

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 : 23 September 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. Only 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) (only when shortlisted). 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).

ERRATUM: Kindly note that the post of Client Service Officer: Registration Services for Rustenburg Labour Centre Ref No: HR4/4/11/05 and the post of Inspector for Potchefstroom Labour Centre Ref No: HR4/4/11/06 has been withdrawn. The post of OHS Inspector X2 for Rustenburg Labour Centre Ref No: HR4/4/11/02 was incorrectly advertised as X2 posts instead of X1 Post. These posts were published on Public Service Vacancy Circular 30 dated 12 August 2022 with a closing date of 26 August 2022. Enquiries: Mr. UT Qambata Tel No: (018) 387 8100.

OTHER POSTS

POST 34/17 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/450**

SALARY CENTRE : R882 042 per annum, (all inclusive)
: Labour Centre: Knysna (Western Cape)

<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering) Public Management/Administration, Business Management/Administration, Operations Management and Project Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre (Daily).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: 021 441 8120
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>POST 34/18</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>SPECIALIST: ICT GOVERNANCE, RISK & COMPLIANCE REF NO: HR/4/22/09/10 HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all inclusive)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Head Office, Pretoria
<u>SALARY CENTRE REQUIREMENTS</u>	:	A Three-year National Diploma (NQF6)/ Undergraduate degree (NQF7) Information Technology/ Information Technology Systems/ Computer Science/ Electronic Engineering. Five (5) years' experience in Information Technology of which three years must be in Information Security and in Information Security Governance, risk and compliance. Knowledge: Public Financial Management Act, Technical standards/procedures, Public Service Act, Public Service Regulations, Government's Corporate ICT Framework prescripts (DPSA), HR matters, and Training and development. Skills: Communications, Analytical thinking, Technical ICT Knowledge, Team building, and Mentoring and coaching.
<u>DUTIES</u>	:	Develop, facilitate and implement ICT Governance, Compliance and Standards framework. Develop, facilitate and implement ICT Risk management plan. Develop, facilitate and implement Security for the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Sello Khosieapula Tel No: 012 309 4143
<u>ENQUIRIES APPLICATIONS</u>	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>POST 34/19</u>	:	<u>ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/6/110</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
<u>SALARY CENTRE REQUIREMENTS</u>	:	Labour Centre Polokwane
<u>SALARY CENTRE REQUIREMENTS</u>	:	B-Degree in Labour Relations/ Labour Law/ LLB/ BCOM Law. Four years' experience in Inspection and Enforcement functions and valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Public Service Regulations, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal,

<u>DUTIES</u>	:	Conflict handling, Negotiation, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
	:	Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce, as and when necessary including making preparations for and appearing in court as a State witness. Provide guidance and manage proactive (Blitz) inspection programme for compliance with Labour Legislations. Manage and monitor the advocacy campaign on Labour legislations as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TE Maluleke Tel No: 015 290 1768
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Limpopo
<u>POST 34/20</u>	:	<u>PRINCIPAL INSPECTOR: BASIC CONDITIONS EMPLOYMENT ACT REF NO: HR 4/4/6/111</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
	:	Provincial Office: Limpopo
	:	Three (3) years relevant tertiary qualification in Labour Relations Management/ Law Degree, two years' supervisory experience, two years' functional experience in labour/inspections enforcement services and valid driver's license. Knowledge: Departmental Policies and Procedures, Batho Pele principles, PFMA, BCEA, Public Service Regulations, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Employment Standard Act. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Interviewing, listening and observation, Presentation, Research, Project management, Analytical, Innovative.
<u>DUTIES</u>	:	Ensure the implementation of programmes, work plans and policies for Basic Conditions of Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Conditions of Employment Act and Regulations. Monitor, evaluate and report on impact of Basic Condition Employment Act programmes. Provide technical advice on sector specific to Basic Condition Employment Act matters. Manage resources within the unit. Conduct advocacy campaigns on BCEEA and analyze the impact.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MS Lebogo Tel No: 015 290 1662
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Limpopo
<u>POST 34/21</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
	:	Jane Furse Ref No: HR4/4/6/112 (X1 Post)
	:	Phalaborwa Ref No: HR4/4/6/113 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three year recognized qualification in the relevant field i.e. Mechanical Engineering; Mechatronics Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license 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, Unemployment Insurance Act Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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 with the Unemployment Insurance Act and the Compensation for Occupational Injuries

and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as 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 legislations 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 : Mr M Makgobola Tel No: 015 290 1664
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Limpopo

POST 34/22 : **TEAM LEADER REF NO: HR4/4/6/114**

SALARY : R321 543 per annum
CENTRE : Labour Centre: Lephalale
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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 : Ms JM Fope Tel No: 0152901699
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Limpopo

