

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

: 01 February 2022 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 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.

ERRATUM: Kindly note the advertised post of Practitioner: Collective Bargaining, Ref No: HR 4/21/09/18HO for Head Office, Pretoria is withdrawn. The post was advertised on PSVC no 36 of 2021 dated 15 October 2021 with a closing date of 01 November 2021. Sorry for inconvenience. Enquiries: Ms Kopano Evah Kgatlhanye Tel No: (012)309 4555 and the post of Deputy Director: Occupational Health, Safety and Employee Wellness, Ref No: HR 4/4/8/98 for Provincial Office Northern Cape-Kimberly is a 12 months (1 year) contract post not permanent. The post is advertised on PSVC no 42 of 2021

with a closing date of 13 December 2021. Sorry for inconvenience. Enquiries:
Ms Zanele Mazibuko Tel No: 053 838 1515.

OTHER POSTS

POST 01/02 : **DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: HR 4/21/10/03**

SALARY CENTRE REQUIREMENTS : R744 522 per annum, (all inclusive)
: SEE, Silverton, Pretoria
: Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Supply Chain Management / Purchasing / Logistics / Public Administration / Management. Five (5) years' experience of which two (2) years Middle Management level (Assistant Director level) and three (3) years functional experience in Supply Chain Management. Knowledge: Public Finance Management Act, Supply Chain Procedures, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Departmental policies and procedures, Batho Pele principles. Skills: Leadership, Project Management, Financial Management, Asset Management, Communication, Interpersonal relation.

DUTIES : Manage the Procurement Policy and Asset Management Strategies, Frameworks and related Policies and procedures. Manage demand and acquisition of goods and services in SEE. Manage assets, asset management systems and controls (including fleet) within SEE. Manage SCM performance reporting and supplier performance and/or contracts. Manage the resources within the SCM unit.

ENQUIRIES APPLICATIONS : Ms M Sebaka Tel No: 012 843 7300
: 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 01/03 : **DEPUTY DIRECTOR: ADMINISTRATION AND STRATEGIC SUPPORT REF NO: HR 4/21/12/10HO**
(Re-advertisement: those who applied before are encouraged to apply again)

SALARY CENTRE REQUIREMENTS : R744 522 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/ Public Management/ Business Management/ Human Resource Management. Five (5) years' experience of which two (2) years Middle Management (ASD level) and three (3) years functional experience in the Office Director General/ Deputy Minister/ Minister environment. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Minimum Information Security Standards, Departmental policies and procedures, PFMA, Batho Pele Principles, Treasury Regulations, Employment Service Act, Skills Development. Skills: Communication, Analytical, General Management, Interpersonal relation, Problem solving, Project Management, Financial management, Leadership, Conflict Management, Facilitation, Innovation.

DUTIES : Provide strategic project coordination service within Director-General office. Provide advice to Management in the office of the DG on the status image of the Department emanating from internal and external Stakeholders. Provide information analysis support on the matter raised by the Director-General through Stakeholder Relationship and Hotline. Develop and ensure the implementation of Administrative measures for the efficient operation of the Director General's office. Manage Effective and efficient coordination of the secretariat services for various committee meeting.

ENQUIRIES APPLICATIONS : Adv M Ntleki Tel No: 012 309 4264
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za

POST 01/04 : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/382**

SALARY : R477 090 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Mechanical Engineering. Four (4) functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid driver's licence. 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, Interview 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 Legislations. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Medical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action including preparation of legal proceedings.

ENQUIRIES : Mr. Q Bowman Tel No: 082 901 3232
APPLICATIONS : 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

POST 01/05 : **INSPECTOR REF NO: HR4/4/10/391**

SALARY : R321 543 per annum
CENTRE : Labour Centre: Cape Town (Western Cape)
REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. 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, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and 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. Contribute at a higher level of 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.

