

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 : 21 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. 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: Correction of salary notch for an advertised post of Practitioner: Medical Payment. Kindly note that the advertised post of Practitioner: Medical Payment Ref No: HR 5/1/2/3/95 for the Compensation Fund Head Office, was advertised with an incorrect salary notch of Level 08 (R321 543 per annum). The correct salary notch is (R261 372 per annum) salary Level 07. The post is advertised on the Public Service Vacancy Circular 36 dated 23 September 2022 with a closing date of 07 October 2022. Sorry for inconvenience caused. Enquiries: Ms D Nkabinde Tel No: (012) 406 5666

OTHER POSTS

POST 38/07 **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/5/84**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Provincial Office: KZN

REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Business Administration/ Development studies/ Social Sciences. Five (5) year's experience of which Three (3) must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and Two (2) year's experience at managerial. Valid driver's Licence. Knowledge: Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer literacy, Skills development Act, Event Management and Contract Management, Coordination, Facilitation and Project Management.

DUTIES : Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on Labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund and the Provincial Office. Manage resources (Human, Financial, Equipment/ Assets).

ENQUIRIES : Mr EM Khambula Tel No: 031 366 2201

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 38/08 : **DEPUTY DIRECTOR: FINANCE & OFFICE SERVICES REF NO: HR 4/4/8/65**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Provincial Office – Northern Cape

REQUIREMENTS : A relevant 3 years tertiary qualification in Business/ Public Administration/ Operations Management, Supply Chain Management, Purchasing, Logistics or Financial Management. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management/ Supply Chain Management Environment. A valid driver's license. Skills: Leadership, Interpersonal relation, Presentation, Planning and Organizing, Assertiveness, Computer Literacy, Accounting, Project Management, Innovative, Analytical, Negotiation, Project Management, Strategic Management, Ability to build high-performance team, Diversity facilitation, Verbal and Written Communication. Knowledge: White paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate Governance, Batho Pele principle, Departmental policies and prescripts, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, PowerPoint and Outlook.

DUTIES : Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Management the Administration of BAS and payments in the Province. Manage the Fleet Management Services in the Province, Manage the implementation of Supply Chain Management framework and policies in the Province. Manage the IT and Office support service in the Province. Manage resources and ensure sound financial management of the sub-directorate.

ENQUIRIES : Mr Z Albanie Tel No: (053) 838 1502

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 38/09 : **PRINCIPAL INSPECTOR: BASIC CONDITIONS EMPLOYMENT ACT REF NO: HR 4/4/1/140**

SALARY : R477 090 per annum

CENTRE : Provincial Office: East London

REQUIREMENTS : 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.

DUTIES : 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 BCEA and analyze the impact.

ENQUIRIES : Ms P Mbongwana Tel No: 043 701 3256

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 or hand deliver at: Department of Employment and Labour, No.3 Hill Street, East London.

FOR ATTENTION : Sub-directorate: Human Resources Management, East London

POST 38/10 : **ASSISTANT DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/4/09/01**

SALARY : R477 090 per annum

CENTRE : Gauteng Provincial Office

REQUIREMENTS : Three years' Tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Operations Management/ Administration Management/ Public Relations Management. Two (2) years functional experience in Operations. Two (2) years supervisory experience. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Condition of Employment Act (BCEA), Unemployment Insurance Act, Unemployment Insurance Contribution Act, National Archives and Records Services of South Africa Act. Skills: Communication, People Management, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organizing, Diversity Management, Time Management, Report Writing, Project Management.

DUTIES : Facilitate the employer services function in the province. Coordinate the provision of assessment validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General support. Manage resources (Human, Financial, Equipment, Assets) in the section.

ENQUIRIES : Mr PP Godongwana Tel No: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein.

