

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** : 05 August 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 27/31** : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/1/120**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Provincial Office: Eastern Cape
- REQUIREMENTS** : An Undergraduate (NQF Level 7) as recognized by SAQA in Operations Management/ Operational Research/ Public Management/ Business Administration/ Finance/ Business Process Re-engineering. Five (5) years of experience at a middle/ senior managerial level. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Conflict Management, Public Service Regulations (PSR), Public Service Act (PSA). Skills: Proficient Communication, Policy Formulation, Computer literacy, Plan and Organizing, Knowledge Management, Interpersonal, Report Writing and Analytical.
- DUTIES** : Provide leadership and develop strategies for capturing of registration, declaration and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the

implementation of risk management strategies. Manage all resources (Human, Financial, Equipment/ Assets).

ENQUIRIES : Ms. Douw-Jack Tel No: 043 701 3128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5219 or hand deliver at: Department of Employment and Labour, No.3 Hill Street, East London.
FOR ATTENTION : Sub-directorate: Human Resources Management, Eastern Cape

OTHER POSTS

POST 27/32 : **COUNSELLOR REF NO: HR 4/4/4/06/03**

SALARY : Grade 1: R587 835 – R652 407 per annum, (OSD)
Grade 2: R672 123 – R745 953 per annum, (OSD)
Grade 3: R761 274 – R844 884 per annum, (OSD)

CENTRE : Temba Labour Centre

REQUIREMENTS : Four years B Psych qualification or a B Psych Equivalent Qualification. Valid Driver's licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1:** 0 (zero) to 6 years' experience gained after registration. **Grade 2:** Eight (8) years relevant experience gained after registration. **Grade 3:** Sixteen (16) years relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, no-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and resources of the career guidance support.

ENQUIRIES : Ms G Malungana Tel No: (012) 727 1432 (Temba Labour Centre)

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

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

POST 27/33 : **ASSISTANT DIRECTOR: GENDER, DISABILITY & YOUTH REF NO: HR4/22/07/05HO**

SALARY : R382 245 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year National Diploma (NQF6) under graduate Bachelor Degree (NQF7) in Social Sciences/ Gender Studies/ Youth Studies/ Psychology/ Social Work. A Valid Driver's Licence. Four (4) years Functional experience in Gender, Disability & Youth at a (Senior Practitioner / Practitioner) level. Knowledge: Gender Equity & Women Employment Programmes, Promotion of the rights of people with disabilities, Mainstreaming & implementation of youth developmental programmes, Job Access strategy. Skills: Communication, Interpersonal, Negotiation, Decision making, Organisational, Computer literacy, Problem solving.

DUTIES : Provide inputs towards the development policies, strategies & guideline to promote mainstreaming, development of women, persons with disabilities & youth. Coordinate & implement Gender Equity & Women Empowerment programmes. Coordinate & implement Disability Mainstream programmes. Coordinate & implement youth empowerment programmes. Monitor & evaluate implementation of Gender, Disability, Youth issues. Liaise with & improve integration of internal & external stakeholders performing various activities, events, programmes & initiated projects focusing on GDY. Assist in managing the resources of the sub-directorate EHWP & GDY.

ENQUIRIES : Ms PP Mthethwa Tel No: 012 309 4549

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

POST 27/34 : **OHS INSPECTOR REF NO: HR4/4/5/41**

SALARY : R321 543.per annum

CENTRE : Richards Bay Labour Centre

REQUIREMENTS : Senior Certificate plus a 3 year recognised qualification in the relevant field ie. Chemical Engineering, Chemistry and Occupational Hygiene or Environmental Health. Knowledge: Departmental policies and procedures, Occupational Health and Safety

Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act and Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. 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 APPLICATIONS : Mr KI Ximba Tel No: (035) 760 1614
: Deputy Director: Labour Centre Operations: Private Bag X 20033, Empangeni, 3880 or hand deliver at 11 Lira Rink Road, Richards Bay.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Richards Bay.

POST 27/35 : **STATUTORY SERVICES OFFICER REF NO: HR4/4/7/89**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Provincial Office Mpumalanga
: BPROC/LLB/BCOM LAW. A valid driver's licence. 1 year in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service act, Treasury regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication. A valid driver's license.

DUTIES : To plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the unit.

ENQUIRIES APPLICATIONS : Mr SE Mashinini Tel No: 013 653 3800
: Acting Provincial Chief Inspector, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 27/36 : **SUPERVISOR REGISTRATION SERVICES (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Harrismith Labour Centre Ref No: HR 4/4/8/803(X1 Post)
: Mamelodi Labour Centre: Temba Ref No: HR 4/4/4/06/02 (X1 Post)
: Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (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 Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application 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. Manage the resources of the section.

ENQUIRIES : Ms T Mvelase Tel No: (058) 623 2977 (Harrismith LC)
: Mr MS Molefe Tel No: (012) 820 1068 (Mamelodi LC)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State
Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 27/37 : **CLAIMS ASSESSOR: COID SERVICES REF NO: HR4/4/1/125**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
Komani Labour Centre Eastern Cape
Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant (policies, procedures and processes), Customer Service (Batho Pele Principles), Risk Awareness and COID Tariffs. Skills: Required Technical Proficiency, Communication (Verbal. Written, Listening and Questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking and Problem solving and decision making.

DUTIES : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Service as a Team Leader/ Supervisor.

ENQUIRIES APPLICATIONS : Mr K Mbande Tel No: 045 807 5400
Chief Director: Provincial Operations, Private Bag X 323 Queenstown, 5320, Hand deliver at No 10 Robinson Road Queenstown.

FOR ATTENTION : Chief Director: Provincial Operations

POST 27/38 : **INSPECTOR REF NO: HR 4/4/8/48**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
Postmasburg Labour Centre
Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB/. A valid drivers licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations 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 legislations and enforce where and when necessary. Conduct proactive (Blitz) inspection 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 APPLICATIONS : Mr R Mashibini Tel No: (053) 838 1652
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 27/39 : **CLIENT SERVICE OFFICER COID REF NO: HR 4/4/4/04/02**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
Labour Centre: Soshanguve
A Grade 12 Senior Certificate. Knowledge: Public Service Act, PFMA and Treasury Regulations, Public Service Regulations, COIDA OHS, Promotion of Access to Information Act Customer Service (Batho Pele principles), Compensation fund value chain Compensation fund business strategies and goals. Skills: Business Writing Computer literacy, Listening, Telephone etiquette and Interpersonal.

DUTIES : Register the claims on the Operational system. Receive and verify documents for registration. Assist with employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.

ENQUIRIES APPLICATIONS : Mr SS Mdluli Tel No: 011 853 0478
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein

FOR ATTENTION

: Sub-directorate: Human Resources Management, Provincial Office: Gauteng