

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** : 28 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)

OTHER POSTS

- POST 39/87** : **SENIOR COID EMPLOYER AUDITOR SERVICES REF NO: HR4/4/5/80**
- SALARY** : R321 543 per annum
- CENTRE** : Provincial Office: KwaZulu-Natal
- REQUIREMENTS** : Three (3) year qualification in Financial Accounting/BCOM Accounting/Accounting/LLB/BCOM LAW/BCOM in Commerce. A valid driver's licence. Two (2) years' experience in Internal Audit/Accounting/Financial Management/Inspection & Enforcement Service. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act(COIDA), OHS Act and Regulations, Public Service Act, Public Service Regulation, Public Financial Management Act(PFMA). Skills: facilitation, Planning and Organizing, Communication written and verbal, Computer Literacy, Interpersonal, Innovative and creative.

DUTIES : Conduct proactive audits in relations to COIDA. Conduct reactive audits in relations to COIDA. Conduct Advocacy in relation to COIDA. Enforce Compliance. Supervise the resources within the section.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms P Shandu Tel No: (031) 366 2095
Specialist: Employer Auditor, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban
Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 39/88 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/1/105**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
Labour Centre: Mthatha
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 APPLICATIONS FOR ATTENTION : Ms S Zawula Tel No: 047 501 5600
Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100
Sub-directorate: Human Resources Management, Mthatha Labour Centre

POST 39/89 : **FINANCIAL SYSTEM ADMINISTRATOR REF NO: HR 4/22/09/09**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
SEE, Silverton
Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Financial Information Systems / IT / Computer Science. One year (1) functional experience in the administration of financial system or financial system audit, Experience in SYSPRO, VIP and CASEWARE will be an added advantage. Knowledge: Public Finances Management Act, Treasury Regulations, Customer Services and collection process, Budgeting process, Costing, Analytical methods and statistical theories, VIP, SYSPRO and Caseware. Skills: Computer literacy, Communication, Interpersonal, Planning and organising, Problem solving, Analytical, Time management.

DUTIES : Coordinate user management processes of the financial systems. Perform the technical functions of the financial systems. Coordinate administration for financial systems. Manage administrative resources relating to financial systems.

ENQUIRIES APPLICATIONS FOR ATTENTION : ME Msiza Tel No: 012 843 7300
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office

POST 39/90 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
Secunda Labour Centre: Mpumalanga Ref No: HR4/4/7/98 (X1 Post)
Middleburg Labour Centre: Mpumalanga Ref No: HR4/4/7/99 (X1 Post)
Kariega Labour Centre Eastern Cape Ref No: HR4/4/1/202 (X1 Post)
Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho

- Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.
- 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 Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
- ENQUIRIES** : Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)
Ms R Masilo Tel No: 017 631 2585 (Secunda Labour Centre)
Ms W Koba Tel No: 041-9924627
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg.
Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda
Deputy Director: Labour Centre Operations, Private Bag X 38, 5880, or hand deliver at No 15 Chase Street, Uitenhage
- POST 39/91** : **BCEA INSPECTOR REF NO: HR4/4/5/87**
- SALARY** : R211 713 per annum
CENTRE : Estcourt Labour Centre
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers 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 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 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** : Ms J Fakazi Tel No: (036) 352 7767
APPLICATIONS : Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt 3310 Or hand deliver at 57 Harding Street, Estcourt.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 39/92** : **ACCOUNTING CLERK: INTERNAL CONTROL AND FINANCIAL REPORTING REF NO: HR 4/22/09/10**
- SALARY** : R176 310 per annum
CENTRE : SEE, Silverton
REQUIREMENTS : Grade 12, functional experience in the financial field will be an added advantage. Knowledge: Financial Accounting, Sound commercial judgement, Microsoft Excel, Word and Power point, Accrual basis of accounting, GRAP, PFMA and Treasury Regulations. Skills: Numeracy, Attention to detail and the ability to work logically, consistently, accurately and under pressure, Accounting and auditing skills, Analytical, Computer literacy.
- DUTIES** : Assist in the review of the general ledger and the preparation of the financial reports. Assist in managing the audit process. Assist in the process of irregular, fruitless and wasteful expenditure and Administration. Assist in managing the Leases. Provide administration support to the division.
- ENQUIRIES** : Ms ME Msiza Tel No: 012 843 7300
APPLICATIONS : 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 39/93** : **ASSET CLERK REF NO: HR4/22/09/05**
- SALARY** : R176 310 per annum

CENTRE REQUIREMENTS : Supported Employment Enterprise, Silverton
 : Grade 12 or equivalent qualification. No experience required. Knowledge: Asset Management, Risk Management, Relevant Labour policies, procedures and processes, Customer Service (Batho Pele Principles), Stakeholders and customer, Knowledge and understanding of Supply Chain Management Procedures, PFMA, National Treasury Regulations. Skills: Verbal and written communication, Computer literacy, Data and record Management, Problem solving.

DUTIES : Verify assets and record them in the SEE assets register. Record all IT assets in the SEE assets register. Execute the disposal of assets in line with the SEE policies and procedures. Responsible for acquisition of assets in SEE. Monitor the operational performance and maintenance of assets in SEE.

ENQUIRIES APPLICATIONS : Ms A Pretorius Tel No: 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 39/94 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICE REF NO: HR 4/4/08/17**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Sebokeng Labour Centre
 : Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures Treasury Regulation. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy Analytical, Planning organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the labour Centre Daily, Render a Human management. Responsible for Training and Performance activities in a Labour Centre Daily, Responsible for the record management in a labour Centre Daily.

ENQUIRIES APPLICATIONS : Mr PH Mtolo Tel No: (011) 975 9301
 : 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 39/95 : **SENIOR ADMINISTRATION CLERK: COID REF NO: HR 4/4/08/18**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Provincial Office: Gauteng
 : Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures Treasury Regulation. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy Analytical, Planning organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and office management service to the labour Centre Daily, Render a Human management, Responsible for Training and Performance activities in a Labour Centre Daily, Responsible for the record management in a labour Centre Daily.

ENQUIRIES APPLICATIONS : Mr S Mdluli Tel No: (012) 319 8100
 : 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 39/96 : **OFFICE AID: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/1/111**

SALARY CENTRE REQUIREMENTS : R124 434 per annum
 : East London Labour Centre, Eastern Cape
 : Standard 8/ Grade10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES APPLICATIONS : Mr. M Njamela Tel No: 043 702 7500.
 : Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London