

## 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** : 25 November 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, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). 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, D and F compulsory. Section E 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 the advertised post of Senior Legal Administration Officer (MR6) with Ref No: HR4/22/10/02/HO advertised on PSVC 38 dated 07 October 2022 with a closing date 21 October 2022 is hereby withdrawn. Sorry for inconvenience. Enquiries: contact Mr. Ofentse Khumalo Tel No: 012 309 4560

## MANAGEMENT ECHELON

- POST 43/29** : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/22/11/34HO**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Provincial Office: KwaZulu-Natal
- REQUIREMENTS** : Three (3) year undergraduate B. Degree/B-Tech/ Adv. Diploma (NQF 7)/ NQF 7 Qualification in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM

Accounting/ Auditing. A valid driver's licence. Five (5) years middle management experience and three (3) years functional experience in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.

**DUTIES** : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

**ENQUIRIES** : DDG: IES Ms A Moiloa Tel No: 012 309 4389

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

#### OTHER POSTS

**POST 43/30** : **EMPLOYER SERVICES OFFICER REF NO: HR4/4/6/132**

**SALARY** : R261 372 per annum

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : Three-year relevant tertiary qualification in Social Sciences (Psychology)/ Public/Business Administration and one-year functional experience in recruitment services. Knowledge: ILO Conventions, Financial management, Human resource management, Skills development. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Information management.

**DUTIES** : Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Provide administrative support for capacity building of ESSA end users. Coordinate large (provincial) opportunities from key stakeholders and Department of Employment and Labour placement services opportunities.

**ENQUIRIES** : Ms. Maluleke TE Tel No: 015 290 1768

**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 43/31** : **PRACTITIONER: COLLECTIVE BARGAINING REF NO: HR4/22/11/19 HO**

**SALARY** : R261 372 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations/ Human Resources Management/ Law. One (1) year functional experience in Labour Relations/ Collective Bargaining. Knowledge: Trade unions, employer's organisations and particularly bargaining councils work, Labour Market Policies and trends, Departmental Policies and procedures, Public Services Regulation and Financial Management, Labour Relations, Batho Pele Principles. Skills: Computer, Verbal and written communication, Conflict managements, Interpersonal Relations, Problem solving, Analytical, Client orientations and customer focus.

**DUTIES** : Analyse, and process the recommendation of registration of labour organisations applications (Daily). Analyse for compliance of labour organisations in terms of legal requirements (Daily). Provision of logistical support to the extension of collective agreements to non-parties (Daily).

**ENQUIRIES** : Ms M Ngwetjana Tel No: 012 309 4112

**APPLICATIONS** : 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

<b><u>POST 43/32</u></b>	:	<b><u>CLAIMS CREDIT OFFICER: BENEFICIARY SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R211 713 per annum Provincial Office: Gauteng - Ref No: HR4/4/4/11/15 (X1 Post) Provincial Office: KwaZulu-Natal - Ref No: HR4/4/5/96 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Senior Certificate with 0 to 6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures.
<b><u>DUTIES</u></b>	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<b><u>ENQUIRIES</u></b>	:	Mr PP Godongwana Tel No: (011) 853 0303 Ms G Khomo Tel No: (031) 366 2331
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Deputy Director: Provision Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 43/33</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R211 713 per annum Bronkhorstspruit Labour Centre – Ref No: HR4/4/4/10/08 (X1 Post) Labour Centre: Thohoyandou - Ref No: HR4/4/6/128 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms M Mojapelo Tel No: (013) 9320198 Ms. JM Fope Tel No: 015 290 1699
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Limpopo
<b><u>POST 43/34</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R211 713 per annum Butterworth Labour Centre - Ref No: HR 4/4/1/199 (X1 Post) Mthatha Labour Centre - Ref No: HR 4/4/1/33 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 T Madikazi at (066) 478 9312  
Ms S Zawula Tel No: 047 501 5600

**APPLICATIONS** : Deputy Director: Labour Centre Operations: Postal ERS 9396 or hand deliver at Corner Blythe, Robinson Street, Butterworth, 4960.  
Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100, Hand delivery: No 8 Manpower Building CNT, Elliot & Madeira Street Mthatha 5099.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Butterworth  
Sub-directorate: Human Resources Management, Mthatha Labour Centre

**POST 43/35** : **SENIOR ADMINSTRATON CLERK: COMPENSATION BENEFITS REF NO: HR4/4/6/130**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Provincial Office Limpopo  
: Grade 12/ Matriculation Senior Certificate Knowledge: Compensation Fund Strategic Objectives Relevant stakeholders, Customer service (Batho Pele Principles), Technical knowledge, COIDA Guidelines Skills: Required technical proficiency, Business writing skills, Required IT (MS Office & Operating skills), Communication verbal and written, Problem resolving, Planning and organizing, Problem solving, Data capturing, Data and records management, Telephone etiquette, Risk management and Fund governance, External Environmental Awareness.

**DUTIES** : Liaise with provinces and labour centres in respect of the provision of required information. Render effective administrative support services. Ensure correspondences of documentation. Perform general administrative functions

**ENQUIRIES APPLICATIONS** : Mr. M Makgobola Tel No: 015 290 1664

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane.  
Sub-directorate: Human Resources Management, Polokwane

**POST 43/36** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/6/133**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Labour Centre, Polokwane  
: Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

**DUTIES** : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

**ENQUIRIES APPLICATIONS** : Ms JM Fope Tel No: 015 290 1699

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane.  
Sub-directorate: Human Resources Management, Polokwane