

**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.***

<b><u>CLOSING DATE</u></b>	:	21 June 2022 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 document(s) 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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)

**OTHER POSTS**

<b><u>POST 20/46</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/674</u></b>
<b><u>SALARY</u></b>	:	R882 042 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Ficksburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management. Three years legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury

regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal & written), Interpersonal, Conflict Management, Leadership, Project management, Diversity Management, Change Management, Monitoring and Evaluation.

**DUTIES** : Manage the service delivery objectives as per mandate of the Department of Labour (daily). Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).

**ENQUIRIES** : Ms E Maneli Tel No: (051) 505 6203

**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

**POST 20/47** : **DISABILITY MANAGER (ASSISTANT DIRECTOR: (OCCUPATIONAL THERAPY) REF NO: HR 4/4/8/639**

**SALARY** : R525 087 - R582 771 per annum, (OSD)

**CENTRE** : Provincial Office: Free State

**REQUIREMENTS** : National Diploma / Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) year's relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Public Services Regulations, Policies and Procedures, Customer Service (Batho Pele Principles). Skills: Rehabilitation skills, Analytical skills, Business Writing skills, Required IT skills, Strategic leadership Leadership, Financial Management, knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, Client Orientation Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.

**DUTIES** : Manage early return wot work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.

**ENQUIRIES** : Dr. Ndzuta Tel No: (051) 505 6300

**APPLICATIONS** : Chief Director: Human Resources Management: 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

**POST 20/48** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/10/45**

**SALARY** : R477 090 per annum

**CENTRE** : Provincial Office: Mmabatho

**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.

**DUTIES** : 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.

**ENQUIRIES** : Mr S Mogakane Tel No: (018) 387 8100

**APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

**POST 20/49** : **ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/84**

**SALARY** : R477 090 per annum  
**CENTRE** : Provincial Office Mpumalanga  
**REQUIREMENTS** : Three (3) years relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advanced Diploma in Monitoring and Evaluation. A valid driver's licence. Four (4) years functional experience in Performance Management/ Statistics Services/ Monitoring and Evaluation of which three years (3) function at the Office/ Senior Officer Level. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour legislation and relevant policies, Batho Pele principles, Statistics and Database software packages, Functioning of DEL Labour Centres and Business Units, Labour market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relation, Leadership, Data analysis, Analytical, Innovative.

**DUTIES** : Verify and align the National APP to the Provincial APP and Labour Centre work plan in respect of the Department's policy and planning purposes. Verify and develop the Provincial Information reports. Manage the analysis of the provincial performance information to determine the impact on the Labour market. Oversee the management of the provincial resource centre/library. Manage all the resource of the Sub-Unit.

**ENQUIRIES** : Mr SF Potgieter Tel No: 013 653 3800  
**APPLICATIONS** : Deputy Director: LMIS: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

**POST 20/50** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/17 (X2 POSTS)**  
(Re-advertisement, applicants who previously applied must-reapply)

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Northern Cape  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. 4 Years experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

**DUTIES** : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

**ENQUIRIES** : Mr A Senakhomo, Tel No: (053) 838 1518  
**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

**POST 20/51** : **SUPERVISOR REGISTRATION SERVICES REF NO: HR 4/4/8/670**

**SALARY** : R321 543 per annum  
**CENTRE** : Ficksburg Labour Centre  
**REQUIREMENTS** : Three (3) years qualification in Business Administration/ Management; Public Administration Management and Operations Management. 2 years functional experience in registration services. Knowledge: All Labour Legislations and

Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Services Act, Public Services Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the applications of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.

**ENQUIRIES APPLICATIONS** : Mr L Tlali Tel No: (051) 933 2299  
: 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

**POST 20/52** : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/25**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Provincial Office: Northern Cape  
: Three years' tertiary qualifications Labour Relations Management/BCOM Law/LLB/ Internal Audit, Valid drivers licence (B), One (1) year functional experience in Auditing. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs. Analyse the system that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: (053) 838 1652  
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 Or hand deliver at c/o Pniel & Compound Street, Kimberley.

**POST 20/53** : **OFFICE ADMINISTRATOR REF NO: HR 4/4/8/42**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Provincial Office: Kimberley  
: Three (3) years relevant tertiary qualification in Office Administration/ Secretarial/ Office Management/ Administration/Management Assistant. Valid driver's license. 1-2 years functional experience in Office Administration environment. Knowledge: Departmental policies and procedures, Public Service Regulation (PRS), Public Service Act (PSA), Batho Pele Principle, Administration procedures. Skills Computer Literacy, Interpersonal, Planning and Organisation, Communication (verbal and written).

**DUTIES** : Provide secretarial services/receptionist to the unit. Assist in monitoring and maintenance of budget for the Unit, Facilitate and coordinate all logistical resource requirements of the Unit, Provide Management Information and records management services in the Unit. Track and monitor projects tasks within the Unit.

**ENQUIRIES APPLICATIONS** : Adv B Gwabeni Tel No: (053) 838 1554  
: 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

**POST 20/54** : **INSPECTOR (X2 POSTS)**

**SALARY CENTRE** : R211 713 per annum  
: Taung Labour Centre Ref No: HR 4/4/10/48 (X1 Post)  
: Botshabelo Labour Centre Ref No: HR 4/4/8/672 (X1 Post)

- 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 S Mogakane Tel No: 018 387 8100  
Mr M Ngono Tel No: (051) 534 3789
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho  
Chief Director: Provincial Office: 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
- POST 20/55** : **UI CLAIMS OFFICER REF NO: HR4/4/10/210**
- SALARY** : R211 713 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Grade 12/Senior Certificate. 0 to 6 months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform Administrative duties within the section.
- ENQUIRIES** : Mr C Mafu Tel No: (049) 892 2142.  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag x 9052, East London, 5201 or hand Deliver at 3 Hill Street, East London.