ANNEXURE D

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. 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 will 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: Provincial Office: Northern Cape

REQUIREMENTS: 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: Mr IS Vass Tel: (053) 838 1702

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 23/81: ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATIONS METAL, UPHOLSTERY WOOD/ TEXTILE (X2 POSTS)

SALARY: R477 090 per annum

CENTRE: Supported Employment Enterprise: Bloemfontein- Ref No: HR 4/22/05/01 (X1 post)


DUTIES: Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within 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 23/82: FACTORY INSTRUCTOR: WOOD (X2 POSTS)

SALARY: R477 090 per annum

CENTRE: Supported Employment Enterprise: Bloemfontein- Ref No: HR 4/22/05/01 (X1 post)


DUTIES: Implement product manufacturing processes 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

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. Co-ordinate, 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

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)
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.
ENQUIRIES : Mr MSJ September Tel (033) 341 5300.
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 Pniel Road
FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.

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.
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
DUTIES : 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


DUTIES: Provide registry counter services. Handling incoming and outgoing correspondence. Render effective filing and record management services. Process documents for archiving and/ or 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