

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)

#### **MANAGEMENT ECHELON**

**POST 14/01** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/05/01HO**

**SALARY** : R1 436 022 per annum (All- inclusive)  
**CENTRE** : Provincial Office: Kwazulu-Natal  
**REQUIREMENTS** : A qualification at NQF Level 7 as recognized by SAQA in Public/ Administration/ Public Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior managerial level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

**DUTIES** : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

**ENQUIRIES** : Ms. MM Matyila Tel: (012) 309 4026  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ16@labour.gov.za](mailto:Jobs-HQ16@labour.gov.za)

**POST 14/02** : **DIRECTOR: FLEET MANAGEMENT AND AUXILIARY SERVICES REF NO HR4/25/05/04 HO**

**SALARY** : R1 216 824 per annum (All -Inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Qualification at NQF 7 as recognised by SAQA in Public Management / Business Management / Public Administration. A valid driver's license. Five (5) years' experience at Middle/Senior Management level in Fleet or Transport Management, Auxiliary Services and Facilities Management or Property Management. Knowledge: Government immovable Asset Management (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedure, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OSHA), National Archive and Records Act (NAARA). Skills: Communication, attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem solving, Decision Making, Time Management, Managerial and supervision, Analysis.

**DUTIES** : Oversee the provision of fleet management service within the department. Ensure effective provision of efficient auxiliary services within the Department. Oversee the building lease portfolio and its budget. Oversee the State-owned portfolio, projects and infrastructure. Manage all the resources of the Directorate.

**ENQUIRIES** : Mr BE Maduna Tel: Tel: 012 309 4285  
**APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ15@labour.gov.za](mailto:Jobs-HQ15@labour.gov.za)

#### **OTHER POSTS**

**POST 14/03** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X12 POSTS)**  
 (Re-advertisement, applicants who applied previously are encouraged to re-apply for Mbombela, Mashishing, Ermelo and Bethal)