

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** : 21 July 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 POSTS

- POST 23/17** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**
- SALARY** : R958 824 per annum, (all inclusive)
- CENTRE** : Labour Centre: Kimberley Ref No: HR4/4/8/40 (X1 Post)
Labour Centre: Postmansburg Ref No: HR 4/4/8/41 (X1 Post)
- REQUIREMENTS** : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management, Three years' legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, 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. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
- ENQUIRIES** : Mr ZL Albanie Tel No: (053) 838 1502
- POST 23/18** : **PSYCHOMETRIST / REGISTERED COUNSELLOR REF NO: HR4/4/8/42**
(Applicants who previously applied are encouraged to re-apply)
- SALARY** : 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)
- CENTRE REQUIREMENTS** : Provincial Office: Kimberley
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. Registration with HPCSA as Psychometrist/ Registered Counsellor (Independent Practice) 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** : Mr A Senakhomo Tel No: (053) 838 1545