

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.

- 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
- CLOSING DATE** : 26 June 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. 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. The successful candidate will be expected to sign a 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 POST

- POST 20/14** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/17**
- SALARY** : R811 560 per annum, (all inclusive)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : Three (3) years tertiary qualification in Public Administration/ Business Administration/ Development studies. Certificate in Project Management/ Financial Management/ Contract Management will be added advantage. Two (2) years management experience. Three (3) years' experience in Project Management. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer literacy. Skills Development Act. Event Management and Contact Management. Coordinate. Facilitation. Project Management.
- DUTIES** : Engage with relevant stakeholders on training/skills programmes that will benefit UIF beneficiaries. Monitor the activities of Institutions receiving funding

and report on constrains including corrective actions. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in cooperation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries.

ENQUIRIES

: Mr. Z Albanie Tel No: (053) 838 1502