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: 15 February 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 is 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.

ERRATUM: Kindly note that the post of Claims Credit Officer: Beneficiary Services Ref No: HR4/4/4/10/01 for Provincial Office: Gauteng advertised on circular No: 03 of 2016 have been withdrawn. Enquiries Ms E Cornelius, Tel: (011) 853 0504

OTHER POSTS

POST 04/45: PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/9/159

SALARY: R 361 659 per annum
CENTRE: Provincial Office: North West


DUTIES: Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

ENQUIRIES: Ms ME Msiza, Tel: (018) 387 8100
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, Provident House, Mmabatho

FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho.

POST 04/46: SENIOR PRACTITIONER: FINANCIAL MANAGEMENT: BENEFICIARY SERVICES REF NO: HR 4/4/2/01

SALARY: R 243 747 per annum

CENTRE: Provincial Office: East London


DUTIES: Ensure provision of accounts receivable and revenue collection services. Ensure provision of payments, supply chain & asset management services. Ensure implementation of steps to recover debts. Provide supervisory services to the section. Implementation of Financial systems support and reporting services.

ENQUIRIES: Ms Phakama Fundakubi, Tel: (043) 702 7565/88

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 9005, East London, 5200