

## 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** : 30 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](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 (Section A, B, C and D compulsory and section E ignore if CV attached), 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 email or 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)
- ERRATUM:** Kindly note that the advertised post of Technician, Losses and Maintenance with Ref No: HR4/4/8/14 for Provincial Office Northern Cape, is advertised with an incorrect salary notch of Level 08 (R321 543 per annum). The correct salary notch is (R261 372 per annum) salary Level 07. The post is advertised on Public Service Vacancy Circular 16 dated 06 May 2022 with a closing date of 23 May 2022. Sorry for inconvenience caused. Enquiries: Mr D Mhlophe Tel No: (053) 838 1501

## OTHER POSTS

- POST 17/09** : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/1/229**
- SALARY** : R1 040 697 per annum, (OSD)

**CENTRE REQUIREMENTS** : Directorate: Provincial Office, Eastern Cape Province  
: Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial Psychologist. Drivers Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal and Information Management Act.

**DUTIES** : Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in labour centres. Establish programmes for career counsellors in the province. Ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.

**ENQUIRIES APPLICATIONS** : Ms N Ngaki Tel No: (043) 701 3000  
: Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street, East London, 5200.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, East London

**POST 17/10** : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R869 007 per annum, (all inclusive)  
: Labour Centre: Nqanqarhu (Eastern Cape) Ref No: HR4/4/1/220 (X1 Post)  
: Labour Centre: Fort Beaufort (Eastern Cape) Ref No: HR4/4/1/221 (X1 Post)

**REQUIREMENTS** : Three years' (3) National Diploma (NQF6)/ Under graduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science means (Developmental Studies, Social Work and Nursing), Engineering Science, Public Management/ Administration, Business Management/ Administration, Operations Management and Project Management, three (3) years' legal qualification in LLB/BCOM LAW/BA LAW/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Conflict Management, Leadership, Project Management.

**DUTIES** : Manage the service delivery objectives as per the mandate of DOL. Represent the Department in key Stakeholder forums including interdepartmental structures of government and municipalities (Intermediate) Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies, directives and legislation including the Public Service Act and regulations.

**ENQUIRIES APPLICATIONS** : Ms NP Douw-Jack Tel No: (043) 701 3128  
: Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street, East London, 5200

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, East London

**POST 17/11** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR4/22/05/11HO**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)  
: Head Office, Pretoria  
: Three years' 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 Management experience and three (3) years functional experience in Supply Chain Management Services. Valid driver's license Knowledge: Supply Chain Framework, LOGIS Systems and BAS, Preferential Procurement Policy Framework, Departmental policies and procedures, Project Management, General management, Strategic management, Public Service Act, Public

Finance Management Act (PFMA) ,Treasury Regulations, Prescriptions/ directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Policy guidelines and framework for SCM and PFMA, Computer Systems, Batho Pele Principles SKILLS: Leadership, Negotiating, Facilitation, Computer Literacy, Presentation, Innovation, Analytical, Verbal and written communication.

**DUTIES** : Manage the Procedure Policy and Procedures in Del. Manage supply and acquisition of goods and services. Manage, develop and maintain Contracts. Manage Supply Chain Performance Assessment. Manage Human Resources.

**ENQUIRIES APPLICATIONS** : Ms K Moholwana Tel No: 012 309 4670

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 17/12** : **DEPUTY DIRECTOR: MARKETING AND ADVERTISING REF NO HR4/22/05/07 HO**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)  
: Head Office, Pretoria  
: Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Communication Science/ Public Relations/ Marketing. Five (5) years' experience of which two (2) years at Middle Management level (Assistant Director level) and three (3) years functional experience in Communication/Marketing services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations. Marketing Communication principles, Marketing and Advertising Guidelines and Protocol, Project Management, Batho Pele Principles. Skills: Planning and Organizing, interpersonal, Computer literacy, Communication, Problem solving, Listening and Observation, Negotiation, Time Management, Crisis Management, Creative-Writing.

