

Circular Notice No.8 of 2009

MINISTRY OF LABOUR AND EMPLOYMENT
PRIVATE BAG A116
MASERU 100

25th September 2009

ESP/CIR/3

TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENTS
ALL DISTRICT SECRETARIES

COPY TO: GOVERNMENT SECRETARY
PRIVATE SECRETARY TO HIS MAJESTY
THE ATTORNEY GENERAL
SECRETARY TO THE PUBLIC SERVICE COMMISSION
OFFICE OF THE OMBUDSMAN
AUDITOR GENERAL
CLERK TO THE NATIONAL ASSEMBLY
ACCOUNTANT GENERAL

Applications are invited from suitably qualified local candidates for the following positions tenable in the Ministry of Labour and Employment:

Department: Labour Department
Job Title: Inspection Manager
Grade: H
Responsible to: Labour Commissioner

JOB SUMMARY:

Under the general supervision of the Labour Commissioner, the Inspection Manager is responsible for managing the labour inspectorate, building capacity of the Labour Inspectorate, managing complex industrial strikes and providing secretarial services to the National Tripartite Bodies, preparation of sectional budget and supervision of staff.

MAIN DUTIES:

1. Managing Labour Inspectorate:

- 1.1 In collaboration with Labour Statistician update the National Establishment register at least biannually;
- 1.2 Set target for the ten District Labour Offices to ensure comprehensive coverage of labour inspections;
- 1.3 Approve annual work plans of District Labour Officers, review their quarterly progress and assess their overall annual performance to ensure continual improvement of the inspectorate services; and
- 1.4 Prepare an annual progress report on labour inspectorate in conformity with the requirements of the ILO Convention No. 81 on Labour Inspection.
- 1.5 Participates in the preparation of reports submitted to the committee in application of standards of the ILO

2. Building Capacity of the Labour Inspectorate:

- 2.1 Identify necessary resources for the labour inspectorate to facilitate their availability;
- 2.2 Identify training needs of inspectors to ensure availability of necessary skills in the inspectorate; and
- 2.3 Provide in-house training for inspectors to enhance their competency.

3. Managing Complex Industrial Strikes:

- 3.1 Attend to complex cases of industrial strikes and lockouts, investigate their causes and advise the parties accordingly

- 3.2 Compile a report on causes, time lost, financial implications, etc. of strikes for record and reporting;
 - 3.3 Training employers, workers and trade unions on legal provisions regarding strikes and lockouts in order to prevent unlawful legal actions;
 - 3.4 Keep trends of industrial strikes and lockouts, and produce annual reports for record.
- 4.0 Providing Secretarial Services to the National Tripartite Bodies:
- 4.1 Keep record of gazetted members of the National Advisory Committee on Labour (NACOLA) and the Wages Advisory Board for record;
 - 4.2 Liaise with the Labour Commissioner, Employers and Workers Associations on the agenda of the National Tripartite Bodies;
 - 4.3 In collaboration with the Labour Commissioner solicit issues to be discussed at different tripartite bodies;
 - 4.4 Attend meetings of the National Tripartite Bodies to take record;
 - 4.5 Facilitate consultative meetings between different Directorates of the Ministry and Government Ministries in order to formulate a common government position on issues to be discussed in the National Tripartite Bodies;
 - 4.6 Follow up on the decisions made by National Tripartite Bodies and ensure implementation thereof;
 - 4.7 In conjunction with the Chief Information Officer cause to publicized information about the activities and decisions of the National Tripartite Bodies;
 - 4.8 Prepares annual reports for activities of statutory bodies

5.0 Preparation of the Section Budget

5.1 compiles the sectional budget to secure finances

5.2 convenes meetings to allocate funds accordingly

5.3 controls the sections budget to ensure proper utilization of funds

6.0 Supervision of staff

6.1 Convenes annual meetings with supervisees to draw annual work plans.

6.2 Convenes quarterly meetings with supervisees to review progress on work plans.

6.3 Conducts annual appraisals with supervisees to evaluate performance.

JOB SPECIFICATIONS:

(i) MA in Industrial Relations with three years working experience in Labour Relations.