ENQUIRIES : Mr. Q Bowman Tel No: 082 901 3232
APPLICATIONS : 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

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape. Email: Jobs-WC@labour.gov.za

POST 01/06 : **OHS INSPECTOR REF NO: HR 4/4/10/392**

SALARY : R321 543 per annum
CENTRE : Labour Centre: Worcester (Western Cape)
REQUIREMENTS : Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering;

Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid drivers licence. Zero Experience. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. 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.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel: 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

POST 01/07 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/1/51**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Maletswai Labour Centre
: 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.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr RM Mbali Tel No: (045) 8075400
: Deputy Director Labour Centre Operations: Private Bag x 6045, Maletswai, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha. E-mail: Jobs-EC@Labour.gov.za

POST 01/08 : **MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) GRADE 1-3 REF NO: HR 4/4/4/08/01 (X2 POSTS)**

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 REQUIREMENTS : Provincial Office: Gauteng
: Four (4yrs) Degree/ Three (3yrs) Diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital or private hospital is

required. **Grade1:** 2-9 years' experience gained after registration. **Grade2:** 10-19 years' experience gained after registration: **Grade3:** 20 years-above experience gained after registration Experience in medical claims processing/ insurance environment will be an added advantage. Driver's Licence is required. Registration with the South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services ,Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices ,Compensation Fund policies, procedures and processes ,Stakeholders and customers ,Customer Services (Batho-Pele Principles) ,COIDA tariffs ,Technical Knowledge ,PFMA and National Treasury Regulations ,Public Service Act. Skills: Rehabilitation, Analytical , Business Writing , Financial Management , Knowledge Management , Planning and Organising , Problem Solving and Analyses ,Decision Making, Client orientation and Customer Focus Skills

DUTIES : Coordinate early rehabilitation interventions according to beneficiaries needs, Provide early rehabilitation intervention according to beneficiaries needs, Facilitate early return to work and community re-integration programmes, Maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 9933
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

POST 01/09 : **EMPLOYMENT AUDIT OFFICER REF NO: HR4/4/10/395**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three-year relevant tertiary qualification within either Financial Accounting / BCOM Accounting / Accounting / Accounting / LLB / BCOM Law / BCOM in Commerce / Auditing. No experience required. Code EB driver's license. Knowledge: Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, Batho Pele principles, COIDA, Unemployment Insurance Act, Public Finance Management Act, Basic Conditions of Employment Act, SDLA, Labour Relations Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UI and COIDA. Analyse the systems that provide advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of advocacy Campaigns on UI & COIDA regularly and when there are amendments.

ENQUIRIES : Mr. Q Bowman Tel No: 082 901 3232
APPLICATIONS : 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

POST 01/10 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/1/160**

SALARY : R261 372 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy

Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.

ENQUIRIES : Ms P Ludwaba Tel No: 043 701 3289
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Email: Jobs-EC@labour.gov.za.

POST 01/11 : **INSPECTOR REF NO: HR 4/4/6/63**
(Re-advertisement: those who applied before are encouraged to apply again)

SALARY : R261 372 per annum
CENTRE : Labour Centre, Thohoyandou
REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations/BCOM Law/LLB. (1) one-year functional experience in Inspection and Enforcement Services. A valid driver's licence. 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, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : 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.

ENQUIRIES : M. TE Maluleke Tel No: 015 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-THD@labour.gov.za

POST 01/12 : **CLAIMS PROCESSOR REF NO: HR4/4/5/127**

SALARY : R211 713 per annum
CENTRE : KZN Richards Bay
REQUIREMENTS : Grade 12 Certificate. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and Medical terminology, Customer Services (Batho Pele Principles), Funds Values, COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data capturing, Data and records management, Telephone skills and etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Mr TJ Nkosi Tel No: (035)780 8700
APPLICATIONS : Deputy Director: Richards Bay Labour Centre, Private Bag x 20033, Empangeni 3880 or hand deliver at 11 Lira Rink Road, Richards Bay. Email: Jobs-KZN1@labour.gov.za

POST 01/13 : **OFFICE AID REF NO: HR 4/4/8/515**

SALARY : R124 434 per annum
CENTRE : Zastron Labour Centre
REQUIREMENTS : Standard 8/ Grade 10. No experience required. Knowledge: Cleaning Practices, Catering, Office Practice Skills: Interpersonal relations, Verbal communications, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distribution stock. Assist with messenger functions.

ENQUIRIES : Mr. C Van Niekerk Tel No: (051) 673 1471

APPLICATIONS

: Chief Director: Provincial Operations Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: Jobs-FS2@labour.gov.za