

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** : 19 April 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: 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

- POST 12/05** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO HR 4/4/8/631**
- SALARY** : R477 090 per annum
- CENTRE** : Provincial Office: Free State
- REQUIREMENTS** : Three- years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB. A valid Driver's licence (B). Two (2) years supervisory experience and Two (2) years functional experience in Labour/ Inspection Enforcement Services. Knowledge: Departmental Policies and Procedures, Batho Pele

		Principle, Public Financial Management Act (PFMA), Public Service Regulations, Employment Equity Act and COIDA. Skills: Planning and Organising, Computer Literacy, Communication, Problem Solving, Interviewing, listening and observation, Presentation, Research, Project management, Analytical and Innovative.
<u>DUTIES</u>	:	Ensure the implementation of programmes, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act. Monitor, evaluate and report on the impact of Employment Equity Act Programmes. Provide technical advice on the sector specific to Employment Equity Act matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Luxande Tel (051) 505 6325
	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS4@labour.gov.za
<u>POST 12/06</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING: REF NO HR 4/4/8/632</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
	:	Provincial Office: Free State
	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Electrical Engineering. A valid Driver's licence. Four (4) years functional experience in Electrical Engineering Services. Knowledge: Departmental Policies and Procedures, Batho Pele Principle, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Communication (Verbal & Written), Innovative, Analytical, Research and Project Management.
<u>DUTIES</u>	:	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 engineering enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Luxande Tel (051) 505 6325
	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS3@labour.gov.za
<u>POST 12/07</u>	:	<u>ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION REF NO: HR 4/4/8/630</u>
<u>SALARY CENTRE REQUIREMENT</u>	:	R382 245 per annum
	:	Provincial Office: Free State
	:	Three (3) year tertiary qualification in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/Corruption environment, Valid Driver's Licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, All Labour Legislation, Anti-Fraud and Corruption Polices, Legal Environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organising, Time Management, Conflict Management, Analytical, Investigation, Communication (Verbal & Written), Computer Literacy and Presentation.
<u>DUTIES</u>	:	Implement Fraud detection and Anti-Corruption Strategies for provincial office. Conduct investigation on reported cases of Fraud and Corruption. Assists in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & Corruption management programmes. Analyse systems capabilities to anti-fraud & corruption management programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Malusi Tel: (051) 505 6351
	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS1@labour.gov.za

POST 12/08 : **INSPECTOR REF NO: HR 4/4/8/15**

SALARY : R211 713 per annum
CENTRE : Kuruman Labour Centre: Northern Cape
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

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

ENQUIRIES : Mr Z Gwiliza Tel: 060 989 2368
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-NCKUR@Labour.gov.za

POST 12/09 : **SENIOR REGISTRY CLERK REF NO HR4/22/03/07HO**

SALARY : R176 310 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12/ Matric certificate. No experience required. Knowledge: Registry and records management, Batho Pele Principles. Skills: Computer literacy, Customer Relations skills, Interpersonal relationship.

DUTIES : Render effective and efficient Registry Services. Opening of file according approved records classification/File Plan. Process records for archiving and disposal. Handle incoming and outgoing departmental correspondence.

ENQUIRIES : Ms P Mokomane Tel: 012 309 4075
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

**GRADUATE INTERNSHIP PROGRAMME
FOR 2022/2023 TO 2024 FINANCIAL YEAR.**

The Department of Employment and Labour, Kimberly Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme for the financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POST

POST 12/10 : **INTERNSHIP REF NO: HR 4/4/8/12**
(Re-advertisement)

SALARY : R6083.66 per month
CENTRE : Kimberley Labour Centre: Northern Cape
REQUIREMENTS : Social science / National Diploma: Public Management / Administration
DUTIE : Office Administration Duties
APPLICATION : 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
ENQUIRIES : Mr Geswint Tel: (053) 838 1582