

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>	:	19 June 2023 at 16:00
<u>NOTE</u>	:	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. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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 DPSSA 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 19/21</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/8/16</u>
<u>SALARY</u>	:	R958 824 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIRA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Operations Systems. Skills: Leadership. Management.

		Financial Management. Report writing (Advance). Computer literacy. Team Building. Negotiation. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative.
<u>DUTIES</u>	:	Monitor the registration of employers and employees' declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate.
<u>ENQUIRIES</u>	:	Mr Z Albanie Tel No: (053) 838 1502
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 19/22</u>	:	<u>DEPUTY DIRECTOR: PROJECT REF NO: HR 5/1/2/3/25</u>
<u>SALARY</u>	:	R811 560 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3)- year tertiary qualification in Business Administration/ Public Administration/ Project Management/ Development Studies/ Information Technology and Certificate in Project Management. 5 years' functional experience in managing projects of which 2 years is at the junior management level, project governance and within PMO, PMU and / or EPMO environment. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS project etc. Application of research methodology. COIDA. Customer Service (Batho Pele Principles). Technical knowledge. Quality management principles and processes. Public policy and frameworks. Legislative Requirement: Public Finance Management Act (PFMA). Public Service Regulations Act. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). LRA, EE Act, SDA & BCEA. Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation. Communication skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. Knowledge management. People and performance Management. Diversity Management. Planning and organisation. Problem solving. Risk Management and Fund Governance. Change Management.
<u>DUTIES</u>	:	Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage project deliverables in line with Fund and Legislative quality standard and expectations. Provide best practice development and implementation in all projects and programmes. Implement the strategic and operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms M Khosa at (066) 478 0037
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 19/23</u>	:	<u>PSYCHOMETRIST / REGISTERED COUNSELLOR REF NO: HR4/4/8/18</u>
<u>SALARY</u>	:	Grade 1: R645 129 – R713 835 per annum, (OSD) Grade 2: R734 811 – R813 369 per annum, (OSD) Grade 3: R829 688 - R918 630 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Four-year tertiary in B-Psych degree/Honours degree in Psychology/Honours degree in Industrial Psychology. Grade 1: 0 years' experience. Grade 2: 8 years' experience Grade 3: 16 years' experience. Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA, POPA Act. Skills: Planning and Organising, Communication. Computer. Analytical. Presentation. Interpersonal. Report writing, Leadership, Networking.

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 Employment Counsellors and relevant organisation. Co-ordinate the administration of Psychometric Assessment. Supervise administrative Personnel.

ENQUIRIES APPLICATIONS : Mr A Senakhomo Tel No: (053) 838 1545

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Sub-directorate: Deputy Director: Human Resources Management

POST 19/24 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/26**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
 : Compensation Fund, Pretoria
 : Three-year qualification Systems/Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative Requirement: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problems. Planning and organizing. Problem solving and decision making. Team leadership.

DUTIES : Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervisor of staff.

ENQUIRIES APPLICATIONS : Ms MM Munonde at (082) 523 3261

FOR ATTENTION : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building. Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 19/25 : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/27**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
 : Compensation Fund, Pretoria
 : Three-year tertiary qualification in Internal Audit/Computer Science/Information System. Certified Information System Auditor- CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage. Certified Information System Security Practitioner-CISSP as an added advantage. 4 years' functional experience in ICT audits of which 2 years in supervisory experience. Institute of Internal Auditors. ISACA. Knowledge: Compensation Fund policies, procedures, processes. ICT Audit standards. COBIT (Control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision Making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

DUTIES : Provide inputs and implement the ICT audits strategies, plans, guidelines and methodology. Conduct ICT audits assignments in accordance with the audit methodology. Provide progress on ICT audits activities. Management of resources in the sub-directorate.

ENQUIRIES : Ms T Dikokoe at (071) 148 4046

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 19/26 : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/28 (X2 POSTS)**

SALARY : R424 104 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Accounting/Finance/Internal Audit/Informatics/Business Management/Operations Management/Public Administration/Clinical Qualification. 4 years' functional experience in financial services/medical aid/claims processing environment of which 2 years is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk Awareness. Technical knowledge. General knowledge of the Public Service Regulation. Legislative Requirement: COIDA. PFMA and National Treasury Regulations. Skills: Data Analytics. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Management. Problem Solving and Analysis. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer focus. Communication. Risk Management and Corporate Governance.

DUTIES : Coordinate the finalization of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for provinces. Monitor medical payments to prevent wasteful expenditure for Head Office and Provinces. Provide technical support to provincial offices and medical service providers. Management of all resources in the sub-directorate.

ENQUIRIES : Ms R Thipe/ Ms K Mamabolo Tel No: (012) 406 5631

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 19/27 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/29**

SALARY : R424 104 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Human Resources Management/Training & Development/Management of Training. 4 years' functional experience in skills development of which 2 years is supervisory. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Services. Compensation Fund value chain and business processes. Department of Employment and Labour and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). DPSA guidelines on COIDA. Legislative Requirement: Skills Development Act. COIDA Act, Regulations and Policies. Public service Act. Public Service Regulations as Amended as of 2016. Skills Development Act,1998 (Act No 97 of 1998). Skills Development Levies Act,1999 (Act No 9 of 1999). South African Qualification Authority Act, 1995 (Act No 58 of 1995). South African HRD strategic Framework. White paper on the transformation of the Public Service,1995. White paper on Public Service Education and Training,1997. Labour Relations Act,1995. Employment Equity Act,1995. PFMA and National Treasury Regulations. Skills: Skills development Self-Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Planning and Organizing. Problem solving. Project or programme management. Team leadership. External Environmental Awareness. Human Resource Planning Skills. Training and Development (HRD) Skills.

- DUTIES** : Coordinate the submission of the identified training needs from the various Chief/Directorate training needs and the implementation of the Workplace Skills plan (WSP) for the Compensation Fund. Implement training intervention, PDPs, Bursaries, Learning and skills development in the Compensation Fund. Coordinate the Developmental programme of the Compensation Fund. Coordinate and implement both Compulsory Induction Programme (CIP) and Departmental Orientation as per approved plan in the Compensation Fund. Manage the staff and resources for the HRD unit.
- ENQUIRIES APPLICATIONS** : Mr N Khuzwayo at (076) 430 1163
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 19/28** : **ASSISTANT DIRECTOR: BUSINESS CONTINITY MANAGEMENT REF NO: HR 5/1/2/3/30**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
Compensation Fund, Pretoria
Three-year tertiary qualification in Business Continuity Management/ Disaster Management/ Crisis Management/ Risk Management/ Business Management. A certificate in Business Continuity Management will be an added advantage. 4 years' functional experience in Business Continuity Management \ Disaster Recovery/ Crisis Management. Knowledge: Compensation Fund policies and procedures. Customer Service Principles (Batho Pele Principles). Compensation Fund values. Public Service Act and Regulations. Knowledge of corporate governance requirements. Awareness of risk finance and risk control concept. Experience of crisis and /or incident management processes. Legislative Requirement: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public Service Act. Public Service Regulations. National Treasury Regulations. Supply Chain Management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Promotion of Administration Justice Act (PAJA). Disaster Management Act. Skills: Required Technical proficiency. Business Writing Skills. Required IT skills. IT Operating Systems. Budgeting and Financial Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Developing others. Diversity Management.
- DUTIES** : Provide inputs in the development of business continuity management plans, policies and strategies. Coordinate the implementation entity-wide business continuity strategies and response arrangement. Conduct awareness campaigns to alert employees of disruptive events.
- ENQUIRIES APPLICATIONS** : Ms KDL Masanabo at (078) 338 2539
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 19/29** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/31**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
Compensation Fund, Pretoria
Three-year tertiary qualification in Risk Management/ Internal Auditing or Finance related qualification. 4 years' functional experience in risk or internal audit environment of which two (2) years is at senior practitioner level or equivalent level. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value and business processes. Customer Service Principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Risk Assessment. Risk Management and audit practices. Knowledge of investigation methods and techniques. Required Information technology knowledge. Compensation Fund

Information technology operating systems. DPSA guidelines on COIDA. Risk management compliance. Framework for risk governance. Public service regulations. Risk management policies and procedures. Legislative Requirement: Public service regulations. COIDA. Treasury Regulations. Public Finance Management Act. Basic condition of employment Act. Labour Relations Act. Skills: Excellent communication (verbal and written). Programme and Project management. Problem solving and analysis. Conflict management. Research analysis and methodology. Decision making. Budgeting and Financial Management. People and performance Management. Developing others. Diversity Management.

DUTIES : Provide inputs to manage risk management services within the Funds. Facilitate risk assessments process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources

ENQUIRIES : Ms K Nkabinde at 060) 963 5592

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 19/30 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/1/182**

SALARY : R424 104 per annum

CENTRE : Provincial: Office: East London

REQUIREMENTS : LLB degree / Four (4) year legal qualification. Two (2) years' functional experience in legal environment. Admission as an Attorney/Advocate. A Valid Drivers License. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Verbal and written communication, Verbal and written communication, Good interpersonal relations, Problem solving, Computer literacy, Facilitating, Presentation, Conflict management, Research, Litigation.

DUTIES : Implement statutory processes with respect to all Labour Legislation and Inspection and Enforcement Services Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring program for enforcement files. Oversee administration for statutory services in the province. Monitor the resources within the Unit.

ENQUIRIES : Ms P Mbongwana Tel No: (043) 701 3256

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office, East London

POST 19/31 : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR4/4/8/22**
(Three- years contract)

SALARY : Chairperson will be remunerated according to rates approved by the Department

CENTRE : Provincial Office Kimberley

REQUIREMENTS : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a chairperson of the Risk Management Committee of the Department of Labour: Northern Cape. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management, Ethics and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as a

Chairperson of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Audit profession and developmental aspects, Departments Values, Technical Knowledge, All legislation frameworks governing the operation of Department of Employment and Labour. Skills: Analytical thinking, good communication, openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, Ability to offer new perspective.

DUTIES

: Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti-fraud and Corruption, compliance management, ethics and business continuity plan. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES

: Ms M Tadi Tel No: (053) 838 1616

APPLICATIONS

: Chief Director Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION

: Sub-directorate: Deputy Director: Human Resources Management