

## 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.*

<b><u>CLOSING DATE</u></b>	:	20 December 2021 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

## OTHER POSTS

<b><u>POST 43/06</u></b>	:	<b><u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/11/04</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Kempton Park Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) years tertiary qualification in Labour Relations/ B-Tech Degree in Labour Relations/ LLB for BCEA or Electrical/ Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil &

Construction Engineering for OHS, A valid driver's license with Two (2) years functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

**DUTIES** : Plan and independently conduct substantive 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 Injuries and 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 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.

**ENQUIRIES APPLICATIONS** : Ms P Ralane Tel No: 011 975 9301  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP4@labour.gov.za](mailto:Jobs-GP4@labour.gov.za)

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

**POST 43/07** : **CLAIMS PROCESSOR (X10 POSTS)**

**SALARY CENTRE** : R211 713 per annum  
 : Labour Centre: Pretoria: Ref No: HR 4/4/4/07/05 (X3 posts)  
 : Labour Centre: Mamelodi: Ref No: HR 4/4/4/07/06 (X1 post)  
 : Labour Centre: Vereeniging Ref No: HR 4/4/4/07/07 (X1 post)  
 : Labour Centre: Soshanguve: Ref No: HR 4/4/4/07/08 (X1 post)  
 : Labour Centre: Kempton Park: Ref No: HR 4/4/4/07/09 (X1 post)  
 : Labour Centre: Johannesburg: Ref No HR4/4/4/07/10 (X3 posts)

**REQUIREMENTS** : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and Business processes, Relevant Fund policies, procedure and processes, Human Anatomy/ Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, Technical knowledge, COIDA Act, Regulations and Policies, DPSA guidelines on COID, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES APPLICATIONS** : Mr SS Mdluli/Dr V Mabudusha, Tel No: (012) 319 1933  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein  
 : Email address [Jobs-GP4@labour.gov.za](mailto:Jobs-GP4@labour.gov.za) - Labour Centres: Pretoria, Mamelodi Soshanguve  
 : Email address [Jobs-GP5@labour.gov.za](mailto:Jobs-GP5@labour.gov.za) - Labour Centres: Kempton Park, Pretoria  
 : Email address [Jobs-GP6@labour.gov.za](mailto:Jobs-GP6@labour.gov.za) -, Johannesburg, Vereeniging

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

**POST 43/08** : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/11/06**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
 : Kempton Park Labour Centre  
 : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB, A valid driver's license with Zero (0) experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving, 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 APPLICATIONS** : Ms P Ralane Tel No: 011 975 9301  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP6@labour.gov.za

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

**POST 43/09** : **CLIENT SERVICE OFFICER: COMPENSATION FUND (7X POSTS)**

**SALARY CENTRE** : R211 713 per annum  
 : Randburg Labour Centre-Ref No: HR 4/4/4/08/09 (X1 Post)  
 : Soweto Labour Centre- Ref No: HR 4/4/4/08/10 (X1 Post)  
 : Springs Labour Centre –Ref No: HR 4/4/4/08/11 (X1 Post)  
 : Randfontein Labour Centre- Ref No: HR 4/4/4/08/12 (X1 Post)  
 : Kempton Park Labour Centre-Ref No: HR4/4/4/08/13 (X2 Post)  
 : Atteridgeville Labour Centre- Ref No: HR 4/4/4/11/04 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12 Knowledge: Public Service Act, PFMA and Treasury Regulations, Public Service Regulations, COIDA, OHS, Promotion of Access to information Act, Customer Service (Batho Pele principles) Compensation fund value chain, Compensation fund business strategies and goals. Skills: Business Writing, Computer literacy, Listening, Telephone etiquette, Interpersonal.

**DUTIES** : Register the claims on the Operational system. Receive and verify documents for registration. Assist with employer services at the kiosk online system and service centres. Handle all service related queries and complaints.

**ENQUIRIES APPLICATIONS** : Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 9133  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein  
 Email:Jobs-GP4@labour.gov.za –Randburg and Soweto Labour Centres  
 Email:Jobs-GP5@labour.gov.za – Springs and Randfontein Labour Centres  
 Email:Jobs-GP6@labour.gov.za – Kempton Park and Atteridgeville Labour Centres

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

**POST 43/10** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**

**SALARY CENTRE** : R176 310 per annum  
 : SEE, Pretoria-Ref No: HR 4/21/10/02(X1 post)  
 : SEE, Port Elizabeth- Ref No: HR 4/21/10/01(X1 post)

**REQUIREMENTS** : A Senior Certificate or Office Administration, 0 to 6 months Administrative experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system Skills: Planning and Organizing, Communication, Computer literacy.

**DUTIES** : Administer earning and deductions from the Factories administer leaves within the SEE. Monitor the Pension Fund of Personnel within the Factories. Monitor the Provident Fund within the SEE. Render administrative support services within the Salaries.

**ENQUIRIES**  
**APPLICATIONS**

: Ms ME Msiza Tel No: 012 843 7409  
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria,  
0001 or hand deliver at 215 Francis Baard Street.  
: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-  
SEE@labour.gov.za