DEPARTMENT OF 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: 16 May 2016 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. 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). Where applicable, candidates will be subjected to a skills/knowledge test. 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 will 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. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

POST 17/78: ASSISTANT DIRECTOR: BENEFICIARY SERVICES 2 POSTS

SALARY: R 311 784 per annum

CENTRE: Provincial Office: Kwa-Zulu Natal- REF NO: HR 4/4/5/06
Labour Centre: Pietermaritzburg- REF NO: HR 4/4/5/26


DUTIES: Effectively and efficiently ensure that employers’ declarations are registered, database is maintained and updated. Monitor the provisioning of assessment, validation and adjudication of claims. Effectively manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES: Ms GT Khomo Tel: (031) 366 2012
APPLICATIONS: Chief Director: Human Resources Operations: P O Box 940, Durban, 4000,
FOR ATTENTION: Sub-directorate: Human Resources Management, KZN,
POST 17/79: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: HR 5/1/2/3/60

SALARY: R 311 784 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Fill vacancies for the Fund. Coordinate the recruitment, selection and placement process. Coordinate and manage the administration of the personnel records system. Assist in the management of the sub-directorate.

ENQUIRIES: Ms V Masemola, Tel: (012) 313 6358
APPLICATIONS: Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape, Benstra Building, Arcadia

POST 17/80: INSPECTOR: TEAM LEADER REF NO: HR 4/4/5/02

SALARY: R 262 272 per annum.
CENTRE: Labour Centre: Durban

DUTIES: Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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. Supervise the resources in the Sub-Section.

ENQUIRIES: Mr S Biyase, Tel: (031) 336 1500
APPLICATIONS: Chief Director: Human Resources Operations: P O Box 940, Durban, 4000,
FOR ATTENTION: Sub-directorate: Human Resources Management, KZN,

POST 17/81: SUPERVISOR: REGISTRATION SERVICE 3 POSTS

SALARY: R 262 272 per annum
CENTRE: Labour Centre: Klerksdorp-Ref No: HR 4/4/9/54
Labour Centre: Pietermaritzburg-Ref No: HR 4/4/5/03


DUTIES: Monitor and oversee the help desk at the first port of entry within Registration Services. Oversee the employment services rendered to all clients. Monitor the process 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 queries regarding legislation and follow up on pending queries.

ENQUIRIES: Ms MM Serumula Tel: (018) 387 8100
Mr S L Rakobela, Tel: (013) 932 0197
Mr MP Tshabalala, Tel: (033) 341 5300
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho 2735,
FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho
Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001,
FOR ATTENTION: SUB-directorate: Human Resources Management, Gauteng
Chief Director: Human Resources Operations: P O Box 940, Durban, 4000,
FOR ATTENTION: Sub-directorate: Human Resources Management, KZN,

POST 17/82: SENIOR EMPLOYMENT SERVICE PRACTITIONER 2 POSTS

SALARY: R 262 272 per annum
CENTRE: Labour Centre: Ulundi-Ref No: HR 4/4/5/13
Labour Centre: Christiana – Ref No: HR 4/4/9/161


DUTIES: Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency’s (PEAs). Supervise the administration of employer services at the Labour centres.

ENQUIRIES: Mr TJ Nkosi, Tel: (035) 879 8800
Ms F K Diokana, Tel: (018) 387 8100
APPLICATIONS: Chief Director: Human Resources Operations: P O Box 940, Durban, 4000,
FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho 2735,
FOR ATTENTION Sub-directorate: Human Resources Management, Mmabatho

POST 17/83: SENIOR EMPLOYER SERVICE OFFICER REF NO: HR 4/6/6/28

SALARY: R 262 272 per annum
CENTRE: Provincial Office: Limpopo
REQUIREMENTS: Three years relevant qualification with either Labour Laws/Accounting/Finance/Internal Audit subjects passed up to second or third levels with one - two years experience in Auditing and/or Financial Management KNOWLEDGE: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIF, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Communication: Written and verbal, Innovative, Analytical, Research, Project Management.

DUTIES: Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of advocacy campaigns on COIDA regularly and when there are amendments. Supervise the resources within the unit.

ENQUIRIES: Mr KI Ximba, Tel: (015) 290 1620
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
FOR ATTENTION: Human Resources Operations, Limpopo. Physical address 42A Schoeman street Polokwane 0700

POST 17/84: CHIEF PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT
REF NO: HR 4/4/5/13

SALARY: R262 272 per annum
CENTRE: Provincial Office: Braamfontein

DUTIES: Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits eg. Leave, housing allowances, acting allowances, overtime, ect. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries.

ENQUIRIES: Mr M V Nxumalo, Tel: (011) 853-0300
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 17/85: EMPLOYER AUDIT SERVICE OFFICER 3 POSTS

SALARY: R 211 194 per annum
Provincial Office: Limpopo–Ref No: HR 4/4/6/30 ( 1 post)


DUTIES: Monitor the implementation of UIA and COIDA. Investigate the systems that provide expert advice on sector specific UIA and COIDA matters. Organize the procedure that monitor and evaluate impact of UIA and COIDA programs. Assist in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES: Mr KI Ximba, Tel: (015) 290 1620
Ms GT Mona, Tel: (031) 366 2302
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
FOR ATTENTION: Human Resources Operations, Limpopo. Physical address 42A Schoeman street Polokwane 0700
POST 17/86 : PRINCIPAL PERSONNEL OFFICER: TRAINING AND PERFORMANCE REF NO: HR 4/4/7/13

SALARY : R 211 194 per annum
CENTRE : Provincial Office: Mpumalanga

DUTIES : Coordinate Skills Development. Coordinate the Performance Management Functions. Facilitate the implementation of Training and Development Policies. Coordination of Training Activities in the Province, Indlela and Compensation Fund.

ENQUIRIES : Mr LM Nkotsoe, Tel: (013) 655 8762
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 FOR ATTENTION: Sub-directorate: Human Resources Management, Mpumalanga

POST 17/87 : CLIENT SERVICE OFFICER Ref No: HR 4/4/6/29

SALARY : R 171 069 per annum
CENTRE : Labour Centre: Phalaborwa –

DUTIES : Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the 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. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

ENQUIRIES : Ms MM Green (015) 781 5114

POST 17/88 : SENIOR PERSONNEL OFFICER: HUMAN RESOURCE OPERATIONS REF NO: HR 4/15/6/02HO

SALARY : R 142 461 per annum
CENTRE : Directorate: Human Resource Management, Head Office

DUTIES : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on Persal system.

ENQUIRIES : Ms DR Kumalo, Tel: (012) 309 4477
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Laboria House
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office