OR

(ii) LLB with three years working experience in Labour Relations.

OR

(iii) MA in Management with three years working experience in Labour Relations.

OR

(iv) BA Social Sciences with at least 5 years working experience in Labour Relations.

OR

(v) Degree in Natural Sciences with at least five years working experience in Labour Relations.

Other Necessary Knowledge/Requirements:

Managerial skills, Labour Law and Industrial Relations, Computer Appreciation, Registered and valid driver's license.

RESPONSIBILITY:

For Work of Others: The job requires the incumbent to supervise ten District Labour officers whose work activities have to be evaluated monthly.

For Property: (Transport, field testing equipment and training facilities) The job places on the incumbent the responsibility to control and ensure safety of property.

For Effects of Errors: The incumbent is responsible for errors that may be committed while advising social partners, or interpreting legislation, and breaches in confidentiality which could result in sour relations between the government, employers and workers. The incumbent is also responsible for errors that may be committed by Inspectors and District Labour Officers when executing their official duties.

Safety of Others: This factor is not applicable to this job.

COMPLEXITY:

Authority for Decision Making: The incumbent has the authority to evaluate the compliance with labour standards and advise accordingly. Furthermore to decide on the division of labour amongst Inspectors.

Problem Solving: The incumbent has to address difficult situations such as mediating between employers and workers, or counseling workers aggrieved as a result of unfavourable working conditions.

Supervision Received: The incumbent is expected to work independently and report the work activities to the Labour Commissioner weekly.

Dexterity: The incumbent will be required to use a computer when budgeting and producing reports.

CONTACTS:

- The job requires the incumbent to make contact with:
- Employers, during visits when carrying out inspections/investigations and advising them on control measures that could be implemented and when providing training.
 - Workers, during workplace visits to find out work problems related to safety and health, and when providing training.
 - Labour Officers, when exchanging views on labour related matters.
 - Industrial Relations / Human Resource Officers, for exchanging information (locally, regionally and internationally) on general trends in the field.

EFFORT:

Mental Effort: The job requires careful assessment of Labour Relations problems at different industries.

Physical Effort : Physical effort required is minimal.

Emotional Effort : The job involves dealing with employers of different backgrounds some of whom are apathetic to sound working conditions and terms of employment. It also involves dealing with impatient or desperate workers who may expect immediate improvement of working conditions and terms of employment.

WORKING CONDITIONS:

Unfavorable Conditions: This factor is considered minimal in the job.

Hazards: this factor is considered minimal in the job.

DIVISION/SECTION : Migrant Workers Liaison Office
JOB TITLE : Migrants Liaison Officer
GRADE : G
RESPONSIBLE TO : Principal Migrants Liaison Officer

JOB SUMMARY:

Under the general supervision of the Principal Migrant Liaison Officer, the Migrant Liaison Officer is responsible for organizing and servicing the Deferred Pay Board meetings, mediating in queries of Basotho ex-migrant workers and their dependants, and administering and monitoring the activities of labour agents.

MAIN DUTIES:

1. Protects the rights of migrant workers
 - 1.1 Coordinates and schedules quarterly meetings between the District Labour offices, Labour Agents, and the Consulate offices in regard to the issues pertaining to the contracts of Foreign Service.
 - 1.2 Recommends amendments in contracts of Foreign Service
 - 1.3 Visits and holds meetings with Basotho migrant workers at their workplaces to discuss their work related issues
 - 1.4 Monitors the activities of labour agents to curb cases of fraudulent recruitment.

