

## 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** : 26 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](http://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 13/16** : **SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/6/93**
- SALARY** : R882 042 per annum, (all inclusive)
- CENTRE** : Provincial Office Limpopo
- REQUIREMENTS** : Three-year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Three years' management experience. Two years' functional experience in Auditing and/or Financial Management and a valid driver's license. Knowledge: Departmental Policies and Procedures, Batho

Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations Act, Skills Development Levy Act, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovation.

**DUTIES** : Manage and monitor the implementation of UIA and COIDA programme strategy. Develop systems to provide expert advice on sector specific to UIA and COIDA matter. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

**ENQUIRIES APPLICATIONS** : Ms Lebogo SM Tel No: 015 290 1662

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane. Email: Jobs-LP@labour.gov.za

**POST 13/17** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/96**

**SALARY** : R477 090 per annum

**CENTRE** : Labour Centre, Lephalale

**REQUIREMENTS** : Three (3) year National Diploma (NQFL 6) / Undergraduate Degree (NQFL 7) in Electrical Engineering. Four (4) years functional experience in Electrical Engineering services and a valid driver's 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, Communication (verbal & written), Innovative, Analytical, Research, Project management.

**DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure 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 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** : Ms SM Lebogo Tel No: 015 290 1662

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane. Email: Job-LEPH@labour.gov.za

**POST 13/18** : **OHS INSPECTOR REF NO: HR 4/4/6/97**

**SALARY** : R321 543 per annum

**CENTRE** : Labour Centre, Groblersdal

**REQUIREMENTS** : Senior Certificate plus a three year recognized qualification in the relevant field i.e Mechanical Engineering; Mechatronics Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license. 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: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing 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 with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and

complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as 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 legislations independently, analyze 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** : Ms J Fope Tel No: 015 290 1699  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane. Email: Job-GLD@labour.gov.za

**POST 13/19** : **PRINCIPAL TRAINING OFFICER REF NO: HR 4/22/04/01 HO**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three years' National Diploma (NQF6) Undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Human Resource Development/ Training & Development / Management of Training / Public Administration / Public Management. One (1) year functional experience in Human Resource Development / Training and Development Services. Knowledge: National Skills Development Strategy, Public Service Human Resource Development, Public Service Rules and Regulations, Batho Pele Principles, Internal Policies and Procedures, Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Outlook, Internet Search engines). Skills: Time Management, Stress Management Skills, Presentation Skills and Report-writing Skills, Technical Skills (Project Management, Interpersonal Skills).

**DUTIES** : Administer Bursary Programs. Coordinate Mandatory Human Resource Development Programs. Coordinate the implementation of the Workplace Skills Plan (WSP) Generic Programs. Monitor and Report on the implementation of Bursary and Training Programs.

**ENQUIRIES** : Ms A Mogashoa Tel No: 012 309 4764  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email:Jobs-HQ1@labour.gov.za

**POST 13/20** : **INSPECTOR REF NO: HR 4/4/8/634**

**SALARY** : R261 372 per annum  
**CENTRE** : Kroonstad Labour Centre  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB. A valid Driver's licence (B). One (1) year functional experience Inspection Enforcement Services. Knowledge: Departmental Policies and Procedures, Skill Development act, Labour Relations Act, Basic Condition of Employment Act, Skill Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployed Insurance Act, UI Contribution Act and Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal skills, conflict handling skills, negotiations, Problem solving, and interviewing, listening and observation skills.

**DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA) Execute investigations independently on reported cases pertaining to contraventions of labour legislation and enforce as and when necessary. Plan and conduct (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

**ENQUIRIES** : Mr S Malope Tel No: (056) 215 1812  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: kroonstard-FS@labour.gov.za

**POST 13/21** : **INSPECTOR: IES (X2 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Makhanda Labour Centre, Eastern Cape-Ref No: HR 4/4/1/209 (X1 post)  
Labour Centre: Phalaborwa-Ref No: HR4/4/6/96 (X1 post)

**REQUIREMENTS** : Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

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

**ENQUIRIES** : Ms N Ntlokwana Tel No: (046) 622 2104  
Ms TE Maluleke Tel No: 015 290 1768

**APPLICATIONS** : Deputy Director: Labour Centre Operations: P. O. Box 2002, Makhanda, 6140 or Hand Delivery 20 High Street Makhanda, 6140.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Makhanda. Email: Jobs-EC11@labour.gov.za

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane. Email:Job-PHAL@labour.gov.za