

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** : 20 June 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Foreign qualification must be accompanied by an evaluation report issued by 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 the requirement for the advertised post of Director: Legal Services at the Compensation Fund, Pretoria with Ref. No. HR5/1/2/3/59 also include Admission as an Attorney or Advocate of the High Court in the Republic of South Africa, therefore, applicants who wish to apply for the above-mentioned post must also in addition of other relevant qualification(s) attach a certification of Admission. The rest of the advert information remains the same. The post is advertised on PSVC No: 18 dated 20 May 2022 with a closing date of 06 June 2022, note the closing date for this post is extended to 20 June 2022. Sorry for inconvenience caused. Enquiries: Ms SBN Mhlungu Tel No: 060 663 7872

OTHER POSTS

POST 19/32 : **ASSISTANT DIRECTOR: TENDER ADMINISTRATION (ACQUISITION MANAGEMENT) REF NO: HR 4/22/06/29HO**

SALARY : R382 245 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Management. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Tender Administration (Acquisition Management) services. Valid Drivers Licence. Knowledge: Departmental Policies and Procedures, Public Service Act, Treasury Regulations, Prescriptions / directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Supply Chain Management framework, Policy guidelines and framework for SCM and PFMA, Public Finance Management Act (PFMA), Computer Systems, LOGIS and BAS, Batho Pele Principles. Skills: Computer literacy, Communication (written and verbal), Management, Conflict Management, Negotiation, Diversity Facilitation, Project Management, Presentation and Facilitation, Problem Solving, Analytical, Decision making, Time management, Orientate customer focus, Financial management, Interpersonal relations.

DUTIES : Implement procedures of Supply Chain Management in head Office to ensure compliance. Manage the administration and control of both the Sub-Bid Adjudication Committee (SBAC) and the Departmental Bid Adjudication Committee (DBAC) secretariat. Ensure improved service delivery. Manage and control the Acquisition Management unit.

ENQUIRIES : Ms K Maholwana Tel No: (012) 309 4670
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 19/33 : **EMPLOYMENT SERVICE PRACTITIONER (ESPII) REF NO: HR 4/4/7/58**

SALARY : R321 543 per annum
CENTRE : Barberton Labour Centre: Mpumalanga
REQUIREMENTS : Three (3) year relevant qualification in Social Science/Public Administration. Knowledge: ILO Convention, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEAs. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Mr N Makgaba Tel No: (013) 712 3066
APPLICATIONS : Deputy Director: Barberton Labour Centre: Private Bag X1634, Barberton, 1300 OR hand deliver to Eunika Centre Shop no 11 Nourse Street Barberton, 1300.

POST 19/34 : **TEAM LEADER REF NO: HR 4/4/7/76**

SALARY : R321 543 per annum
CENTRE : Middleburg Labour Centre
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with the of ensuring compliance with some of Labour

legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), 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, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct advocacy campaigns on all labour legislation regularly, 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.

ENQUIRIES : Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg.

POST 19/35 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/30**

SALARY : R261 372 per annum
CENTRE : Mthatha Labour Centre, Eastern Cape
REQUIREMENTS : Three years' qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. 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, COIDA, Occupational Health and Safety Act, Skills Development Levies Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing, listening and observation skills, Negotiation skills, Conflict handling skills, Presentation skills, Innovative, Analytical, Verbal and written communication 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 contravention of labour legislation and enforce as and when necessary, Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns 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 : Ms S Zawula Tel No: (065) 863 5949
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha, 5100. Hand delivery No 18 Manpower Building CNP Elliot & Madeira Street Mthatha, 5099.

FOR ATTENTION : Sub-directorate: Human Resource Management, Mthatha

POST 19/36 : **CLAIMS PROCESSOR (X3 POSTS)**

SALARY : R211 713 per annum
CENTRE : Secunda Labour Centre: Mpumalanga Ref No: HR 4/4/7/80 (X2 Posts)
 Mbombela Labour Centre: Mpumalanga Ref No: HR 4/4/7/81 (X1 Post)
REQUIREMENTS : Grade 12 Certificate. No experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and Medical terminology, Customer Services (Batho Pele Principles), Funds Values, 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 : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Ms R Masilo Tel No: 017 631 2582/2652 (Secunda)
 Ms L Shawe Tel No: 013 753 2844/5/6 (Mbombela)

- APPLICATIONS** : **Applications for Secunda:** Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset park Secunda.
Applications for Mbombela: Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200 or hand deliver at 29 Brown Street, Mbombela.1200
- POST 19/37** : **CLIENT SERVICE OFFICER REF NO: HR 4/4/7/79**
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum
Mashishing Labour Centre: Mpumalanga
Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.
- DUTIES** : Render services at help desk as the first point of entry within the Registration Services, render Employment Services to all the clients who visit the Labour Centre, resolve all complaints on all Labour Legislations received from clients, receive all Unemployment Insurance Benefits applications and Employer declarations, receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA
- ENQUIRIES APPLICATIONS** : Mr IM Nkosi Tel No: 013 235 2368/9
Deputy Director Labour Centre Operations: Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing.
- POST 19/38** : **ADMINISTRATION CLERK: LEGAL ADMINISTRATION REF NO: HR 4/4/8/637**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
Provincial Office: Free State
Senior Certificate (Grade 12). Knowledge: Departmental of Labour and Compensation Fund objectives and business functions, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund Policies, procedures and processes, Stakeholders and customers, Customers Service (Batho Pele Principles) Fund Values, COIDA Act, regulations and policies, Good command of the English language (Written and verbal). Skills: Required technical proficiency, business writing skills, required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, telephone skills and Etiquette and supervisor skills.
- DUTIES** : Liaise with provinces in respect of the provision of required information. Management correspondence and documentation. Render effective administrative support services.
- ENQUIRIES APPLICATIONS** : Mr S Zakwe Tel No: (051) 505 6300
Chief Director: 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

GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR

The Department of Employment and Labour, Free State 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 19/39** : **SUPPLY CHAIN MANAGEMENT: INTERN REF NO: HR 4/4/8/660**
- SALARY CENTRE REQUIREMENTS** : R6083.33 per month
Provincial Office: HRM: Free State
Three (3) National Diploma/ undergraduate Bachelors Degree in Financial Management/ Supply Chain Management/ Purchasing/ Logistics. No Experience required.
- DUTIES** : Administration duties.

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