

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.

- CLOSING DATE** : 13 October 2023 at 16:00
- NOTE** : 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)
- ERRATUM:** Kindly note the advertised post of Assistant Director: Employers Compliance with Ref No: HR 5/1/2/3/45 for Compensation Fund, Pretoria advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with a closing date 02 October 2023. The post will be re-advertised and applicants who previously applied must re-apply. Sorry for inconvenience: Enquiries: Mr SV Radzuma Tel No: (012) 406 5723 and the following advertised posts of Senior Administration Officer: Risk Management with Ref No: HR4/4/5/53 advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with a closing date of 02 October 2023 and the post of Assistant Director: Fraud Investigation & Anti-corruption with Ref No: HR4/4/5/57 advertised on Public Service Vacancy Circular 30 dated 25 August 2023 with a closing date of 08 September 2023 for Provincial Office: KwaZulu-Natal have been withdrawn: Sorry for inconvenience: Enquiries Mr M Mangcotywa Tel No: (031) 366 2186

OTHER POSTS

- POST 35/07** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/165**
- SALARY** : R527 298 per annum
- CENTRE** : Labour Centre: Phalaborwa
- REQUIREMENTS** : Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. A valid driver's licence. Knowledge: Departmental policies and procedures, Batho

- Pele Principles, Public Services Act and Regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. SKILLS: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovation, Analytical, Research, Project management.
- DUTIES** : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Mr. Makgobola MI Tel No: (015) 290 1664
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- POST 35/08** : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE: REF NO: HR 4/4/06/04**
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum
: Provincial Office: Braamfontein
: Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Analytical Chemistry/ Occupational Health/ Hygiene/ Chemical engineering. Four years' functional experience in Health and Hygiene inspection/ Services. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Safety within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 5207
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg 2001 or hand deliver at 77 De Korte Street, Braamfontein, Johannesburg.
: Sub-directorate: Deputy Director: Human Resources Management
- POST 35/09** : **OHS: INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR/4/4/6/166**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Labour Centre: Mokopane
: Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Occupational Hygiene/Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating

reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 35/10 : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/4/04/02**

SALARY : R359 517 per annum
CENTRE : Provincial Office: Braamfontein
REQUIREMENTS : Three (3) Year tertiary qualifications in Financial Accounting, / BCOM Accounting/ Accounting/ LLB/ BCOM Law/ BCOM in Commerce. 1-2 Years' experience in Internal Auditing/ Compliance/ Financial Management. Knowledge: Batho Pele Principles, Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, COIDA, Public Finance Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Communication (Verbal and written), Innovation and creative.

DUTIES : Conduct pro-active audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce compliance. Supervise the resources within the section.

ENQUIRIES : Adv M Msiza Tel No: (012) 309 5207
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 35/11 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/59**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Dundee
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e. Electrical Engineering. Valid driver's License. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms T. Khumalo Tel No: (034) 299 7000
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 445, Dundee 3000 or hand deliver at 63 Victoria Street, Dundee.
FOR ATTENTION : Sub-directorate: Human Resources Management, Dundee Labour Centre: KZN

POST 35/12 : **SENIOR PRACTITIONER: BENEFICIARY SERVICES REF NO: HR4/4/5/62**

SALARY : R359 517 per annum

CENTRE : Labour Centre: Durban

REQUIREMENTS : Three years tertiary qualification in Accounting / Finance. Two (2) years functional experience in accounts payable environment. Skills: Communication, Listening, Computer Literacy, Time Management, Numeracy, Interpersonal skills, Planning and Organizing.

DUTIES : Provide support in the accounts payable process, Render accounting and administrative support, conduct reconciliation of accounts, Implement the daily payment run, Supervise resources (Human, Finance, Equipment / Assets) in the section.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal