

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.

<u>CLOSING DATE</u>	:	24 February 2023 at 16:00
<u>NOTE</u>	:	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, 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).

OTHER POSTS

<u>POST 05/57</u>	:	<u>SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR4/23/02/03 HO</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Three (3) year tertiary qualification in Labour Relations /Human Resources Management/ Law/ Public Administration / Public Management. One (1) years functional experience performing Labour Relations, Collective Bargaining and Human Resources duties. Knowledge: Trade unions, employer's organisations and particularly bargaining councils work, Departmental Policies and procedures, Public Services Regulation and Financial Management, Basic Conditions of Employment Act, Employment Equity Act and Batho Pele. Skills: Computer skills, Verbal and written communication skills, Conflict

		managements, Interpersonal Relations, Problem Solving skills, Analytical skills and Supervisory.
<u>DUTIES</u>	:	Analyse applications received and process recommendations. Monitor and ensure compliance with legal requirements. Perform data verifications periodically and draft recommendations to the delegated authority. Supervise resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Dithuge Tel No: 012 309 4131
	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Operations, Head Office
<u>POST 05/58</u>	:	<u>SENIOR INTERNAL AUDIT (INFORMATION TECHNOLOGY) REF NO: HR4/23/02/02 HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum Head Office, Pretoria A Three (3) year tertiary qualification in BCom IT Management/ Information Systems/ BSc IT/ Computer Science/ Information Systems. Two (2) years Information Technology Audit Functional Audit experience. Valid driver's License. Statutory Body Requirements: Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental internal audit activity charter, audit and risk committee charters and International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics) and Ability to work with minimal supervision.
<u>DUTIES</u>	:	Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit with DoL and Supervise the resources in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Macumbaia Tel No: 012 309 4424
	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Operations, Head Office
<u>POST 05/59</u>	:	<u>TEAMLEADER (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum Labour Centre: Malelane Ref No: HR4/4/7/119 (X1 Post) Labour Centre: Mafikeng Ref No: HR4/4/02/02 (X1 Post) Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) IN Labour Relations/ Labour Law/ LLB/ BCOM LAW. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following: Departmental Policies and procedures, Employment Services Act, Labour Relation 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.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of 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) inspections regularly to monitor compliance with Labour Legislation including compilation and consolidation of

reports emanating from such inspections. Conduct Advocacy Campaign on Labour Legislation regularly. Manage the finalisation 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 executing of analysis and compilation of consolidated statistical reports on regional and allocated cases.

- ENQUIRIES** : Mr JR Khoza Tel No: 013 790 1528
Ms Z Sekate Tel No: (018) 387 8100
- APPLICATIONS** : Deputy Director: Labour Centre Operations, PO Box 517, Sidlamafa, Malelane, 1320 or hand deliver at KaMhlushwa Shopping Centre, Mahlangu Road, Malelane.
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
- FOR ATTENTION** : Sub-directorate: Human Resources Management
- POST 05/60** : **INSPECTOR BCEA SR8 REF NO: HR4/4/02/01**
- SALARY** : R331 188 per annum
CENTRE : Mafikeng Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act, Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
- DUTIES** : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
- ENQUIRIES** : Ms. Z Sekate Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 05/61** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/1/164**
- SALARY** : R269 214 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) year tertiary qualification in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
- DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.
- ENQUIRIES** : Ms P Ludwaba Tel No: 043 701 3289
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
- POST 05/62** : **CLAIMS ASSESSOR: COMPENSATION FUND REF NO: HR4/4/5/08**
- SALARY** : R269 214 per annum
CENTRE : Labour Centre: Pietermaritzburg

- REQUIREMENTS** : Three (3) year Tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ Human Resource Management. 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 Services (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone etiquette, planning and organising, Analytical thinking, Problem solving and decision making, Basic interpersonal.
- DUTIES** : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administration duties. Serve as a Team Leader / Supervisor.
- ENQUIRIES** : Mr MSJ September Tel No: (033) 341 5300
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 05/63** : **INSPECTOR (X3 POSTS)**
- SALARY** : R218 064 per annum
- CENTRE** : Labour Centre: Kokstad-Ref No: HR4/4/5/07 (X1 Post)
Labour Centre: Ladysmith- Ref No: HR4/4/5/06 (X1 Post)
Labour Centre: Kwa Mhlanga-Ref No: HR4/4/7/118 (X1 Post)
- 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** : Mr. S Ngqoza Tel No: 039 727 2140
Ms. L Radebe Tel No: (036) 638 1900
Mr. M Ramatsetse Tel No: 013 947 2484
- APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Attention: Sub-directorate: Labour Centre Operations, Kokstad.
Deputy Director: Ladysmith Labour Centre: P/ Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith.
Deputy Director: Labour Centre Operations, Private Bag X4016, Kwa Mhlanga, 1022 or hand deliver at: Government Building, NR 6, Kwa Mhlanga
- POST 05/64** : **BCEA INSPECTOR (X3 POSTS)**
- SALARY** : R218 064 per annum
- CENTRE** : Mogwase Labour Centre Ref No: HR 4/4/02/03 (X1 Post)
Mafikeng Labour Centre Ref No: HR 4/4/02/04 (X2 Posts)
- REQUIREMENTS** : Three-years tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A valid motor vehicle driving license. Knowledge: National Minimum Wage Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Compensation for Occupational Diseases and Injuries Act. Skills: Facilitation, Planning and organizing (Own work), Interpersonal skills, Problem solving skills, Computing (spread sheets, Power point and word processing), Interviewing skills, Analytical, Verbal and written communication skills.
- DUTIES** : Monitor compliance by conducting inspections to determine level of compliance with BCEA and Sectoral Determinations and NMWA. Execute investigations

		on reported complaints pertaining to contravention of BCEA, Sectoral Determination and NMWA and enforce where and when necessary. Serve enforcement notices on non-complying employers. Process on non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the BCEA and NMW Act.
<u>ENQUIRIES</u>	:	Ms Z Sekate Tel No: (018) 387 8194
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management.
<u>POST 05/65</u>	:	<u>CLIENT SERVICE OFFICER (X3 POSTS)</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Kimberley Labour Centre Ref No: HR4/4/8/80 (X2 Posts) Labour Centre: Mafikeng Ref No: HR4/4/02/05 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr RSP Geswint Tel No: (053) 838 1582
<u>APPLICATIONS</u>	:	Ms Z Sekate Tel No: 018 387 8100 Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Kimberley. Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>POST 05/66</u>	:	<u>SENIOR ADMIN CLERK: CLAIM PROCESSOR REF NO: HR4/4/02/06</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Degree / Diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a Compensation or Medical claims processing environment. Knowledge: COID Tariffs, Compensation Fund policies, procedures and processes, Public Service Charter, Relevant stakeholders, Human anatomy/ Biology and medical terminology, Approved COID Delegation, Promotion of Access to Information Act, PFMA and Treasury Regulations, Customer service (Batho Pele principles), Road Accident Fund. Skills: Required Technical Proficiency, Numeracy, Business Writing skills, Required IT skills, Communication (written and verbal), Data Capturing, Data and Records Management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr. UT Qambata Tel No: 018 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
<u>POST 05/67</u>	:	<u>ADMINISTRATIVE CLERK: IES REF NO: HR4/4/02/07</u>
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Vryburg Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/ Senior Certificate/ NQF 4 Certificate plus National Higher Certificate (NQF5)/ College Diploma (NQF 6) as recognised by SAQA. No experience required. Knowledge: Office Administration. Computer Literacy. Secretariat. Public Service Act and Regulations. Skills: Telephone etiquette.

DUTIES

Communication skills (Written and verbal). Interpersonal Relations. Administration. Computer.

: Order stationery and replenish stock. Ensure file proper records keeping daily. Manage the budget of the unit in the Labour Centre (Monthly). Fax and photocopy IES administrative documents. Answer telephone enquiries.

ENQUIRIES

: Ms. Z Sekate Tel No: (018) 387 8100

APPLICATIONS

: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho