

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.

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 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.

OTHER POSTS**POST 44/35**

: **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/194**

SALARY

: R 674 979 per annum (All inclusive)

CENTRE

: Labour Centre: Upington

REQUIREMENTS

: Three year relevant tertiary qualification or equivalent. (Relevant would be a qualification with majors in Public Management / Public Administration / Management / HRM and Labour Law. Three years management and/or supervisory experience. Drivers Licence. Knowledge: Public Management Act , Treasury regulations, Supply Chain Management processes, Asset Management ,All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES

: Manage the service delivery objectives as per the mandate of DOL. Manage the budget of the Labour Centre .Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. 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 ZL Albanie, Tel: (053) 8381 500

APPLICATIONS

: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301

FOR ATTENTION

: Sub-directorate: Human Resource Management, Kimberly

CLOSING DATE

: 23 November 2015

POST 44/36

: **DEPUTY DIRECTOR: IT AUDITS REF NO: HR 4/4/3/2DDIA/UIF**

SALARY

: R 569 538 per annum (all inclusive)

CENTRE

: Unemployment Insurance Fund: Pretoria

REQUIREMENTS

: Three years tertiary qualification in Internal Audit / B Com Accounting, Information Technology Audit. A qualification in Computer Science / Information Systems will be an added advantage. Valid driver's license. Registered member with professional body of Institute of Internal Auditors (IIA) or Information System Audit and Control Association (ISACA). Three to five years minimum of experience as supervisor in IT

		Audit. Knowledge: Internal Audit Charter, Treasury Regulations, Public Finance Management Act, General knowledge of the Public Service Regulations, White paper on Public Service Management and Budgeting Reforms, Labour Relations Act, Strategic Management, International Standards for the Professional Practice of Internal Auditing, Public Audit Act, King III Report. Skills: Analytical skills, Innovation skills, Communication skills, Interpersonal skills, Stress Management, Project management skills, Financial Management skills.
<u>DUTIES</u>	:	Assess the control of environment, risk management as well as governance processes, Manage IT Audit projects and provide functional support on IT Audit related issues, Generate reports to Senior Management, UIF Board and the Audit Committee on the implementation of the Fund's Strategies and plans, Manage the resources within the IT Audit Unit.
<u>ENQUIRIES</u>	:	Mr V Mulindi, Tel: 012 337 1121
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: PO Box 1851, Pretoria, 0001 EMAIL: UIFRecruitment@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>CLOSING DATE</u>	:	23 November 2015
<u>POST 44/37</u>	:	<u>ASSISTANT DIRECTOR: MIS AND DATABASE MANAGEMENT REF NO: HR 4/4/3/2ASDMISDM/UIF</u>
<u>SALARY</u>	:	R 289 761per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	National Diploma / B Degree in Information Technology / Computer Science or relevant qualifications. Two to three years working experience in the relevant field. Knowledge: Public Finance Management Act (PFMA), Electronic Document Management System, Public Service Regulations (PSR), Public Service Act (PSA), SITA MIS and Database and Data Security Policy, System Development and Database Management Skills: Communication skills, Listening skills, Computer Literacy, Time Management skills, Analytical skills, Negotiation skills, Report writing skills, Planning and Organizing skills, Computer Programming skills.
<u>DUTIES</u>	:	Administer information regarding business statistics on the relevant system in line with data security policy and procedures. Manage the administration of business statistic information. Manage and ensure an effective operations of MIS database functionality.
<u>ENQUIRIES</u>	:	Ms JK Kumbi Tel: 012 337 1614
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: PO Box 1851, Pretoria, 0001 EMAIL: UIFRecruitment@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>CLOSING DATE</u>	:	23 November 2015
<u>POST 44/38</u>	:	<u>ASSISTANT DIRECTOR: INDIVIDUAL LABOUR RELATIONS REF NO: HR HR 5/1/2/3/55</u>
<u>SALARY</u>	:	R 289 761 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three year tertiary qualification or equivalent NQF level 6 qualification. Three years' experience in Employee Relations/ Labour Relations environment. Knowledge: Public Service, DoL and Compensation Fund business strategies and goals Directorate / sub-directorate goals and performance requirements, Compensation Fund Services ,Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Relevant stakeholders , Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, DPSA guidelines on COIDA. Skills: Labour relations, Business Writing , Required IT , IT Operating Systems, Decision making, Self Management , Applied Strategic Management , Applied technology, Budgeting and Financial Management , Communication and Information Management ,Continuous improvement , Customer Focus and Responsiveness, People and Performance Management ,Developing others , Diversity Management Impact and influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving , Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness, Employee Relations Skills.
<u>DUTIES</u>	:	Oversee the development and implementation of labour relations policies and procedures. To manage the disciplinary and grievance process effectively and ensure sound labour relations. Oversee the maintenance of an accurate and up to

		date case management process, to support the Dispute Resolution function. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr A Nesengani, Tel: (012) 313 6326
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Operations, Compensation Fund
<u>CLOSING DATE</u>	:	23 November 2015
<u>POST 44/39</u>	:	<u>SENIOR TRAINING OFFICER REF NO: HR 4/4/3/1STO/UIF</u>
<u>SALARY</u>	:	R 243 747 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	National Diploma / B Degree in Management of Training or relevant qualifications. Valid drivers license. Two years relevant experience in Human Resource Development. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Human Resource Development policies, Skills Development Act (SDA), Labour Relations, Project Management, Diversity Management, Basic Conditions of Employment (BCEA), Basic Education Training (BET), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Act (UICA) . Skills: Negotiation skills, People Management skills, Presentation skills, Problem Solving skills, Planning and Organizing skills, Policy analysis and Development, Communication skills, Computer Literacy, Report writing skills.
<u>DUTIES</u>	:	Conduct training programs, Coordinate compulsory induction and orientation programmes, Compile and update training manuals, Facilitate the implementation of Workplace Skills Plan (WSP).
<u>ENQUIRIES</u>	:	Mr TG Oageng, Tel: 012 337 1566
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: PO Box 1851, Pretoria, 0001
<u>FOR ATTENTION</u>	:	EMAIL: UIFRecruitment@labour.gov.za
<u>CLOSING DATE</u>	:	Sub-directorate: Human Resource Management, UIF
	:	23 November 2015
<u>POST 44/40</u>	:	<u>SENIOR REGISTRY CLERK: REF NO: HR 4/15/11/01</u>
<u>SALARY</u>	:	R 132 399 per annum
<u>CENTRE</u>	:	Directorate: Fleet and Auxiliary Services, Head Office
<u>REQUIREMENTS</u>	:	Grade 12 / Matric Certificate. One to two years experience in Registry. Knowledge: Registry and records management procedures, Computer literate, Customer relations to Batho Pele Principles. Skills: Strong sense of urgency and accountability, Customer focused Interpersonal relationship.
<u>DUTIES</u>	:	Handling of departmental mail. Opening and closing of files according to approved departmental file plan. Packaging and dispatching of courier services. Provide administrative services.
<u>ENQUIRIES</u>	:	Ms P Makomane, Tel: (012) 309 4075
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215, Francis Baard Street, Laboria House
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>CLOSING DATE</u>	:	23 November 2015
<u>POST 44/41</u>	:	<u>PERSONNEL OFFICER: CONDITIONS OF SERVICE 2 POSTS REF NO: HR 5/1/2/3/43</u>
<u>SALARY</u>	:	R 132 399 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three years relevant tertiary qualification in human resources management or similar NQF level 6. One to two years experience in a human resources role. Knowledge and experience with PERSAL system. Knowledge: DoL and Compensation Fund objectives and business functions, Relevant Public Service policies, procedures and processes , Stakeholders and customers, Customer Service (Batho Pele Principles) Required HR knowledge and Operating systems, Public Service Regulations ,Public Service Act. Skills: Required Technical Proficiency, Business Writing, Required HR related skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Administer leave of absence. Address queries relating to leave and conditions of service. Communicate with finance and payroll as and when required for further processing of leave matters. Implement conditions of service policies. Administer probationary period, resettlement, overtime etc. Administer employee benefits (e.g. housing, pension etc.).Constantly provide advice to the officials on latest

development, relating to conditions of service policies. Administer termination of service. Terminate services on the system. Inform all the relevant stakeholders to ensure that all outstanding debts are cleared. Prepare the necessary pension documentations, facilitate the completion and submit to GPAA for pension withdrawals/transfers. Safe keep HR records. File documents properly in the prescribed files. Maintain the filling system by ensuring that files are up to date. Maintain security of documents.

ENQUIRIES : Mr P Sengwane, Tel: (012) 3199 884
APPLICATIONS : Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund
CLOSING DATE : 23 November 2015

POST 44/42 : **PERSONNEL OFFICER: RECRUITMENT AND SELECTION 4 POSTS REF NO: HR 5/1/2/3/44**

SALARY : R 132 399 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three years relevant tertiary qualification in human resources management or similar NQF level 6 or relevant RPL. One to two years experience in a human resources role. Knowledge and experience with PERSAL system. Knowledge: DoL and Compensation Fund objectives and business functions, Relevant Public Service policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles) Required HR knowledge and Operating systems, Public Service Regulations, Public Service Act. Skills: Required Technical Proficiency, Business Writing, Required HR related skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Administer the filling of vacancies for the Fund. Receive job applications and capture in a prescribed format. Liaise with the relevant managers to ensure establishment of the selection committee. Provide advice in relation to the composition of the panel. Ensure that approval for the selection committee has been granted. Administer HR information system. Update and maintain the employee information on the PERSAL system as well as the employee files. Maintain daily record keeping of documents. Maintain security of HR documents. Properly file employee documents in accordance to the filling system. Implement recruitment and selection policy. Provide advice relating to recruitment and selection matters during the interviews/shortlisting when it is required. Ensure the smooth running of the selection process from start to finality. Provide secretariat support during the interviews. File documents properly in the prescribed files. Maintain the filling system by ensuring that files are up to date. Maintain security of documents.

ENQUIRIES : Ms N Darmalingam, Tel: (012) 400 8512
APPLICATIONS : Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
FOR ATTENTION : Sub-directorate: Human Resource Operations, Compensation Fund
CLOSING DATE : 23 November 2015