POST 34/23 : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : De Doorns Satellite Office Ref No: HR 4/4/10/451 (X1 Post)
 Ceres Satellite Office Ref No: HR 4/4/10/452 (X1 Post)
REQUIREMENTS : 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** : Mr Q Bowman Tel No: 021 441 8120
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town
- POST 34/24** : **SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION)**
REF NO: HR 4/4/1/002
- SALARY** : R321 543 per annum
- CENTRE** : Provincial Office Eastern Cape
- REQUIREMENTS** : Three (3) year tertiary qualification in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.
- DUTIES** : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.
- ENQUIRIES** : Mr M Marala Tel No: 043 701 3005
- APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
- FOR ATTENTION** : Chief Director: Provincial Operations
- POST 34/25** : **PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO:**
HR4/4/10/453
(Re-advertisement, applicants who previously applied must-reapply)
- SALARY** : R261 372 per annum
- CENTRE** : Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) year tertiary qualification in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma in Monitoring and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data analysis, Statistical and research, Computer, Management and leadership.
- DUTIES** : Capture the Performance information data received form Branches/ Units for the compilation of the Provincial Monthly/ Quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial report. Manage the provincial resources centre/ library.
- ENQUIRIES** : Mr Q Bowman Tel No: 021 114 8120
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town
- POST 34/26** : **CLAIMS ASSESSOR (ADMINISTRATIVE OFFICER) REF NO: HR**
4/4/10/455
- SALARY** : R261 372 per annum
- CENTRE** : Labour Centre: George (Western Cape)
- REQUIREMENTS** : Three (3) year tertiary qualification degree or diploma in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM is required. 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 Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, 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, Problem solving and decision making.
- DUTIES** : Administer of claims registration process. Adjudicate registered customer claims, Quality Assurance for medical accounts payments. Render administrative duties, Serve as a Team Leader/ Supervisor.
- ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 34/27** : **INSPECTOR REF NO: HR4/4/10/454**
- SALARY** : R261 372 per annum
- CENTRE** : Labour Centre: Oudtshoorn (Western Cape)
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid drivers licence. 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: Planning and Organizing Conflict Management, Interpersonal Relations, Organizing Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with 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 analysing and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 34/28** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X4 POSTS)**
- SALARY** : R211 713 per annum
- CENTRE** : Gqeberha Labour Centre, Eastern Cape Ref No: HR 4/4/1/256 (X1 Post)
Labour Centre: Cape Town (Western Cape) Ref No: HR 4/4/10/456 (X1 Post)
Stanger Labour Centre- Ref No: HR4/4/5/66 (X1 Post)
Labour Centre Polokwane- Ref No: HR4/4/6/115 (X1 Post)
- REQUIREMENTS** : Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, 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. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. Reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Mr MP Ngqolowa Tel No: (041) 506 5000

		Mr Q Bowman Tel: 021 441 8120 Ms S Mkhize Tel No: (032) 437 8448 Ms TE Maluleke Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town Deputy Director: Stanger Labour Centre, Private Bag x 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Gqeberha Sub-directorate: Human Resources Management, Western Cape Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Management, Limpopo
<u>POST 34/29</u>	:	<u>CLIENT SERVICE OFFICER (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/457 (X1 Post) Labour Centre George (Western Cape) Ref No: HR4/4/10/458 (X2 Posts) Springs Labour Centre Ref No: HR4/4/4/08/19 (X1 Post) Postmasburg Labour Centre- Ref No: HR 4/4/8/61 (X1 Post), (Re-advertisement)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. No experience. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 021 441 8120 Ms I Engelbrecht Tel No: 011 365 3708 Mr R Mashibini Tel No: 066 115 8611
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town. Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Sub-directorate: Human Resource Management, Provincial Office: Gauteng Human Resources Operations, Provincial Office Kimberley
<u>POST 34/30</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR 4/4/6/116</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum Labour Centre, Polokwane
<u>REQUIREMENTS</u>	:	Matriculation/Grade twelve/Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing Skills: Planning and Organizing, Communication, Computer Literacy.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate, Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms. JM Fope Tel No: 015 290 1699

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 34/31 : **ADMINISTRATION CLERK: MANAGEMENT AND SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R176 310 per annum
Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/459 (X1 Post)
Lusikisiki Labour Centre, Eastern Cape Ref No: HR4/1/4/311 (X1 Post)

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Coordination, Computer literacy.

DUTIES : To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for records administration in a Labour Centre daily.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120
Ms Getyeza at (082) 8117015

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Deputy Director: Labour Centre Operations, The Head Labour Private Bag X 1002 Lusikisiki 4820, 5100. Hand delivery Corner Stanford and Jacaranda - street Lusikisiki 4820

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape
Sub-directorate: Human Resource Management, Lusikisiki

POST 34/32 : **SECURITY OFFICER REF NO: HR4/4/10/460**

SALARY CENTRE : R147 459 per annum
Labour Centre: Bellville (Western Cape)

REQUIREMENTS : Grade 12 / Senior Certificate and Grade C Security Certificate. Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.

DUTIES : Control access in and out if the Labour Centre and a provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily). Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily). Conduct internal investigations and enforce security rules and regulations (Daily).

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape