

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 : 29 July 2022 at 16:00

NOTE : Instruction: 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 instruction/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)

MANAGEMENT ECHELON

POST 26/25 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/22/07/01HO**

SALARY : R1 269 951 per annum, (all inclusive)

CENTRE : Provincial Office: KwaZulu-Natal

REQUIREMENTS : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 309 4969

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

OTHER POSTS

POST 26/26 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/4/06/10**

SALARY : R382 245 per annum
CENTRE : Gauteng Provincial Office
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. 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 Contributions Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implement 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 : Ms SV Khoza Tel No: (011) 853 0453
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein

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

POST 26/27 : **SENIOR INTERNAL AUDITOR REF NO: HR4/22/07/02 HO**

SALARY : R321 543 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ B Com Information Systems, Valid driver's license. Two (2) years' functional experience in auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, framework and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Team Mate.

DUTIES : Plan allocated Audit engagements. Conduct Audit engagements in accordance with Audit Programmes. Render administrative support to the Internal Audit within DoI. Supervise the resources in the section.

ENQUIRIES : Ms A Mkhonto Tel No: 012 309 4804
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resource Operations, Head Office

POST 26/28 : **INTERNAL AUDITOR REF NO: HR4/22/07/03HO**

SALARY : R261 372 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three-year relevant tertiary qualification in Auditing/ Accounting/ Finance/BCom Information Systems. One (1) year functional experience in Auditing. Valid Driver's Licence. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate

governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards(GRAP), International Professional Practices Framework(IPPf) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.

DUTIES : Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within DoEL.

ENQUIRIES : Ms Q Mokhele Tel No: 012 309 4630

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

POST 26/29 : **INSPECTOR (X2 POSTS)**

SALARY : R261 372 per annum

CENTRE : Kroonstad Labour Centre Ref No: HR 4/4/8/700 (X1 Post)

Durban Labour Centre Ref No: HR4/4/5/36 (X1 Post)

REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/BCOM Law/ LLB. One (1) year functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures. Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills. Conflict handling skills, Negotiation skills, Problem Solving Skills, Interviewing, listening and observation 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) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign 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 : Mr S Malope Tel No: (056) 215 1812

Mr S Biyase Tel No: (031) 336 1500

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4056 or hand deliver at Government Buildings, Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

Sub-directorate: Human Resources Management, Durban: KZN

POST 26/30 : **UI CLAIMS CREDIT OFFICER REF NO: HR4/4/5/42**

SALARY : R211 713 per annum

CENTRE : Provincial Office: KZN

REQUIREMENTS : Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial System, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.

ENQUIRIES : Mrs NTG Khomo Tel No: (031) 366 2331

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 26/31 : **REGISTRATION SERVICES: CLIENT SERVICE OFFICER REF NO: HR4/4/1/500**

SALARY : R211 713 per annum

CENTRE : Maletswai Labour Centre Eastern Cape

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 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 for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES APPLICATIONS : Mr R Mbalu Tel No: 051 6332 633
Deputy Director: Labour Centre Operations, Private Bag X 148 Maletswai, 9750, Hand deliver at No 80 Somerset Street.

FOR ATTENTION : Deputy Director: Labour Centre Operations

POST 26/32 : **SERVICE DESK AGENT REF NO: HR4/22/07/04HO**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
Head Office, Pretoria
National Higher Certificate/College Diploma (NQF5) as recognized by SAQA in information Technology (ICT), ITIL Foundation and A+ or N+. Experience: 6 months. Knowledge: Strong comprehension of English Language, Microsoft Applications literate, Processes and procedures, Service Desk environment. Skills: Strong communication to provide high-quality customer service, the ability to listen and ask relevant questions, Exceptional written and oral communication skills, Fluent English. Analytical. Telephone Etiquette, IT Skills.

DUTIES : Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and request. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable.

ENQUIRIES APPLICATIONS : Ms R Mudau Tel No: 012 319 9261
Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 26/33 : **INSPECTOR: IES (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
Ulundi Labour Centre, KZN Ref No: HR4/4/5/37 (X1 Post)
Gqeberha Labour Centre, Eastern Cape Ref No: HR 4/4/1/150 (X1 Post)
Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. Valid Driver's licence. 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 Skill, Planning and Organizing (Own work), Computing (Spread sheets, Power point 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 relations. 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. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Mr TJ Nkosi Tel No: (035) 879 8800
Mr. MP Ngqolowa Tel No: (041) 506 5000
Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838 Or hand deliver at Unit A Wombe Street, Ulundi
Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal
Sub-directorate: Human Resources Operations, Gqeberha