

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** : 11 April 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 the advertised post of Principal Training Officer with Ref No: HR4/23/03/10 for Head Office. Pretoria advertised on circular 9 dated 10 March 2023 with a closing date 27 March 2023 requires the minimum experience of one (1) year functional experience in human Resource Development/ training Development Services and the rest of the advert requirements remains the same. Therefore, the closing date of the advert is extended to 11 April 2023. Enquiries contact Mr. Frank Thengwayo Tel No: 012 309 4497 and Kindly note the advertised posts of Administrative Clerk: Inspections and Enforcement Services(X4 posts) for Sebokeng Labour Centre, Ref No: HR 4/4/4/01/05 (X1 Post), Johannesburg stationed at Bronkhorstspuit Labour Centre- Ref No: HR 4/4/4/01/06 (X1 Post) Johannesburg stationed at Garankuwa Labour Centre, Ref No: HR 4/4/4/01/07 (X1 Post) and Germiston: Labour Centre stationed at IES-Provincial Office, Ref No: HR 4/4/4/01/08 (X1 Post), the requirements, skills, knowledge and duties has been amended/corrected as follows: 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 organizing. 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. These posts are advertised on Public Service Vacancy Circular 08 dated 03 March 2023 with a closing date of 17 March 2023. The closing date for these posts is extended to 11 April 2023. Enquiries contact Mr. Tom Mokoena Tel No: 011 853 0300

MANAGEMENT ECHELON

POST 11/31 : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES: REF NO: HR4/4/03/13**

SALARY : R1 105 383 per annum, (all inclusive)

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Four (4) years degree in (NQF level 7) as recognized by SAQA in Social Science / Industrial Psychology / Psychology / Public Administration / Management / Business Administration / Management. Five (5) years' experience at middle/senior management managerial level and 3 years' functional experience in employment service and skills development environment. A valid driver's licence. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial management, PFMA, LRA & EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Facilitation skills, Communication skills, Computer skills, Research skills, Presentation Skills, Interpersonal skills, Report writing skills, Leadership skills, Problem solving skills, Problem solving skills, Project management.

DUTIES : Direct the management of work seeker services (registration of work seekers and employment counselling) within the Province. Direct the management of employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation and of Policies, Standards, Annual Performance Plan and Work Plan.

ENQUIRIES : Mr X Sicwebu Tel No: (012) 309 4382

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

OTHER POSTS

POST 11/32 : **CAREER GUIDANCE COORDINATOR REF NO: HR4/4/03/14**

SALARY : R491 403 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Four (4) years tertiary qualification in BPsych. Two (2) years' functional experience in Employment/ Career Counselling. Two (2) years supervisory experience. Registered with HPCSA as a Psychometrics, (Independed Practice) or Registered Counsellor (Independed Counsellor). A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Profession Act, COIDA. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Networking, Project Management, Presentation, Analytical, Interpersonal skills.

DUTIES : Provide technical support to Labour Centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisation. Manage and co-ordinate the administration of psychometric assessment.

ENQUIRIES : Mr M Maluleke 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 11/33 : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO HR4/4/4/01/09 (X2 POSTS)**

SALARY : R491 403 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three year's Tertiary qualification (NQF Level 6) in Operations Management/Public Administration /Public Management /Business Administration, Business Management, Financial Management, Management, Public Relations Management, Administration Management, Public Relation Management. Four (4) Years experience of which two (2) years must be functional experience in operations Environment and Two (2) years supervisory experience, Valid Driver's Licence. Knowledge: Public Finance and Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relation Act, Employment Equity act, Basic Condition of employment, Unemployment Insurance Act, Unemployment Insurance Contribution, National Archives and Records Service of Africa act. SKILLS: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organizing, Diversity Management, 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. Coordinates General Support. Manage resources (Human, Finance, Equipment, Assets) in the section.

