

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>	:	07 July 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. 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 POSTS

<u>POST 21/29</u>	:	<u>SENIOR MANAGER: MEDICAL SERVICES (NON-CLINICAL) REF NO: HR4/4/7/135</u>
<u>SALARY</u>	:	R1 653 234 - R2 001 927 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	MBChB/ MBCh/ MD/ MBBS Degree or equivalent qualifications. DoH/ DOHM/ DOccMed or equivalent. Valid driver's license. A minimum of 10 years' appropriate experience as a Medical Officer after registration with the (Health Professions Council of South Africa) HPCSA as a Medical Practitioner. Knowledge: Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoEL and Fund regulations, policies and procedures, Fund Value, PFMA, National Treasury Regulations, Promotion of Access to Information Act, PAJA. Skills: Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus, Required Technical proficiency, Business Writing Skills, Analytical thinking, Decision making, Communication (verbal and written), Customer Focus and Responsiveness, Managing inter-personal conflict and Problem solving, Planning and organising.
<u>DUTIES</u>	:	Manage the compensation process with necessary medical expertise. Provide guidance to decentralised medical services in provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.
<u>ENQUIRIES</u>	:	Mr TJ Mokomatsidi Tel No: (013) 655 8900

APPLICATIONS : The acting Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 21/30 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/133**

SALARY CENTRE REQUIREMENTS : R958 824 per annum
: Kwamhlanga Labour Centre
: Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Sciences, Public Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Valid driver's license. Five (5) years' experience of which two (2) years at an Assistant Director Level. Three (3) year functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury regulates, Supply chain management processes, Asset management, All labour legislations, Departmental Policies and Procedures, Public Service Act and Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity Management, Change Management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Developmental Model (DDM)(Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).

ENQUIRIES APPLICATIONS : Mr TJ Mokomatsidi Tel No: (013) 655 8900
: The Acting Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 21/31 : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY REF NO: HR4/23/06/01 HO**
(Re-advertisement: applicants who previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year tertiary qualification in Labour Relations/ Human Resources Management/ Business Management/ Public Administration. Valid driver's license. Two (2) years management experience and three (3) functional experience in Labour Relations/ Human Resources Management. Knowledge: Employment Equity Regulations, Employment Equity Act, Labour Relations Act, Public Finance Management Act, National Minimum Wage Act, Basic Conditions of Employment Act, Departmental Policies and procedures, Batho Pele Principles. Skills: Project management, Computer literacy, IT System, Verbal and written communication, Interpersonal relations, Leadership and negotiation, Statistical analysis, Presentation and Facilitation.

DUTIES : Manage the maintenance and development of specification for an efficient and effective database system. (EE System). Manage the development and preparation of the EE Public register for approval and publication. Manage the provision of the EE System training to provincial trainer and development of training tools. Manage the provision of technical support to employer through the EE helpline, webmaster services, EE reporting Portal and EE Roadshows. Management of all the resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms N Mamashela Tel No: (012) 309 4040
: Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 21/32 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/1/600**

SALARY CENTRE : R527 298 per annum
: Labour Centre: Gqeberha

- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Environmental Health/Occupational Health/Hygiene/Analytical Chemistry/Chemical Engineering. Four (4) years' functional experience in Health and Hygiene inspection services. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Innovative, Problem Solving, Presentation, Analytical, Interpersonal skills, Interviewing listening and observation.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspection for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trend in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES** : Mr MP Ngqolowa Tel No: (041) 506 5002/3
- APPLICATIONS** : Deputy Director: Labour Centre Operations, Private Bag X6045, Port Elizabeth, Hand deliver at 116 Govan Mbeki Street, VSN Building, Port Elizabeth, 6001.
- FOR ATTENTION** : Sub-directorate: Labour Centre Operations, Gqeberha