

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

: 13 December 2024 at 16:00 (walk-in) and 00:00 midnight (online)

NOTE: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, 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. 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 post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will 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. The questions related to conditions that prevent re-appointment under Part F must be answered. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. 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 abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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 below advertised post(s). The successful candidate will be expected 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 44/04**: **ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: HR 4/24/11/01HO****SALARY**

: R849 702 per annum, (all-inclusive)

CENTRE

: Head Office: Pretoria

REQUIREMENTS

: Three (3) years Diploma NQF6/ Degree NQF7 in Public Administration/Public Management/ Business Administration/ Business Management/Office Management/ Developmental Studies. Five (5) years' functional experience in the Secretariat and Administrative /Support Services environment. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority, Job knowledge and technical skills, Working knowledge of political and parliamentary processes in South Africa, Proven management competencies, Government policies and planning systems, Government Program of Action, Public Service Regulatory Framework, Presidency policies and procedures on information management, Performance Management. Skills: Strategic capacity and leadership,

		Good communication skills (written and verbal), Report writing, Research, Operational management, Negotiation, Interpersonal relations, Facilitation, Conflict management, Presentation, Planning and execution, People management and empowerment, Financial management, Quality management, Project Management.
<u>DUTIES</u>	:	Manage the administrative support and coordination of activities within the office of the Executive Authority. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio to the Executive Authority. Render a Cabinet/ executive council support service to the Executive Authority. Quality check the work delivered and advise relevant stakeholders with regard to all aspects of quality the work required in the Office of the Executive Authority.
<u>ENQUIRIES</u>	:	Ms L Rudah Tel No: (012) 309 4659
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 44/05</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT REF NO: HR 4/24/11/02HO</u>
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma NQF 6/ Undergraduate Bachelor Degree NQF 7 in Public Administration/Public Management/ Business Administration/Business Management/ Office Management. Five (5) years' experience of which three (3) years' functional experience in secretariat and administrative/ support services. Knowledge: Public Service Regulation Act, Public Financial Management Act, Public Service Act, All Labour Legislations, Constitutional Law, working knowledge of the political/ legislative processes in South Africa, Broad knowledge and understanding of the functional areas covered by the Minister, Working knowledge of Ministry operations. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation Skills, Presentation, Report Writing, Conflict Resolution.
<u>DUTIES</u>	:	Monitor events in Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Provide an administrative Support regarding issues on Parliament/ Cabinet that requires the attention of the Minister. Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms L Rudah Tel No: (012) 309 4659
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 44/06</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR 4/4/1/101</u>
<u>SALARY</u>	:	R552 081 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF Level 6) in Operations Management /Public Management/ Business Administration/Public Administration/ Administration Management/ Public Relations Management /Financial Management. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Valid Driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulation (PSR). Skills: Communication (Both verbal and written), Time Management, Customer Relations, Computer literacy, Supervisory, Report Writing, People Management.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision

of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

- : Mr. TM Ramatsetse Tel No: (043) 701 3000
- : Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
- : Sub-directorate: Human Resources Management