ENQUIRIES : B Dinga Tel No: (011) 853 0302
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 11/34 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/6/156**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Thohoyandou
REQUIREMENTS : Three-year qualification in Business Administration/Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. 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 : Ms TE Maluleke Tel No: 015 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 11/35 : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/4/4/03/04**

SALARY : R331 188 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ under graduate Bachelor Degree (NQF 7) in Human Resource Management/ Employment Relations / Labour Relations/

Labour Law/ Bachelor of Law (LLB). Valid drivers' license. Two (2) years functional Administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council's Resolutions. Departmental policies and procedures. Interpretation of case law and trends in Labour Law. Planning and organizing. Research / analyzing. Batho Pele Principles. Public Finance Management Act. Employment Equity Act. Public Service Act. Public Service Regulations. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research.

DUTIES : Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in conciliations referred to the General Public Service Sectoral Bargaining Council (GPSSEC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct Advocacy sessions on employment related matters to the Province. Provide administration support services in the section.

ENQUIRIES : Ms M H Rampou 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 Resource Management, Provincial Office: Gauteng

POST 11/36 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/100**

SALARY : R331 188 per annum
CENTRE : Durban Labour Centre
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Experience: 2 years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), 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 and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

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 11/37 : **CLAIMS ASSESSOR: COID REF NO: HR 4/4/4/02/12**

SALARY : R269 214 per annum
CENTRE : Labour Centre: Kempton Park stationed at Pretoria

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: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.

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 SS Mdluli Tel No: 012 319 9133

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein

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

POST 11/38 : **CLIENT SERVICE OFFICER (X3 POSTS)**

SALARY : R218 064 per annum

CENTRE : Maletswai Labour Centre Eastern Cape Ref No: HR4/4/1/600 (X1 Post)
Gqeberha Labour Centre Eastern Cape Ref No: HR4/4/1/601 (X1 Post)
Ulundi Labour Centre/ Jozini Thusong Centre Ref No: HR4/4/5/26 (X1 Post)

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 Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Mr RM Mbalu Tel No: 051 633 2633
Mr M Ngqolowa Tel No: 041 506 5000
Mr T Nkosi Tel No: (035) 879 8800

APPLICATIONS : Deputy Director: Labour Centre Operations, PO Box 148 Maletswai 9750, Hand deliver at 80 Somerset Street Maletswai, 9750.
Deputy Director: Labour Centre Operations, Private Bag X 6045 Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Govan Mbeki Avenue Gqeberha, 6000.
Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 Or hand deliver at Unit A Wombe Street, Ulundi.

POST 11/39 : **INSPECTOR (X2 POSTS)**

SALARY : R218 064 per annum

CENTRE : Zastron Labour Centre Free State: Ref No: HR 4/4/8/836 (X1 Post)
Bloemfontein Labour Centre Free State: Ref No: HR 4/4/8/837 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. Valid driver's Licence. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. 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 C van Niekerk Tel No: (051) 673 1471
Mr. M Ndlela Tel No: (051) 411 6403

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 11/40 : **INSPECTOR: BCEA REF NO: HR4/4/03/19**

SALARY : R218 064 per annum
CENTRE : Rustenburg Labour Centre
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.

ENQUIRIES : Mr M Maluleke Tel No: 018 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho

POST 11/41 : **ADMINISTRATIVE CLERK: LABOUR MARKET INFORMATION AND STATISTICS REF NO: HR4/4/6/157**

SALARY : R181 599 per annum
CENTRE : Provincial Office Limpopo
REQUIREMENTS : Matriculation/Grade twelve/Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing system, Industry and occupational codes, Batho pele principles, NQF Skills: Computer literacy, Coding, Accuracy, Attention to details, Innovative, Analysis, Communication (verbal & written).

DUTIES : Distribute Labour market information data to Labour market information staff. Assist in drafting of submissions. Code job vacancies. Provide administration support services for the Sub-Directorate.

ENQUIRIES : Mr MI Makgobola Tel No: 015 290 1664
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 11/42 : **OFFICE AID REF NO: HR4/4/03/18**

SALARY : R128 166 per annum
CENTRE : Rustenburg Labour Centre
REQUIREMENTS : Standard 8/ Grade 10. No work experience required. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal relations. Verbal communications. Listening skills.

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

ENQUIRIES : Mr M Maluleke 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.