

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** : 10 May 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 14/25** : **COUNSELLOR REF NO: HR 4/4/7/71**
- SALARY** : Grade 1: R587 835 – R652 407 per annum, (OSD)
Grade 2: R672 123 – R745 953 per annum, (OSD)
Grade 3: R761 274 – R844 884 per annum, (OSD)
- CENTRE** : Mkhondo Labour Centre
- REQUIREMENTS** : Four years B Psych qualification or a B Psych Equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa

as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1:** 0 (zero) to 6 years' experience gained after registration. **Grade 2:** Eight (8) years relevant experience gained after registration. **Grade 3:** Sixteen (16) years relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, no-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and resources of the career guidance support.

ENQUIRIES APPLICATIONS : Ms S Mathenjwa Tel No: 066 469 4644
Deputy Director Labour Centre Operations: Private Bag X34, Mkhondo, 2380 or hand deliver at Balalas Building, 42 Kotze Street, Mkhondo

FOR ATTENTION : The Deputy Director: Labour Centre Operations. Email: Jobs-PRT@labour.gov.za

POST 14/26 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/7/72**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
Provincial Office: Mpumalanga
BPROC/LLB degree / Four (4) year legal qualification. Drivers Licence. Two (2) years functional experience in compliance or legal services environment, Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skills Development Act, Public service Regulations, SDLA. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

ENQUIRIES APPLICATIONS : Ms NL Njwambe Tel No: (013) 655 8700
The Provincial Chief Inspector, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Provincial Chief Inspector

POST 14/27 : **FIELD ICT TECHNICIAN REF NO: HR 4/4/8/26**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
Provincial Office: Northern Cape
A Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Systems PLUS a valid code 08 driver's licence. 2 years functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Processes, Departmental Policies and procedures, Batho Pele Principles. Skills: Communications, Analytical thinking, Process Improvement, Leadership, Good interpersonal relation, Listening.

DUTIES : Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.

ENQUIRIES APPLICATIONS : Mr TD Mhlophe Tel No: 053 838 1501
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-NC@labour.gov.za

POST 14/28 : **CLAIMS CREDIT OFFICER REF NO: HR 4/4/8/08**

SALARY : R211 713 per annum
CENTRE : Provincial Office: Northern Cape
REQUIREMENTS : Grade12 /Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and Organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding Overpayments balance. Maintain all Overpayment Debtors Records manually and electronically. Maintain payments of benefits to clients.

ENQUIRIES : Adv B Gwabeni Tel No: (053) 838 1554
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-NC@Labour.gov.za

POST 14/29 : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/19**

SALARY : R211 713 per annum
CENTRE : Newcastle Labour Centre, KZN
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. 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, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr S Pillay Tel No: (034) 312 3334
APPLICATIONS : Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 or hand deliver at 29 Scott Street Newcastle.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN7@labour.gov.za

POST 14/30 : **INSPECTOR REF NO: HR4/4/4/04/07**

SALARY : R211 713 per annum
CENTRE : Temba Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ Labour/ LLB/BCOM LAW. Valid driver's license. Knowledge: Extensive knowledge of the following Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution 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 G Malungana Tel No: (012) 727 1432 (Temba Labour Centre)

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP5@labour.gov.za – Temba Labour Centre

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

POST 14/31 : **ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/8/640**

SALARY : R176 310 per annum

CENTRE : Provincial Office: Free State

REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People management.

DUTIES : Provide booking services of cars in the Province. (Daily). Attain information to prepare payment for service provider. (Daily), Acquire information on payment of fines. (Weekly), Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc. (Monthly).

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204

APPLICATIONS : Human Resource Management: Provincial Operations. Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State. Email: Jobs-FS5@labour.gov.za