

## 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** : 14 October 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](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. 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)

## OTHER POSTS

- POST 37/18** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/5/74**
- SALARY** : R882 042 per annum (all inclusive)
- CENTRE** : Durban Labour Centre
- REQUIREMENTS** : Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/ Management, Business Administration/ Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. 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 Skills: Management. Computer. Presentation skills. Communications (Both Verbal and Written). Interpersonal. Conflict management. Leadership. Project management. Diversity Management. Change Management, Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives per mandate of the Department of Employment and Labour (Daily). Represent the Department in Key Stakeholder Forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr EM Khambula Tel 031 366 2201.
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>POST 37/19</u></b>	:	<b><u>PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/1/88</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum Provincial Office: East London Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations Management/BCOM Law/LLB/Labour Law. Valid driver's licence. 4 year's relevant functional experience in compliance/legal or EE inspections. Knowledge: Departmental policies and procedures, Basic Conditions of Employment, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Interviewing, Problem solving, Conflict handling.
<b><u>DUTIES</u></b>	:	Monitor the implementation of programmes, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the Unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Mbongwana Tel 043 701 3287
<b><u>FOR ATTENTION</u></b>	:	Human Resource Directorate: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Sub-directorate: Human Resources Management, Eastern Cape.
<b><u>POST 37/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR 4/22/10/01</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum Head Office, Pretoria Three (3) year National Diploma (NQF6) /under graduate Bachelor Degree (NQF7) in Human Resources Management/ Labour Relations Management/ LLB. Valid Driver's Licence. Four (4) years' experience of which two (2) years Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employment Relations services. Knowledge: Labour Relation Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Collective Bargaining agreements, Public Service Commission, Public Service Co-ordination Bargaining Council's Resolution, Policy/ guideline formulation, Public Finance Management Act. skills: Management, Problem Solving, Organization, Leadership, Interpretation of legislation/ policies, Budgeting/ Financial, Negotiation, Verbal/ written communication, Presentation.
<b><u>DUTIES</u></b>	:	Finalize all grievances and complaints received from employees in the department. Process and finalize all misconduct cases in the department. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectorial Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the employment relations section. Coordinate the finalization of all the disciplinary cases in the department. Manage resources of the section.

**ENQUIRIES** : Dr T Roos Tel: 012 309 4130  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 37/21** : **ASSISTANT DIRECTOR: HRO & ER REF NO: HR 4/4/8/64**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office – Northern Cape  
**REQUIREMENTS** : A three-year relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Valid drivers' license. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem Solving, Conflict management, People management. Knowledge: Public service transformation and management issues, White paper on transformation of Public service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards.

**DUTIES** : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits, Manage staff and all resources of the Sub-Directorate.

**ENQUIRIES** : Ms HR Olivier Tel: 053 838 1513  
**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 37/22** : **SUPERVISOR: REGISTRATION SERVICES REF NO HR 4/4/1/105**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Mthatha  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. 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 S Zawula Tel: 047 501 5600  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Mthatha Labour Centre

**POST 37/23** : **SENIOR PRACTITIONER: PUBLICATION AND WEB DEVELOPER REF NO: HR4/4/3/1SPPWD/UIF**

**SALARY** : R321 543 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification (NQF Level 6) in Communications/ Public Relations/ Journalism// Media Studies. Two (2) years functional experience in Publications and web administration environment. Knowledge: Public Finance Management Act (PFMA), Promotion to Access to Information Act (PAIA) Public Service Regulations (PSR), Public Service Act (PSA), Government Communication Information System. Skills: Ability to work under pressure and meet deadlines, Branding principles, Problem Solving, Presentation, Planning

and Organising, Communication, Computer Literacy, Interpersonal, Report writing, Driving, Creativity Search engine optimisation techniques, Ability to work with HTML, Java Script, .Net, Databases and Content Management Systems

**DUTIES** : Gather information for the website. Compile content for internal communication platforms. Rendering production of UIF publications, audio visual material and photography.

**ENQUIRIES APPLICATIONS** : Mr SS Nyanda Tel: (012) 337 1747  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 37/24** : **ADMIN OFFICER: BUSINESS DEVELOPMENT REFNO: HR 4/22/09/08**

**SALARY** : R261 372 per annum  
**CENTRE** : SEE, Silverton  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF 7) in Marketing or Customer Relationship Management (CRM). One (1) year's functional experience in customer services or in a sales environment. Knowledge: Business processes, structures and organisational culture, The SEE systems and products, Syspro Quotations and Sales Modules, The Public Finance Management Act (PFMA), Treasury Regulations, Tendering processes and procedures, Public Service Environment. Skills: Communication (written and verbal), Computer, Planning, Project Management, Interpersonal, Marketing, Problem solving, Analytical, Decision making, Customer care/Networking, Innovation, Knowledge and Information sharing, Conflict Management.

**DUTIES** : Coordinate administration of client requests and enquiries at SEE. Monitor and generate a report for all client service complains and enquiries. Coordinate the generation of client quotations and sales orders. Compile performance reports per product and monitor product sales trends.

**ENQUIRIES APPLICATIONS** : Ms A Pretorius Tel: 012 843 7425  
: 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 37/25** : **CLIENT SERVICE OFFICER REF NO: HR4/4/1/500**

**SALARY** : R211 713 per annum  
**CENTRE** : Mthatha 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** : Ms S Zawula Tel: 0658635949  
: Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha 5100, Hand deliver at No 18 Manpower Building CNP ELLIOT & MADEIRA STREET Mthatha,5099.

**FOR ATTENTION** : Deputy Director: Labour Centre Operations

**POST 37/26** : **SENIOR ACCOUNTING CLERK: CLAIMS CREDITORS REF NO: HR4/4/3/1SPPWD/UIF**

**SALARY** : R176 310 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Grade 12. 0 to 6 months' experience. Knowledge: Public Finance Management Act (PFMA) Basic Conditions of Employment Act (BCEA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, General Recognized Accounting Practices (GRAP),

General Accepted Accounting Principles (GAAP), Relevant Financial Systems.  
 Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical skills, Emotional Intelligent, Financial Management and Creative.

**DUTIES** : All Approved benefit vouchers paid, Maintenance Court Orders payment approved, Number of claims Control Account reconciled monthly by the end of the following month throughout the financial year. Account verification Services (AVS) report verified against service providers invoice.

**ENQUIRIES APPLICATIONS** : Mr SC Maake Tel: 012 337 1424

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 37/27** : Sub-directorate: Human Resources Management, UIF

**GENERAL MAINTENANCE FOREMAN REF NO: HR4/4/3/1GMF/UIF (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R147 459 per annum  
 : Unemployment Insurance Fund, Pretoria  
 : Grade 10 (Standard 8). 0 experience. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Unemployment Insurance Fund (UIA), Knowledge of Batho Pele Principles Public Service Act (PSA). Skills: Read and write, Problem Solving, Communication (written and verbal), Telephone Etiquette, Negotiation.

**DUTIES** : Perform general assistant work. Conduct minor repairs of furniture. Maintaining electronic filing system of the maintenance.

**ENQUIRIES APPLICATIONS** : Ms HT Masemola Tel: 012 337 1502

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF