

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 : 06 March 2023 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, 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 that the post of Assistant Director: Public Employment Services Administration Reference No: HR4/4/11/37 for Provincial Office: Mmabatho was advertised with an incorrect salary Notch of R491 403 per annum (Level 10). The correct salary notch is R393 711 per annum (Level 09). The post was advertised on PSVC no 03 of 2023 with a closing date of 10 February 2023. Sorry for inconvenience. Enquiries contact Ms Z Sekate Tel No: (018) 387 8100.

OTHER POSTS

POST 06/79 : **DEPUTY DIRECTOR: SECURITY COMPLIANCE REF NO: HR4/23/02/07 HO**

SALARY : R766 584 per annum, (all inclusive)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Bachelor's Degree (NQF7) tertiary qualification in Security/ Security Risk Management, PSIRA Grade A, SSA

Security Management Course, Valid driver's license Five (5) years' experience of which 2 are at Middle Management level and three (3) functional experience in Security services environment. Knowledge: Departmental policies and procedures, Knowledge of Security Investigation, Personnel security, Document security, Communication security and IT Security. Skills: Planning and Organizing, Communication, Interpersonal, Problem solving, Listening and observation, Negotiation, Events Management, Presentation, Analysis, Investigating.

DUTIES : Manage Personnel security within the Department. Manage communication and IT (Computer) Security. Manage documents security and security investigation in the Department. Provide conducive working environment service in terms of OHS Act and training. Manage resources in the Sub-directorate.

ENQUIRIES : Ms N Tshelo Tel No: 012 309 4051
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 06/80 : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR 4/23/01/01**

SALARY : R766 584 per annum, (all inclusive)
CENTRE : SEE, Silverton
REQUIREMENTS : Three (3) year relevant qualification in Business Administration / Marketing. Valid Driver's Licence. Two years (2) Management Experience and Three (3) year's functional experience in business development / marketing. Knowledge: Business development, Professional Sales, Understanding Products, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Time management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.

DUTIES : Research and keep abreast with developments in the Industry. Develop and Implement Marketing and Sales Plan. Grow existing business and provide after sales support. Develop and manage business projects of the enterprises. Manage resources of the unit.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office.

POST 06/81 : **SENIOR CLAIMS ASSESSOR: COID SERVICES REF NO: HR4/4/5/05**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Durban
REQUIREMENTS : Three-year tertiary qualification in degree / diploma in Public Management / Administration / Social Science / OHS / Finance / HRM. Experience: 3 to 5 years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: Compensation fund policies, procedures and processes, relevant stakeholders, human anatomy / biology and medical terminology, customer service (Batho Pele Principles), COID tariffs, public service charter, approved COID delegation, Promotion of Access to Information Act, Road Accident Fund Act, PFMA and Treasury Regulations Skills: Required technical proficiency, numeracy, business writing skills, required it skill, communication (written and verbal), data capturing, data and records management, telephone skills and etiquette.

DUTIES : Administer claim registration process, adjudicate registered customer claims, prepare for payment of claim, quality assurance for medical / accounts payments, serve as a Team Leader / Supervisor.

ENQUIRIES : Mr B Zondi Tel No: (031) 401 9424
APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 06/82 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: HR4/23/02/15HO**

SALARY : R331 188 per annum
CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial/ Psychology/ Human Resource Management/ Labour Relations. Two (2) years functional experience in Organisational Development/ Effectiveness/ Work Study services. Knowledge: Basic understanding of policies, regulation, prescripts and legislation, understanding of efficiency promotion including the development of organisational structure. Understanding of information analysis. Job profile design and job evaluation. Business Process Management. Organisational Design. DPSA Resolutions and Guidelines. Human Resource Development Policies. Labour Relations Act. Basic knowledge of Public Financial Management Act. Skills: Organisational and planning, Facilitation, Computer literate, Good communication (Verbal and written), Listening, Problem solving, Interviewing, Research, Analytical, Good interpersonal relation.

DUTIES : Conduct Organisational Development investigations. Facilitate the development of Job Profiles and reviews for newly created and existing posts in the Department. Conduct Job Evaluation processes within the department. Conduct Business Processes improvement. Conduct and provide Change Management processes and interventions in the Department.

ENQUIRIES : Mr. RR Negota Tel No: 012 309 4569
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 06/83 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/04**

SALARY : R331 188 per annum
CENTRE : Durban Labour Centre

REQUIREMENTS : Three (3) year qualification Business Administration/ Management, Public Administration/ Management, Operations Management. Valid driver's licence. Experience: 2 years' functional experience in Registration Services. Knowledge: All labour legislations and regulations, private employment Agency Regulations and related ILO Conventions, Patho Pele Principles, Public Service Act, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients, Monitor the process 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.

ENQUIRIES : Mr B Zondi Tel No: (031) 401 9424
APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 06/84 : **CHIEF SECURITY OFFICER REF NO: HR4/4/5/12**

SALARY : R269 214 per annum
CENTRE : Provincial Office: KZN

REQUIREMENTS : Three (3) years relevant tertiary qualification in Security / Risk Management. One (1) year functional experience in the Security Services. PSIRA (Minimum Grade). Knowledge: Protection of Information Act, Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership skills, Good written and verbal communication, Conflict management, Interpersonal, Investigative analysis, Assertive, Innovative, Client focused, Positive attitude, Patient.

DUTIES : Render an effective and efficient security service and a safe working environment. Monitor access control within designated buildings. Implement

Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.

ENQUIRIES : Mr M Mwelase Tel No: (031) 366 2316

APPLICATIONS : Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

POST 06/85 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/03**

SALARY : R218 064 per annum

CENTRE : Labour Centre: Durban

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 : Mr B Zondi Tel No: (031) 401 9424

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 06/86 : **CLAIMS PROCESSOR (X2 POSTS)**

SALARY : R218 064 per annum

CENTRE : Malelane Labour Centre Ref No: HR4/4/7/117 (X1 Post)
Mpumalanga Provincial Office: stationed at Malelane Labour Centre Ref No: HR4/4/7/118 (X1 Post)

REQUIREMENTS : Three-year tertiary qualification 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: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numbering, Business Writing Skill, Required IT Skills, Communication (Written and Verbal), Data capturing, Data and Records management, Telephone skills and Etiquette.

DUTIES : Handle claim registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Ms N Ndlovu Tel No: 013 791 6000

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X517 Malelane 1320 or hand or hand deliver at: 19 Lorenzo Street, Old Absa Building, Malelane.

POST 06/87 : **DRIVER / OPERATOR: MSS REF NO: HR4/4/5/02**

SALARY : R181 599 per annum

CENTRE : Durban Labour Centre

REQUIREMENTS : Grade 12, Drivers licence with PDP. Experience: No functional experience required. Knowledge: Departmental policies and procedures. Skills: Driving skills, literacy, interpersonal relationship, planning and organising.

DUTIES : Provide effective and efficient transport services within the province, conduct physical vehicle inspections, assist in ensuring that vehicles are maintained, repaired and serviced, office administrative duties.

ENQUIRIES : Mr B Zondi Tel No: (031) 401 9424

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 06/88 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/105**

SALARY : R181 599 per annum
CENTRE : Kariega Labour Centre, Eastern Cape
REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Coordination, Computer literacy.

DUTIES : To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for records administration in a Labour Centre daily.

ENQUIRIES : Ms W Koba Tel No: 041 992 4627
APPLICATIONS : Deputy Director: Labour Centre Operations, P.O. Box 562, Kariega, 6230, Hand deliver at 15 Chase Street, Kariega, 6230.

POST 06/89 : **ADMINISTRATIVE CLERK: IES REF NO: HR4/4/5/13**

SALARY : R181 599 per annum
CENTRE : Labour Centre: Estcourt
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES : Ms J Fakazi Tel No: 036 352 7767
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 449, Estcourt, 3310 or hand deliver at 75 Phillip Street, Estcourt.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Estcourt.

POST 06/90 : **SECURITY OFFICER: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/1/106**

SALARY : R151 884 per annum
CENTRE : Kariega Labour Centre, Eastern Cape
REQUIREMENTS : Matriculation/Grade 12 / Senior Certificate/. Grade C Security Certificate. PSIRA Twelve (12) Months security experience. Knowledge: Batho Pele Principles, Departmental Policies and procedures, Minimum Information Security Standards, Evacuation Procedure, Access to Public premises and Vehicles Act, Private Security Industry Regulation Authority Procedures. Skills: Verbal and written communication, Computer literacy, Interpersonal skills, Conflict Management, Problem solving.

DUTIES : Control access in and out of the Labour Centre and a Provincial Office (Daily), Secure the flow of information and assets within the Labour Centre and Provincial Office (Daily), Conduct security patrols of the buildings and offices to ensure safety of employees and clients(Daily), Conduct internal investigations and enforce security rules and regulations (Daily).

ENQUIRIES : Ms W Koba Tel No: 041 992 4627
APPLICATIONS : Deputy Director: Labour Centre Operations, P.O. Box 562, Kariega, 6230, Hand deliver at 15 Chase Street, Kariega, 6230