

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** : 21 August 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. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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. The successful candidate will be required to enter into an employment contract and to sign a 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)

OTHER POSTS

- POST 27/17** : **DEPUTY DIRECTOR: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/2DDAFAC/UIF**
- SALARY CENTRE REQUIREMENTS** : R811 568 per annum, (all inclusive)
: Unemployment Insurance Fund, Pretoria
: Three (3) year tertiary qualification (NQF 6) in Forensic Audit / Forensic Accounting / Commerce/ Risk Management. Five (5) years experience of which three (3) years must be functional experience in the Risk /Fraud and Anti-corruption environment and two (2) years at managerial level. Knowledge: Unemployment Insurance Act and Regulations(UIAR), Unemployment Insurance Contributions Act (UIA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles, Risk Management, Investigation Procedures and Processes, Criminal Procedure Act, The Protected Disclosures Act, The prevention and combating of Corrupt Activities Act, The prevention of Organised Crime Act, The Public Finance Management Act and National Treasury regulations, Promotion of Access to information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Constitution Act 108 of 1996 (as amended). Skills: Communication, Investigating, People Management, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and Organizing.
- DUTIES** : Monitor the implementation of the departmental anti-fraud and anti-corruption strategies. Monitor the detection of fraud and corruption irregularities/risks. Manage the investigation of fraud and corruption irregularities. Manage the

fraud and corruption awareness campaigns. Manage resources (Human, Finance, Equipment, Assets) in the Sub-directorate.

ENQUIRIES APPLICATIONS : Mr TI Maphatane Tel No: (012) 337 1827/ 1551

FOR ATTENTION NOTE : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

Sub-directorate: Human Resources Management, UIF

Coloureds, Indians, Whites and Persons with disabilities are encouraged to apply

POST 27/18 : **PSYCHOMETRIST/ REGISTERED COUNSELLOR REF NO: HR4/4/1/201**

SALARY : Grade1: R645 129 - R713 835 per annum, (OSD)
Grade 2: R734 811 - R813 369 per annum, (OSD)
Grade 3: R829 688 - R918 630 per annum, (OSD)

CENTRE REQUIREMENTS : Provincial Office: East London
Four (4) years tertiary qualification in BPsych degree/Honours degree in Psychology/Honours degree in Industrial Psychology. Minimum experience: Grade1: 0 years' experience, Grade2: 8 years' experience, Grade3: 16 years' experience. Registered with HPCSA as a Psychometrics, (Independed Practice) or Registered Counsellor (Independed Counsellor). A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Profession Act, COIDA, POPI Act. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Networking, Project Management, Presentation, Analytical, Interpersonal skills.

DUTIES : Provide technical support to Labour Centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisation. Co-ordinate the administration of Psychometric Assessment. Supervise Administrative Personnel.

ENQUIRIES APPLICATIONS : Ms N Ngaki Tel No: (043) 701 3076

FOR ATTENTION : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
Sub-directorate: Human Resources Operations

POST 27/19 : **ASSISTANT DIRECTOR: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/2ASDPICM/UIF (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
Unemployment Insurance Fund, Pretoria
Three (3) year tertiary qualification (NQF level 6) in Organisational Psychology / Public Administration / Public Management / Management Services / Human Resources / Operations Management / Production Management. Four (4) years' experience of which two (2) years must be functional experience in Change Management environment and two (2) years' experience at a supervisory level. Knowledge: Public Finance Management Act (PFMA), Project Management approaches, tools and phases, Public Service Regulations (PSR), Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Labour Relations Act (LRA). Skills: Communication both written and verbal, People Management, Problem Solving, Computer Literacy, Time Management, Analytical, Presentation, Interpersonal, Report writing, Planning and Organizing.

DUTIES : Facilitate diagnoses of the organizational, individual culture and climate change within the Fund. Coordinate the development, review and implementation of change management strategy. Facilitate the development, review and implementation of procedure manuals and processes. Manage resources (Human, Financial Equipment, Assets) in the section.

ENQUIRIES NOTE : Ms K Mahlake Tel No: (012) 337 1579

APPLICATIONS : Coloureds, Indians, Whites and Persons with disabilities are encouraged to apply
Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

- POST 27/20** : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR 4/4/3/2ASDFSA/UIF**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Unemployment Insurance Fund, Pretoria
: Three (3) year tertiary qualification (NQF level 6) in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting principles, Financial Management Processes and Procedures, Financial Systems Development, Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (both verbal and written), Listening, Analytical, Presentation, Problem Solving, People Management, Innovative and Creative, Report Writing, Time Management, Planning and organizing, Interpretation, Advance computer Literacy.
- DUTIES** : Co-ordinate and monitor user access and system security and maintain a Call Register for all service. requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Manage resources (Human, Assets and Budget) within the section.
- ENQUIRIES APPLICATIONS** : Mr KS Faro Tel No: (012) 337 1401
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, UIF
: Coloureds, Indians, Whites and Persons with disabilities are encouraged to apply
- POST 27/21** : **ASSISTANT DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2ASDRPD/UIF**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year tertiary qualification (NQF Level 6) in Social Sciences/Public Administration/Management / Development Studies. Four (4) years' experience of which two (2) years must be functional experience in Research and Policy Development and two (2) years' experience at a supervisory level. Knowledge: Policy Analysis, Development and Management, Research Management, Quality Management, Project Management, Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA), Employment Equity Act (EEA) Skills: Report writing, Project Management, Diversity Management, Policy Analysis, Development and Management, Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, and PowerPoint and Statistical Software such as SPSS), Communication, Research Methodology, Conflict Management, Analytical and Creativity, Problem Solving, Presentation, Planning and Organizing, People management.
- DUTIES** : Facilitate policy development processes in UIF. Coordinate policy review in UIF. Facilitate and conduct research studies for UIF. Manage resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms DM Ratau Tel No: (012) 337 1706
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
- NOTE** : Coloureds, Indians, Whites and Persons with disabilities are encouraged to apply
- POST 27/22** : **ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/8/860**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Provincial Office Free State
: Three (3) year tertiary qualification in Business/ Public Administration/ Management/ Information Management. Two (2) years Supervisory experience. Two (2) years functional experience in the Administration Services. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Minimum Information Security Standard, Archives

Records, National Archives and Records Services, Batho Pele Principles, Safety and Security, Accommodation Procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision making, Problem solving, Presentation, Conflict management, Computer literacy.

DUTIES

: Manage the accommodation and maintenance operation for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resources in the section. (Weekly).

ENQUIRIES

: Ms N Tokwe Tel No: (051) 505 6204

APPLICATIONS

: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION

: Sub-directorate: Human Resources Operations, Free State