

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 : 17 March 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 (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship 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)

MANAGEMENT ECHELON

POST 08/40 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/23/03/13HO**

SALARY : R1 105 383 per annum, (all inclusive)

CENTRE : Head Office: Pretoria

REQUIREMENTS : Three (3) year undergraduate Degree/B-Tech/ Adv. Diploma (NQF 7) in Human Resources Management/ Public Administration/ Public Management. A valid driver's licence. Five (5) years' experience at a Middle /senior Management experience in Human Resources Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Access Recognition and Licensing Committee, Human Resource Development,

Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions of Employment Act, Public Financial Management Act, Employment Equity Act, Skills Development Act. Skills: Planning and Organizing, Verbal and written communication, Interpersonal, Problem solving, Computer literacy, Listening and observation, Strategic management, Negotiation, Analysis, People Management, Presentation.

DUTIES : Provide guidance on the development and implementation of policies and monitoring objectives. Manage Recruitment and Selection processes, Service Benefits and Employment Equity. Manage the Employee Health and Wellness programmes and ensure proper planning to GDY matters within the Department. Manage Departmental MTEF Human Resource Plan as per the DPSA requirements. Manage all resources of the Directorate.

ENQUIRIES : Ms MM Matyila Tel No: (012) 309 4026
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 08/41 : **DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR 4/22/01/01**

SALARY : R1 105 383 per annum, (all inclusive)
CENTRE : SEE: Pretoria, Silverton
REQUIREMENTS : A three (3) year degree in (NQF level 7) as recognised by SAQA in Marketing Management/ Business Administration/Management/ Communications. Pre-entry SMS Certificate. Valid Driver's license. Five (5) years Middle/Senior management experience and three (3) years' functional experience in Marketing/business/sale and Stakeholders Management Knowledge: Business development, Professional Sales, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy Development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Project Management, Time management, Planning and organizing, Analytical/judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.

DUTIES : Develop and manage SEE Business Strategy, Develop and Monitor the implementation of SEE Sales and Customer Relationship Strategies, Develop and monitor the implementation of Marketing Strategy, Identify and manage Strategic Alliances and ventures, provide detailed information on the progress of marketing and sales activities, Manage all the resources of the Directorate

ENQUIRIES : Mr ES Phakathi Tel No: 012 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office.

OTHER POSTS

POST 08/42 : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/6/146**

SALARY : R1 071 918 - R1 189 656 per annum, (OSD)
CENTRE : Provincial Office, Limpopo
REQUIREMENTS : Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial Psychologist and Drivers Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal and Information Management Act.

DUTIES : Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in labour centres. Establish programmes for career counsellors in the province. Ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.

ENQUIRIES : Ms. MS Lebog Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 or hand delivers at 42A Schoeman Street, Polokwane 0700

FOR ATTENTION : Sub-directorate: Human Resources Operations, Limpopo

POST 08/43 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/6/150**

SALARY : R331 188 per annum

CENTRE : Labour Centre: Phalaborwa

REQUIREMENTS : Three-year qualification in Business Administration/Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

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

ENQUIRIES : Ms TE 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 08/44 : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/10/110**

SALARY : R331 188 per annum

CENTRE : Butterworth Labour Centre

REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Mr. TM Madikazi Tel No: 047 491 0656

APPLICATIONS : Deputy Director Labour Centre Operations: ERF93/96, Corner Blyth and Robinson Street Butterworth, 4960

FOR ATTENTION : Deputy Director Labour Centre Operations

POST 08/45 : **ADMINISTRATION OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/19**

SALARY : R269 214 per annum

CENTRE : Provincial Office: KZN

REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science, Psychology, Public / Business Administration. One (1) year functional experience in Public Employment / Administration Services. Knowledge: Employment Services Act, Immigration Act, Social Plan Guidelines, ILO Conventions, PEA Regulations, Batho Pele Principles. Skills: Planning and organising, Good written and verbal communication, Computer skills, Analytical skills, Presentation skills,

Interpersonal skills, Report writing skills, Assertive, Innovative, Client focused, Sense of responsibility, Ability to work under pressure.

DUTIES : Provide administrative service to the Public Employment Services Business Unit. Render Human Resource Management functions for the Public Employment Services Business Unit. Provide support for the budget administration of the Public Employment Business Unit. Provide administrative support for the trainings of the unemployed. Consolidate monthly and quarterly statistics for the Public Employment Services Business Unit. Perform general administrative functions to the Public Employment Services Business Unit.

ENQUIRIES APPLICATIONS : Ms Z Maseko Tel No: (031) 366 2011
: Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

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

POST 08/46 : **ADMINISTRATION OFFICER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/4/01/03**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Gauteng Provincial Office
: A Three-year tertiary relevant qualification in Labour Relations/ Human Resource Management/ Public/ Business Management. One (1) year functional experience in Inspection/ Administration. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

DUTIES : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA), Conduct audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes, Collect, compile and consolidate IES statistical Blitz inspections, Prepare enforcement document to Provinces, Labour Court, Public Prosecutor and Magistrate.

ENQUIRIES APPLICATIONS : Adv. M Msiza Tel No: 012 309 5000
: 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 08/47 : **PRACTITIONER: IES REF NO: HR4/23/03/07HO**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Head Office, Pretoria
: Three (3) year tertiary in Office Management/ Public Management/ Financial Management. Two (2) years functional experience in Office environment. A valid Code 08 or 10 Driver's Licence could be an added advantage. Knowledge: Departmental policies and procedures. Public Finance Management Act. Minimum term expenditure budgeting processes. Procurement processing and procedures. Financial administration processes and systems. Computer literacy (MS Packages: Excel, Word, PowerPoint and ability to use email). Skills: Planning and organising, Computer literacy, Interpersonal, Problem solving, Communication (Verbal and Written), Report writing.

DUTIES : Assist in the financial planning and monitoring of the budget of the Branch. Assist with Human Resource function within the Branch. Render administrative support on consolidation of Performance information. Assist in the planning of Branch plans. Assist in coordinating information on complains received.

ENQUIRIES APPLICATIONS : Adv. Bede Tel No: 012 309 4896
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 08/48 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/18**

SALARY CENTRE : R218 064 per annum
: Estcourt Labour Centre: KZN

- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Ms Jabu Fakazi Tel No: (036) 352 7767
- APPLICATIONS** : Deputy Director: Estcourt Labour Centre, PO Box 449 Estcourt 3310, or hand deliver at 75 Phillip Street, Estcourt
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 08/49** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X6 POSTS)**
- SALARY CENTRE** : R218 064 per annum
 : Randburg Labour Centre Ref No: HR 4/4/4/10/06 (X4 Posts)
 : Labour Centre: Louis Trichardt Ref No: HR4/4/6/147 (X1 Post)
 : Labour Centre: Jane Furse (Burgersfort Satellite office) Ref No: HR4/4/6/148 (X1 Post)
- REQUIREMENTS** : Matriculation/ Grade 12. No experience needed. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Department Policies, Procedures and Guidelines, Batho Pele principles.
- DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. received from Clients. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
- ENQUIRIES** : Mr PP Godongwana Tel No: 011 853 0303
 : Ms JM Fope Tel No: 015 290 1699
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
 : 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 08/50** : **ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X4 POSTS)**
- SALARY CENTRE** : R181 599 per annum
 : Sebokeng Labour Centre Ref No: HR 4/4/4/01/05 (X1 Post)
 : Johannesburg stationed at Bronkhorstspuit Labour Centre Ref No: HR 4/4/4/01/06 (X1 Post)
 : Johannesburg stationed at Garankuwa Labour Centre, Ref No: HR 4/4/4/01/07 (X1 Post)
 : Germiston stationed at IES-Provincial Office, Ref No: HR 4/4/4/01/08 (1 post)
- REQUIREMENTS** : matriculation/ grade 12/senior certificate. Knowledge: Batho-Pele principles, departmental policies and procedures, treasury regulations skills verbal and written communication, interpersonal relations, problem solving, computer literacy, analytical, planning and organizing.
- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the

Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : MR P Mtolo Tel No: 016 430 0000 (Sebokeng)
MS M Mojapelo Tel No: 013 932 0198 (Bronkhorspruit)
MR P Ranwase Tel No: 012 700 0290 (Garankuwa)
ADV. Msiza Tel No: 012 309 5000 (IES Provincial Office)

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 08/51 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/149**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
Labour Centre Mokopane
Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

ENQUIRIES APPLICATIONS : Mr MI Makgobola Tel No: 015 290 1664
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 08/52 : **ADMINSTRATON CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/6/151**

SALARY REQUIREMENTS : R181 599 per annum
Labour Centre: Jane Furse (Burgersfort Satellite office)

DUTIES : Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

ENQUIRIES APPLICATIONS : Mr. M Makgobola Tel No: 015 290 1664
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 08/53 : **FLEET MONITORING AND INSPECTION SERVICES CLERK REF NO: HR4/4/4/02/01**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
Gauteng Provincial Office
Matriculation/ Grade 12/ Senior Certificate. Drivers Licence. Knowledge: Servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organization, Report writing,

Computer, Coordination, Monitoring and evaluation, Interpersonal relations, Time Management.

DUTIES : Coordinate information to conduct inspection on Provincial fleet vehicles. Provide support to enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.

ENQUIRIES : Mr NS Mthethwa Tel No: (011) 853 0314

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 08/54 : **ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/02/02 (X2 POSTS)**

SALARY : R181 599 per annum

CENTRE : Gauteng Provincial Office

REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resource Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People Management.

DUTIES : Provide booking services of cars in the Province. Attain information to prepare payment for service provider. Acquire information on payment of fines. Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc.

ENQUIRIES : Mr NS Mthethwa Tel No: (011) 853 0314

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

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng