

## 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** : 11 July 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 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. 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 that the requirement for the advertised three posts of Security Officer at the Compensation Fund, Pretoria with Ref. No. HR5/1/2/3/73 also include Private Security Industry Regulatory Authority Grade C. 1-2 years functional Experience and, Statutory Body Requirements: PSIRA Qualification Grade C, therefore applicants who wish to apply for the above-mentioned post must also be in a position of the above indicated experience and other relevant qualification(s) as indicated above. The rest of the advert information remains the same. The post is advertised on PSVC No: 22 dated 17 June 2022 with a closing date of 04 July 2022, note that the closing date for this post is extended to 11 July 2022. Sorry for inconvenience caused. Enquiries: Ms MS Mabaswa: Tel: 012 319 9479

## OTHER POSTS

- POST 23/80** **SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/8/45**
- SALARY** : R882 042 per annum (all inclusive)

**CENTRE REQUIREMENTS** : Provincial Office: Northern Cape  
 : Three (3) years relevant tertiary qualification in Environmental Health/ Analytical Chemistry/Chemical/ Electrical & Mechanical/ Civil & Construction Engineering. Two (2) years management experience. Three years functional experience in Health and Safety inspection/ services. Valid driver's License  
 Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho pele principles.

**DUTIES** : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure, Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship, Manage and conduct advocacy and educational programmes directed towards internal and external stakeholders, Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel: (053) 838 1702  
 : 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 23/81** : **ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATIONS METAL, UPHOLSTERY WOOD/ TEXTILE (X2 POSTS)**

**SALARY CENTRE** : R477 090 per annum  
 : Supported Employment Enterprise: Bloemfontein- Ref No: HR 4/22/05/01 (X1 post)  
 : Supported Employment Enterprise: Epping- Ref No: HR 4/22/05/02 (X1 post)

**REQUIREMENTS** : Occupational Certificate: Wood/ Carpenter/ Furnisher Upholstery / (NQF Level 04) /Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood or textile and three years' supervisory experience. Valid driver's licence will be an added advantage. Knowledge of Manufacturing principles/procedures. Technical design/development, Supervision/management, Disability Act and policies, Occupational Health and Safety Act Knowledge of BCEA, OHSA, UIF and COIDA, Basic research. Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project Management.

**DUTIES** : Manage and monitor production within the factory. Manage the perational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.

**ENQUIRIES APPLICATIONS** : Ms ME Msiza Tel: 012 843 7409  
 : 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 23/82** : **FACTORY INSTRUCTOR: WOOD (X2 POSTS)**

**SALARY CENTRE** : R477 090 per annum  
 : Supported Employment Enterprise: Bloemfontein- Ref No: HR 4/22/05/03 (X1 post)  
 : Supported Employment Enterprise: Springfield- Ref No: HR 4/22/05/04 (X1 post)

**REQUIREMENTS** : Occupational Certificate: Wood / Carpenter/or Furnisher Upholstery / (NQF Level 04). Two years' functional experience in wood environment. Valid driver's licence will be an added advantage. Knowledge of Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of safety, Environmental and Quality system. Skills: Planning and organizing Analytical, Interpersonal, Leadership, Communication, Computer literate, Technical, Team work, Counselling.

**DUTIES** : Implement product manufacturing process and operations within the Factories. Coordinate the development of products in the factories. Ensure compliance to

the Occupational Health and Safety in the factory Manage Human Resources in the factory.

**ENQUIRIES** : Ms ME Msiza Tel: 012 843 7409  
**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 23/83** : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/7/88**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office Mpumalanga  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor/BCOM Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. A valid driver's licence. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the supply chain environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relation and collective bargaining systems, Minimum Information Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the iRequest System to supplier's details, Treasury Instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury Regulations, Knowledge of Intranet System, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management, Team Leadership, Impact and Influence, Compute Literacy, Diversity Management, Networking and Building Bonds, Managing Interpersonal Conflict.

**DUTIES** : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc. Manage user access to financial & personnel systems (BAS, Persal, Safety web, etc. Coordinate, review, analyse and the Provincial budget and utilisation of resources. Monitor the management of revenue, petty cash and debt in the Province. Manage expenditure in the Province. Manage all resources of the Section

**ENQUIRIES** : Ms N Mashibini Tel: 013 653 3800  
**APPLICATIONS** : Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand or deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

**POST 23/84** : **CHIEF REGISTRY CLERK (SUPERVISOR) REF NO HR 4/22/06/10HO**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Administration/ Public Management. One (1) year functional experience in Registry / Record Management. Knowledge: National Archives and Records Services Act (no 43 of 1996), Minimum Information and Security Standard Act. Protection of Private Information Act of 2013, Knowledge of Batho Pele Principles. Skills: Computer literacy, Communication skills, Interpersonal relations skills, People Management skills, Excellent customer care services, Performance Management skills.

**DUTIES** : Monitor and control Departmental Correspondence. Supervise the overall use of file plan in registry. Develop, implement and maintain the file tracking schedule. Records Classification in Central Registry. Supervise Registry and Reproduction Services.

**ENQUIRIES** : Ms. P Mokomane Tel: (012) 309 4075  
**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 23/85** : **CLIENT SERVICE OFFICER (X 2 POSTS)**

**SALARY** : R211 713 per annum  
**CENTRE** : Pietermaritzburg Labour- Ref No: HR4/4/5/32 (1X post)  
 Kuruman Labour Centre: Northern Cape-Ref No: HR 4/4/8/43 (1X post)

**REQUIREMENTS** : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

**DUTIES** : Render services at help desk as 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.  
 Mr MSJ September Tel (033) 341 5300.  
 Mr Z Gwiliza Tel: (053) 712 3952

**ENQUIRIES**

**APPLICATIONS** : **Deputy Director: Labour Centre Operations:** Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.  
**Chief Director: Provincial Operations:** Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road

**FOR ATTENTION** : Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg. Human Resources Operations, Provincial Office Kimberley

**POST 23/86** : **ADMINISTRATION CLERK: PROPERTY ACQUISITION AND LEASING REF NO HR 4/22/06/09HO**

**SALARY** : R176 310 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Grade 12. No experience required. Knowledge: Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Batho Pele Principles, Occupational Health and Safety. Skills: Computer literacy with knowledge of Excel, Communication skills, Interpersonal relation skills, Decision making, Problem solving skills, Excellent Customer focus, Writing skills, Strong sense of urgency and accountability.

**DUTIES** : Process leasing expenditure. Administer lease requests. Maintain immovable Asset Register. Maintain filing system for internal accommodation files. Maintain electronic folder for accommodation issues

**ENQUIRIES** : Mr MA Maimela Tel: (012) 309 4742

**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 23/87** : **ADMINISTRATION CLERK: PES HR & PERFORMANCE MANAGEMENT REF NO HR 4/22/06/03HO**

**SALARY** : R176 310 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Grade 12/ Matriculation/ Senior Certificate. No experience required. Knowledge: Departmental Policies and Procedures, Planning and organising, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Computer, Communication, Interpersonal, Analysis, Planning.

**DUTIES** : Provide support in the implementation of Human Resource Policies in PES HQ. Provide support in the implementation of performance management system in PES HQ. Assist with the provision of secretariat services during performance management reviews meetings. Render proper administrative services within the unit HR and Performance Management.

**ENQUIRIES** : Ms A van Vuuren Tel: (012) 309 4417

**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 23/88** : **REGISTRY CLERK REF NO: HR 4/4/8/682**

**SALARY** : R176 310 per annum

- CENTRE** : Provincial Office Free State
- REQUIREMENTS** : Grade 12\ Senior Certificate or equivalent. No experience required.  
Knowledge: National Archives Act, Public Service Regulation, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and Organizing.
- DUTIES** : Provide registry counter services. Handling incoming and outgoing correspondence. Render effective filing and record management services. Process documents for archiving and/ disposal.
- ENQUIRIES** : Ms. N Zama, Tel: (051) 505 6200
- 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