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

POST 38/11 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR4/22/10/02HO**

SALARY : R473 820 – R1 140 828 per annum, (OSD)

CENTRE : Head Office, Pretoria

REQUIREMENTS : LLB Degree plus Admitted to practice as an Attorney of Advocate in the High Court of South Africa. Five (5) years appropriate legal experience. Valid Driver's License. Knowledge: Public Finance and Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Employment Services Act, Departmental Policies and Procedures. Skills: Planning and organizing, Communication, Computer Literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.

DUTIES : Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department. Management of resources of the Chief Directorate.

ENQUIRIES APPLICATIONS : Prof V Singh Tel No: (012) 309 4611
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 38/12 : **APPLICATION DEVELOPER: JAVA REF NO: HR4/22/10/12 HO**

SALARY CENTRE : R382 245 per annum
Head Office, Pretoria

REQUIREMENTS : Three (3) year tertiary qualification in Information Technology or relevant qualification in the field of ICT. Four (4) years' functional experience in Application Development and Support. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software development methodologies including Water and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Team Mate.

DUTIES : Analyse, specify and develop customized software Applications Java. Provide support and maintenance of customized software Applications Java. Develop applications according to the standards and best practices and best practice principles.

ENQUIRIES APPLICATIONS : Mr KR Makweya Tel No: 012 309 4876
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 38/13 : **APPLICATION DEVELOPER: MS.DOT NET REF NO: HR4/22/10/13 HO**

SALARY CENTRE : R382 245 per annum
Head Office, Pretoria

REQUIREMENTS : Three (3) year tertiary qualification in Information Technology or relevant qualification in the field of ICT. Four (4) years' functional experience in Application Development and Support. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software development methodologies including Water and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Team Mate.

DUTIES : Analyse, specify and develop customized software Applications MS Dot Net. Provide support and maintenance of customized software Applications Ms Dot Net. Develop applications according to the standards and best practices and best practice principles.

ENQUIRIES APPLICATIONS : Mr KR Makweya Tel No: 012 309 4876
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 38/14 : **EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/5/85**

SALARY CENTRE : R321 543 per annum
Ulundi Labour Centre

REQUIREMENTS : Three (3) year relevant qualification in Social Science / Public Administration. Valid Driver's Licence. Knowledge: ILO Conversations, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organising, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEAs. Supervise the administration of employer services at the labour centre.

ENQUIRIES APPLICATIONS : Mr T Nkosi Tel No: (035) 879 8800
Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 OR hand deliver at Unit A Wombe Street, Ulundi.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi

POST 38/15 : **SUPERVISOR: COID (X2 POSTS)**

SALARY CENTRE : R321 543 per annum
Pretoria Labour Centre Ref No: HR4/4/4/08/21 (X1 Post)
Vereeniging Labour Centre Ref No: HR4/4/4/08/22 (X1 Post)

REQUIREMENTS : A Three-year tertiary qualification in Customer Services/ Management/ Customer Relations/ Contact Centre Management/ Office Administration Management/ Communication. Two (2) years functional experience in customer care/ client services environment. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer literacy, Basic interpersonal skills, listening skills, Communication skills, Ability to interpret legislation Telephone etiquette, and Mediation skills.

DUTIES : Monitor and oversee the help desk at the first port of entry within COID service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.

ENQUIRIES APPLICATIONS : Dr V Mabudusha/Mr S Mdluli Tel No: 012 319 9133
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein

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

POST 38/16 : **INSPECTOR (BCEA) REF NO: HR4/4/5/82**

SALARY CENTRE : R211 713 per annum
Pietermaritzburg Labour Centre

REQUIREMENTS : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. 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 Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, 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 APPLICATIONS : Mr MSJ September Tel No: (033) 341 5300
Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg

POST 38/17 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/81**

SALARY CENTRE : R211 713 per annum
Ulundi Labour Centre (Stationed at Jozini Thusong Centre)

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 Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA
- ENQUIRIES** :
- APPLICATIONS** :
- Mr TJ Nkosi Tel No: (035) 879 8800
- Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838 Or hand deliver at Unit A Wombe Street, Ulundi.
- FOR ATTENTION** :
- Sub-directorate: Human Resources Operations, KwaZulu-Natal