

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.

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| <u>CLOSING DATE</u> | : | 14 July 2023 at 16:00 |
| <u>NOTE</u> | : | 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 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) |
| | | ERRATUM: Withdrawal Of Advertised Posts Kindly note the following advertised posts have been withdrawn due to administration technicalities; Deputy Director: Solution and Application Development with Ref No: HR4/23/05/02HO for Head Office, Pretoria advertised on Circular 15 of 2023 with a closing date 19 May 2023, Internal Auditor with a Ref No: HR4/23/06/01HO for Head Office, Pretoria, advertised on Circular 17 of 2023 with a closing date of 02 June 2023 and the post of Deputy Director: Labour Activation Programmes with a Ref No: HR4/4/8/17 for Provincial Office: Kimberly, advertised on Circular 20 of 2023 with a closing date of 26 June 2023. These posts will be re-advertised and applicants who previously applied must re-apply. Sorry for inconvenience: Enquires: Mr FR Thengwayo Tel: 012 309 4497 |

OTHER POSTS

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| <u>POST 22/102</u> | : | <u>DEPUTY DIRECTOR: COIDA REF NO: HR4/4/8/24</u> |
| <u>SALARY</u> | : | R958 824 per annum (all inclusive) |
| <u>CENTRE</u> | : | Provincial Office: Kimberly |
| <u>REQUIREMENTS</u> | : | Three -year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments). Public |

Service Regulation. Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Promotion of Administrative Justice Act (PAJA). DoL and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirement. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical Knowledge. Skills: Leadership. Operational Management. Creative and Innovation. Analytical Thinking. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving. Decision Making. People Management and Empowerment (including developing others). Communication (written and verbal). Risk Management.

DUTIES : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate

ENQUIRIES : Dr IP Jood-Molaolwe Tel: 053 838 1589

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 22/103 : **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT**
REF NO HR4/23/07/01 HO
(Re-advertisement, applicants who previously applied must re-apply)

SALARY : R811 560 per annum (All inclusive)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate degree (NQF7) in Information Technology/ Computer Science/ Informatics. Five (5) years' functional experience at an Assistant Director or middle Management level in complex ICT Application complex environment as Application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle and PLSQL. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem-solving, Communication, Time-Management, Project-Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.

DUTIES : Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams top deliver ICT solutions. Manage and supervise resources within the sub-directorate.

ENQUIRIES : Ms. Engela Cronje Tel: 012 309 4876

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 22/104 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO:**
HR4/4/8/25

SALARY : R811 560 per annum (all inclusive)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Three-year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years management experience. Two (3) years functional experience doing Human Resource. Knowledge: Human Resource Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Human Resource Management Practices and Systems. Skills: Management, Interpersonal, Communication (Verbal and Written), Computer Literacy, Negotiation, Presentation, Report writing, Problem Solving, People Management, Decision Making.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource Policies, procedures and relevant prescripts in the Province (Daily). Manage the effective implementation of recruitment and selection policy in the Province (Daily). Facilitate the coordination of the implementation of Performance Management policy in the Province (Daily). Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programmes in the Province (Daily). Manage the administration of service benefits and leave of staff in the Province (Daily).

ENQUIRIES : Mr ZL Albanie Tel: (053) 838 1502
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 22/105 : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/30**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R811 560 per annum (All inclusive)
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : Three (3) years tertiary qualification in Public Administration/ Business Administration/ Business Administration/ Business Management/ Development Studies. Social Sciences. A valid driver's license. Five (5) years' experience of which three (3) years must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two (2) years' experience at managerial level. 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 : Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on Labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund and the Province Office. Manage resources (Human, Finance, Equipment/Assets).

ENQUIRIES : Mr Z Albanie Tel: (053) 838 1502
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 22/106 : **DISABILITY MANAGER (ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY) REF NO: 4/4/8/26**

SALARY : R578 367 – R639 744 per annum (OSD)
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : National Diploma / Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years' relevant experience post community service. A proven track record in vocational rehabilitation. Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business procedures. Customer Service (Batho Pele Principles). Skills: Rehabilitation skills, Analytical skills, Business Writing Skills, Required IT skills, Strategic Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, Client Orientation and Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development /review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Manager Section.

ENQUIRIES : Dr IP Jood-Molaolwe Tel: 053 838 1589

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

POST 22/107 : **ASSISTANT DIRECTOR: HR & ER REF NO: HR 4/4/4/04/01**

SALARY : R424 104 per annum

CENTRE : Provincial Office: Braamfontein

REQUIREMENTS : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Human Resources/ Labour Relations (Labour Law), two years' Supervisory experience. Two years' functional experience in Human Resources Operations/ Employment Relations. Knowledge: Public Service transformation and Management issues, White Paper on transformation of Public Service, Ability to convert policy into action, Human Resources systems and procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Report writing, Presentation, Interpersonal, Communication (both verbal and written), Computer Literacy, Analytical, Problem solving, Conflict management.

DUTIES : Co-ordinate and monitor the implementation of Human Resources Management Policies in the Province. Monitor and provide advice on the implementation of Employment Relations Policies and transcripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Supervision of resources in the Unit.

ENQUIRIES : Ms H Rampou Tel: (011) 853 0300

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

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 22/108 : **APPLICATION DEVELOPER (ASP. NET) REF NO HR4/23/07/02HO**

SALARY : R424 104 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/Computer Science or Informatics. MCSD and/ or ITIL Certificate will be of an advantage. Four (4) years' functional/technical experience in an application software development environment. Knowledge: ASP.NET, SQL Server, PLSQL, HTML5, CSS3 and C#/VB.NET and JavaScript, SQL Server 2008 and upwards, Service Orientated Architecture Implementations and Linux Operating Systems and IIS Server, Multi-tier Software architectures and interfaces, Oracle Systems and integration (Web services, XML, JDBC, OLE etc.), Knowledge on database scripts and procedures using SQL and PLSQL, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software development methodologies including Waterfall, Agile, DevOps and/or DevSecOps, Software languages and associated development platforms and tools, specifically to:, Batho Pele Principles, Departmental Procedures and Processes. Skills: Management of Microsoft OS based solution, Development for template based web content management solution, Web application architecture integration into Oracle, Software testing including unit integration and acceptance testing etc., Problem Solving, Communication, Time Management, Planning and Organizing, Multi-tier architecture and Project management.

DUTIES : Develop and Document technical design for customized software Applications. Provide support and maintenance of customized software Applications. Develop applications according to the defined standards and best practice principles.

ENQUIRIES : Ms E Cronje Tel: 012 309 4876.

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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