

- Post:** Inspector: Team Leader (6 posts)
- Centre:** Labour Centre: Durban (1 post), Pietermaritzburg(1 post), Port Shepstone(1 post), Richards Bay (1 post) and Vryheid (1 post)- Ref No: HR4/4/5/49
- Labour Centre: Oudtshoorn- Ref No: HR4/4/10/177 (1 post)
- Salary:** Commencing: R262 272 per annum
- Enquiries:** Mr S Biyase, Tel: (031) 336 1500
Mr MP Tshabalala, Tel: (033) 341 5300
Ms L Nongena, Tel:(039) 682 2406
Mr TNF Mncube, Tel:(035) 879 8800
Mr TJ Nkosi, Tel: (035) 879 8800
Ms Z Maimane, Tel:(021) 441 8125
- Requirements:** Three year relevant tertiary qualification in Labour Relations /Human Resource Management. Two (2) years functional experience in Inspection and Enforcement Services. A valid Drivers licence. **Knowledge:** •Departmental Policies and Procedures •Skills Development Act • Labour Relation Act • Basic Conditions of Employment Act • Skills Development Levies Act •Occupational Health and Safety Act •COIDA •SABS Codes •Unemployment Insurance Act •Unemployment Insurance Contribution Act •Employment Equity Act• Immigration Act. **Skills:** • Facilitation •Planning and Organizing (Own and others) •Computer literacy • Interpersonal •Conflict handling •Negotiation •Problem solving •Presentation •Innovative •Analytical •Verbal and written communication.
- Duties:** •Plan and independently conduct substantive occupational 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 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 and 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 •Supervise the resources in the Sub- Section.

CLOSING DATE FOR APPLICATIONS: 17 October 2016 at 16:00

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) 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. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

Applications: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000
Or hand deliver at Cnr Riebeeck and Long Street

For Attention: Sub-directorate: Human Resources Management, Western Cape

Applications: Chief Director: Provincial Operations: P O Box 940, Durban, 4000
Or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal