

		Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.
<u>DUTIES</u>	:	Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr M Marala Tel: 043 701 3005
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. For Attention: Chief Director: Provincial Operations Email: Jobs-EC6@labour.gov.za
<u>POST 14/16</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/03/05 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@LABOUR.gov.za
<u>POST 14/17</u>	:	<u>INSPECTOR REF NO: HR 4/4/4/03/01</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Brakpan
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr PT Mati Tel: (011) 744 9000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng