

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: 29 November 2021 at 16:00

NOTE: 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 application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. 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). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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. The successful candidate will be expected to sign an Internship 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)

NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, 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.

POST /: FACTORY INSTRUCTOR: TEXTILE X 2 POSTS

SALARY: R 257 508.00 per annum

CENTRE: SEE, Pietermaritzburg- Ref No: HR 4/21/08/04(X1 post)

SEE, Kimberly- Ref No: HR 4/21/08/05(X1 post)

REQUIREMENTS: Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06). Two (2) years functional experience in textile environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES: Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory

ENQUIRIES: Ms A Pretorius Tel: 012 843 7425

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

EMAIL: Jobs-SEE@labour.gov.za

POST /: FACTORY INSTRUCTOR: WOOD X 3 POSTS

SALARY: R 257 508.00 per annum

CENTRE: SEE, Pietermaritzburg-Ref No: HR 4/21/08/06(X1 post)

SEE, East London- Ref No: HR 4/21/08/07 (X1 post)

SEE, Pretoria Ref No: HR 4/21/08/08(X1 post)

REQUIREMENTS: Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

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EMAIL: Jobs-SEE@labour.gov.za

POST /: FACTORY INSTRUCTOR: STEEL REF NO HR 4/21/08/03

SALARY: R 257 508.00 per annum

CENTRE: SEE, Potchefstroom

REQUIREMENTS: Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES: Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory, Manage Human Resources in the factory

ENQUIRIES: Ms A Pretorius Tel: 012 843 7425

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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