**DUTIES** : Develop and Design an advertising strategy. Monitor the implementation of the advertising strategy. Evaluate the effectiveness of the advertising strategy. Manage operations at switchboard. Manage the Marketing and Advertising Sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr M Pela Tel No: 082 808 2168

**FOR ATTENTION** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 17/13** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR4/22/05/12HO**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Head Office, Pretoria  
: Three (3) years National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering / Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Change Management. Knowledge: Change Management principles and methodologies, understanding of efficiency promotion including the development of organisational structure, job profile design, job evaluation, Business Process Management, Organisational behaviour, Basic understanding of policies, regulations, prescript and legislation, DPSA Resolutions and Guidelines, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation and presentation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.

**DUTIES** : Implement change management framework, strategy and interventions in the Department, Implement employee engagement strategy in the Department, conduct individual and organisational climate and culture surveys, Conduct and co-ordinate all other organizational development services such as conducting organizational development investigations, development and review of job profile, conduct job evaluation processes, and development business process improvement in the Department, Manage resource (Finance, Human and Assets) in the section.

**ENQUIRIES** : Ms A Mcoso Tel No: 012 309 4436

**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

**POST 17/14** : **ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HR4/22/05/10HO**

**SALARY** : R382 245 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Human Resources Management and Personnel Management. TWO (2) years' functional experience in Human Resources Management and two (2) years Supervisory experience. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Minimum Information Security Standard, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Skills Development Act, Public Financial Management Act, Employment Equity Act. Skills: Planning and Organising, Computer literacy, Communication, Problem Solving, Negotiation, Event Management, Presentation, Analysis, ability to convert policy into action, People Management.

**DUTIES** : Manage the process of recruitment and selection. Manage the administration of Persal system in the Department. Manage the staff and other resources.

**ENQUIRIES** : Ms P. Mthethwa Tel No: 012 309 4549

**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

**POST 17/15** : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/11/11**

**SALARY** : R321 543 per annum

**CENTRE** : Labour Centre: Johannesburg

**REQUIREMENTS** : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), 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** : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.

**ENQUIRIES** : Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

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

**POST 17/16** : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/635**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office: Free State

**REQUIREMENTS** : BPROC/ LLB/ BCOM LAW. A valid Driver's licence. 1 year in legal/ compliance environment. Knowledge: Public Services transformation and management Issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Corporate governance, Skill Development Act, Public Service Regulations and SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Analytical, Innovative and Verbal and written communication.

**DUTIES** : To plan and independently administer work referred to Statutory Services for enforcement of noncompliance under employment law. Assist the ASD: SS in the enforcement process for IES. Assist in the strategy for Statutory Services.

		Assists in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the unit.
<b><u>ENQUIRIES</u></b>	:	Mr M Luxande Tel No: (051) 505 6325
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>POST 17/17</u></b>	:	<b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/640</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Welkom Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<b><u>ENQUIRIES</u></b>	:	Dr Ndzuta Tel No: (051) 505 6300
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 17/18</u></b>	:	<b><u>OFFICE AID REF NO: HR 4/4/8/636</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum
<b><u>CENTRE</u></b>	:	Ficksburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Standard 8/ Grade 10. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal. Verbal Communication and Listening.
<b><u>DUTIES</u></b>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<b><u>ENQUIRIES</u></b>	:	Mr L Tladi Tel No: (051) 933 2299.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at 43 Charlotte Maxeke Street, Bloemfontein

**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 (12 months contract), 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**

<b><u>POST 17/19</u></b>	:	<b><u>INTERN: EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R6, 666 per month
<b><u>CENTRE</u></b>	:	De Aar Labour Centre Ref No: HR 4/4/8/29 (X1 Post)

- REQUIREMENTS** : Springbok Labour Centre Ref No: HR 4/4/8/37 (X1 Post)  
: A three-year Bachelor's degree or Honours (NQF level 7 or 8) as recognised by SAQA in the following: Psychology/Industrial Psychology.
- DUTIES** : Conduct recruitment, selection, referral and placement of registered work seekers. Network with stakeholder to verify quality of service rendered. Provide and implement employment services.
- ENQUIRIES** : Ms Kgomoatso Mogotloane Tel No: (053) 838 1527
- 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