

## ADVERTISEMENT OF VACANT POST (Internal and ESSA Advert)

**Post:** Employer Audit Service Officer (2 Posts)

**Reference No:** HR 4/4/5/80

**Salary:** Commencing: R 242 475 per annum

**Enquiries:** Ms MP Shandu, Tel: (031) 360 2095

**Requirements:** Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Valid drivers licence  
**Knowledge:** Departmental policies and procedures • Batho Pele Principles • Public Service Act and Regulations • OHS Act and Regulations • COIDA • UIA • PFMA • BCEA • SDLA • LRA • UI Contribution Act • Skills Development Act • Employment Equity Act. **Skills:** Facilitation • Planning and organising • Computer literacy • Interpersonal • Problem Solving • Interviewing skills • Communication written and Verbal • Innovative • Analytical • Research • Project management.

**Duties:** • Perform monitor the implementation of UIA and COIDA Programmes • Analyse the systems that provide expert advice on sector specific UIA & COIDA matters • Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs • Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

### **CLOSING DATE FOR APPLICATIONS: 22 October 2018**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate 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:** Deputy Director: HRM, PO Box 940, Durban, 4000

**For Attention:** Sub-directorate: Humana Resources Management, Provincial Office

**RS 001/04/15**

YES ☐ NO ☐

**IF YES, ONLY** complete **PERSONAL DETAILS - IDENTIFICATION** and the part that you would like to be **UPDATED OR MODIFIED**.

ESSA ACCESS INFORMATION																														
Identity Number (13 Digits) *																				Date of Birth				d	d	m	m	y	y	y
First Names										Surname																				
PERSONAL DETAILS - PERSONAL																														
Disability, if YES please indicate:										Equity Group				African		Indian		Coloured		White										
Gender		Female		Male		Marital Status		Single		Married		Widower		Widow		Divorced		Life Partner												
Criminal Status		None		Offender		Rehabilitated		If Offender: Parole/ Release Date										d	d	m	m	y	y	y	y					
Individual Type		Employed Workseeker				Unemployed workseeker																								
Willing to relocate: Please specify the Province(s)										Yes		NO		FS	EC	KZN	NW	WC	LP	NC	MP	GP								
If YES, Please specify the Towns within the Province										1				2				3												
Opportunity interest										Apprenticeship				Formal Job				Internship				Learnership				Project				
Language				Language								Speak				Read				Write										
Please indicate your language proficiency, i.r.o. Excellent (E), Good (G) or Average (A)				a.																										
				b.																										
				c.																										
Drivers License Code/Classification				None		A	A1	B	C	C1	D	D1	EB	EC	EC1	ED	ED1	M	W	LEARNERS										
Drivers License Expiry Date				d	d	m	m	y	y	Public Drivers Permit				Y	N	Hazardous Substances Permit				Y	N									
Permit Description		Goods		Passengers		Goods and Passengers								Expire Date				d	d	m	m	y	y	y	y					
CONTACT DETAILS - PERSONAL CONTACT																														
Cellular Number										Email:																				
Alternative contact number:										Alternative contact person's name																				
CONTACT DETAILS - PHYSICAL ADDRESS																														
Street Address										City/Town																				
Suburb										Province																				
Postal Code																														
EDUCATION AND TRAINING - GENERAL EDUCATION AND TRAINING LEVEL - SCHOOL QUALIFICATION																														
Highest Schooling Level 0-12 Completed *										1	2	3	4	5	6	7	8	9	10	11	12	Year Obtained *								
Name of School *										ABET Level																				
EDUCATION AND TRAINING - SCHOOL SUBJECTS																														
Subject		School subjects						Grade		% - Level		School subjects						Grade		% - Level										
Indicate your school subjects:		1										5																		
		2										6																		
		3										7																		
		4										8																		
EDUCATION AND TRAINING - FURTHER AND HIGHER EDUCATION AND TRAINING and SHORT COURSES																														
Higher Tertiary Qualifications																														
NO	Qualification Name (Example: BA degree / N3 Engineering)										Institution (Example: Uniqwa / CUT / TOSA)										NQF Level		Year		Status					
1																														
2																														
3																														
Note on NQF Levels: 5 = National Diploma, 6 = Bachelors / First degree, 7 = Professional OR Honours degree, 8 = Post-doctoral or Masters degrees.																														
Note on Status: In progress or Complete or Incomplete.																														
EMPLOYMENT HISTORY - HISTORY																														
Organisation/Company						Job Title						Employed From Day - Month - Year				Employed To Day - Month - Year				Type Of Employment		Reasons for leaving								
Duties perform within job:																														
Duties perform within job:																														
Note on: TYPE OF EMPLOYMENT		A = Permanent				Note on Reasons for leaving:		A = Dismissal				D = Retrenched				H = Package.				I = Transferred				J = Pension retirement						
		B = Fixed Contract						B = Resigned				E = Medical condition - General				K = Expired employment contract														
								C = Promotion				G = Employer Closed business				L = Other														
REFERENCE																														
Reference 1		Name						Company						Position/Job Title						Contact Number										
Reference 2																														
Reference 3																														