoeman Street, Polokwane. E-mail: <u>Jobs-LP@labour.gov.za</u>
<u>POST 44/16</u>	: <u>OFFICE ADMINISTRATOR REF NO: HR 4/4/4/10/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R261 372 per annum : Provincial Office: Gauteng : Three years' relevant qualification in Office management/information management/ Information management and Technology/ Public/Business Administration/Management. One (1) year functional experience in office administration/secretariat services. Knowledge: Department of labour's policies and procedures, planning and organizing, administrative procedures, Batho Pele principles, interpersonal relations. Skills: Facilitation, interpersonal relations, communication both (verbal and written), computer, telephone etiquette, organising, decision making, analytical, project management.
<u>DUTIES</u>	: Provide a reception support to the Branch / Office/ Chief Directorate/ Directorate / including dairy management for the DG/ DDG/ COO/ Chief Director/ Director, Render a Secretarial Services 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.
<u>ENQUIRIES APPLICATIONS</u>	: Adv. M Msiza Tel No: (012) 309 0500 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP3@labour.gov.za
<u>POST 44/17</u>	: <u>INSPECTOR REF NO: HR 4/4/4/10/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R261 372 per annum : Brakpan Labour Centre : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. One (1) year functional experience in Inspection and enforcement services. Valid driver's license. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of

- Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES APPLICATIONS** : Mr P Mati Tel No: (011) 853 0300
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za
- POST 44/18** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/11/04**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Labour Centre: Germiston
: Three-year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills. Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.
- DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
- ENQUIRIES APPLICATIONS** : Ms S H Ceasar Tel No: (011) 814 7096
: 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 44/19** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X4 POSTS)**
(This is re-advertisement candidates who previously applied are encouraged to re-apply)
- SALARY** : Grade 1: R260 760 – R302 292 per annum, (OSD)
: Grade 2: R320 703 – R368 307 per annum, (OSD)
: Grade 3: R388 974 - R492 756 per annum, (OSD)
- CENTRE** : Preroria: Ref No: HR 4/4/4/08/07 (X2 Posts)
: Vereeniging: Ref No: HR 4/4/4/08/08 (X1 Post)
: Mamelodi: Ref No: HR 4/4/4/08/09 (X1 Post)
- REQUIREMENTS** : Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
- DUTIES** : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the

processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 8100

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein
 Email: Jobs-GP4@labour.gov.za –Pretoria Labour Centre
 Email: Jobs-GP5@labour.gov.za –Vereeniging Labour Centre
 Email: Jobs-GP6@labour.gov.za –Mamelodi Labour Centre

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 44/20 : **CLIENT SERVICE OFFICER REF NO: HR 4/4/10/10**

SALARY : R211 713 per annum

CENTRE : Labour Centre: Roodepoort

REQUIREMENTS : Matric/Grade twelve/ Senior Certificate. No experience required. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, 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 Legislations received from clients. Receive all Unemployment Insurance benefits applications and employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and employer registration forms for COIDA.

ENQUIRIES : Ms C Geldenhuys Tel: (011) 766 2000

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 44/21 : **INSPECTOR: IES (X4 POSTS)**

SALARY : R211 713 per annum

CENTRE : Kariega Labour Centre: Eastern Cape: Ref No: HR4/4/5/170 (X1 Post)
 Labour Centre: Louis Trichardt: Ref No: HR 4/4/6/64 (X1 Post)
 Johannesburg Labour Centre: Ref No: HR 4/4/4/10/03 (X1 Post)
 Labour Centre: George (Western Cape): Ref No: HR4/4/10/396 (X1 Post)

REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act(BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA. Execute investigations and 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 legislations. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Ms W Koba Tel No: 041 992 4627
 Mr Mokobodi J Tel No: 015 290 1665
 Ms F Tshabalala Tel No: (011) 853 0300
 Mr Q Bowman Tel No: 082 901 3232

APPLICATIONS : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230
 Email: Jobs-EC@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-MAKH@labour.gov.za
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP6@labour.gov.za

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za

- POST 44/22** : **CLIENT SERVICE OFFICE (COID) REF NO: HR 4/4/8/492**
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum
: Ficksburg Labour Centre
: Grade 12. No experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.
- DUTIES** : Render and verify documents for registration. Register the claims on the Operational System. Assist with employer services at the kiosk, online system and service centres. Handle all services related queries and complaints.
- ENQUIRIES APPLICATIONS** : Ms M Lelope Tel No: (053) 574 0932
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za
- POST 44/23** : **ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/10/01**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Labour Centre: Johannesburg
: Matriculation/ Grade 12/ Senior certificate. No experience required. Knowledge: Batho-pele principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, interpersonal relations, problem solving, computer literacy, analytical, planning and organizing.
- DUTIES** : To render Supply Chain Management functions in Labour Centre (Daily), Provide a Finance and office manage service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms F Tshabalala Tel No: (011) 853 0300
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP4@labour.gov.za
- POST 44/24** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES, INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/10/02**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Gauteng Provincial Office
: Matriculation/ Grade 12/ Senior certificate. No experience required. Knowledge: Administrative procedures relating to an office, filing and retrieval of documents, ability to operate fax machine and photocopier, data capturing. Skills: planning and organizing, Verbal and written communication, computer literacy, assertive, ability to prioritize tasks, ability to work under pressure.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and said files in the Directorate. Provide supply chain management support in the Directorate. Render Human Resources support services for the Directorate.
- ENQUIRIES APPLICATIONS** : Adv. MS Msiza Tel No: (012) 309 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za
- POST 44/25** : **OFFICE AID: MSS (X3 POSTS)**
- SALARY CENTRE** : R124 434 per annum
: Roodepoort Labour Centre: Ref No: HR 4/4/4/10/09 (X1 Post)
: East London Labour Centre: Ref No: HR4/4/5/171 (X1 Post)
: Provincial Office: Gauteng stationed at Labour Centre: Springs- Ref No: HR4/4/4/05 (X1 Post)
- 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

: Ms C Geldenhuys Tel No: (011) 766 2000

Ms I Engelbrecht, Tel No: (011) 365 3719

Mr M Njamela Tel No: 043 702 7500

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 (Roodepoort)

Email: Jobs-gp2@labour.gov.za (GP/Station Springs)

Deputy Director Labour Centre Operations: Private Bag X 9084, East London
5200 or hand delivered at Cnr. Oxford & Hill Street, East London. Email: Jobs-EC@labour.gov.za