

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>	:	03 November 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 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 38/17</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/5/61</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Kokstad
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e Environmental Health. 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.
<u>DUTIES</u>	:	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 : Mr S. Ngqoza Tel No: (039) 727 2140
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad.
FOR ATTENTION : Sub-directorate: Human Resources Management, Kokstad Labour Centre: Kwa-Zulu Natal

POST 38/18 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/66**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Ulundi
REQUIREMENTS : Three (3) year qualification in Business Administration/Management, Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Service Regulations and Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation and Analytical.

DUTIES : Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injuries and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.

ENQUIRIES : Mr T Nkosi Tel No: (035) 879 8800
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi.
FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi

POST 38/19 : **EMPLOYER SERVICES PRACTITIONER 2: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/64**

SALARY : R359 517 per annum (Level 08), (all inclusive)
CENTRE : KZN Ladysmith
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a Three (3) year relevant qualification in Social Science/ Public Administration. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Ms L Radebe Tel No: (036) 638 1900
APPLICATIONS : Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith.
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal