

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** : 14 March 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.

MANAGEMENT ECHELON

- POST 07/03** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/22/03/03HO**
- SALARY** : R1 251 183 per annum, (all inclusive)
- CENTRE** : Provincial Office: Mmabatho
- REQUIREMENTS** : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical

Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee Labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 309 4969

APPLICATIONS : 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

OTHER POSTS

POST 07/04 : **ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: HR4/4/1/303**

SALARY : R477 090 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Three (3) year relevant qualification in Statistics/ Economics/ Public Administration/ Performance Management. Four (4) years functional experience in Performance Management/ Statistics Services, of which three (3) years function at the Officer/ Senior Officer level. Valid Driver's License. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour legislation and relevant policies, Batho Pele Principles, Statistics and Database software packages, Functioning of DoL Labour Centres and Business Units, Labour Market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relation, Leadership, Data analysis, Analytical.

DUTIES : Analyse the performance information of the provincial Department of Labour for policy and planning purposes. Manage the implementation of Service Delivery Improvement Plans (SDIP) in the province. Manage the provincial resource centre/ library. Manage all the resources of the sub-unit.

ENQUIRIES : Mr MZ Marala Tel No: 043 701 3005

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Chief Director: Provincial Operations. Email: Jobs-EC@labour.gov.za

POST 07/05 : **TEAM LEADER REF NO: HR 4/4/8/103**
(Re-advertisement, applicants who previously applied must-reapply)

SALARY : R321 543 per annum
CENTRE : Labour Centre: Postmasburg
REQUIREMENTS : 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 Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, 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, 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, Responsible for staff managing resources in the Unit

ENQUIRIES : Mr R Mashibini Tel No: 053 313 1089
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley. Email: Jobs-NCPOS@Labour.gov.za (Postmasburg Labour Centre)

POST 07/06 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/8/07**

SALARY : R321 543 per annum
CENTRE : Springbok Labour Centre
REQUIREMENTS : Three (3) year 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 the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk as the first point of entry within the 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 resource of the section.

ENQUIRIES : Ms H Goci Tel No: (027) 718 1508/9
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)

POST 07/07 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES, INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/204**

SALARY : R176 310 per annum
CENTRE : East London Labour Centre
REQUIREMENTS : 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 : Mr M Njamela Tel No: (043) 702 7500
APPLICATIONS : 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

POST 07/08 : **ACCOUNTING CLERK: FINANCE REF NO: HR4/4/1/123**

SALARY : R176 310 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis.

DUTIES : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.

ENQUIRIES : Mr M Futshane Tel No: 043 701 3010
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Chief Director: Provincial Operations Email: Jobs-EC@labour.gov.za.

POST 07/09 : **OFFICE AID: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/5/205**

SALARY : R124 434 per annum
CENTRE : East London Labour Centre, Eastern Cape
REQUIREMENTS : Standard 8/ Grade10. 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. M Njamela Tel No: 043 702 7500
APPLICATIONS : 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