2. Resolution of claims and complaints of migrant workers and ex-migrant workers
 - 2.1 Keeps register of ex-migrant workers' queries and those of their dependants for record; and

2.2 Liaises with migrant workers, recruiting agents, employers and relevant authorities in foreign countries in order to trace unclaimed pensions, estates or compensations due to ex-migrant workers or their dependants.

2.3 Receives, addresses and settles claims and complaints lodged by migrant workers.

3. Licensing and regulation of the activities of labour agents.

3.1 Keeps and maintains record of the labour agents and those of the recruited Basotho Migrant workers for record; and

3.2 Scrutinizes applications of labour agents for approval or rejection.

3.3 Periodic inspection of the activities of recruitment agencies

3.4 Obtaining reports from recruitment agencies on job placements, status of employment of those deployed and any other related information.

3.5 Obtaining reports from recruitment agencies on job placements, status of employment of those deployed and any other related information.

4. Employment facilitation

4.1 Facilitates the deployment of workers hired through government-to-government arrangement.

4.2 Evaluates and processes employment contracts.

5. Information Dissemination on labour migration issues

5.1 Coordinates HIV and AIDS Prevention Programmes for Basotho migrant workers and their spouses.

5.2 Promotes the culture of investment amongst migrant workers to avoid destitution after employment.

5.3 Conducts pre-departure orientation seminars to Basotho migrant workers.

- 5.4 Advises migrant workers on the procedures and requirements in recovering their benefits in foreign countries.
- 5.5 Ensures that the beneficiaries of the Deferred Pay system are always kept abreast of the developments regarding their deferred pay.
- 5.7 Educate migrant workers about their rights and obligations in foreign countries.

JOB SPECIFICATION:

(i) Postgraduate Degree in Sociology/Industrial Psychology/Public Relations and any other related degree

OR

(ii) Degree in Sociology and any other related degree plus 2 years work experience in labour matters.

KNOWLEDGE AND EXPERIENCE:

Experience: Two years related experience for degree holders.

Other Necessary Knowledge: Exposure to migrant related matters will be an added advantage. Knowledge of 1990 UN Convention on the Rights of All Migrant Workers and their families, and ILO Conventions regarding migrant workers.

RESPONSIBILITY:

For Work of Others: This factor is not applicable.

For Property: The job places on the incumbent the responsibility to safeguard the computer and other assets.

For Effects of Errors: The incumbent is responsible for errors that may be committed while attending to customers' complaints.

Safety of Others: The incumbent has to safeguard the rights of Basotho workers in foreign countries and also to ensure that the repatriated Lesotho Nationals from other countries are safely transported back to their homes.

COMPLEXITY:

Authority for Decision Making: The factor is minimal.

Problem Solving: The incumbent is in certain cases expected to explain difficult situations to customers who complain about payment of their benefits from RSA.

Supervision Received: The incumbent is expected to work independently and communicate his/her work to the Principal Liaison Officer.

Dexterity: The work requires the incumbent to work with the computer.

CONTACTS:

Contacts made: The job requires the incumbent to make contacts with:

- Labour Agents
- Foreign Employers
- District Labour Offices
- Consulate Offices
- Migrant Workers, Ex- migrant workers and the dependants

EFFORT:

Mental Effort: The job requires excessive patience and tactful approach when responding to customers' problems.

Physical Effort: This is a job that requires minimal effort.

Emotional Effort: The job involves dealing with people from different backgrounds, due to and have different understanding of

labour matters as such they can sometimes be impatient and difficult to deal with. This requires the incumbent to be patient, understanding and tolerant.

WORKING CONDITIONS:

Unfavourable Conditions: This factor is not applicable

Hazards: Exposed to attack by the clients who may be angry at the feedback on their cases and also susceptible for various diseases like tuberculosis which the clients may have contracted from the mines.

Applications on relevant forms GP104 for serving officers and GP103 for job seekers (duly accompanied by certified copies of educational certificates) must be addressed to:

The Principal Secretary
Ministry of Labour and Employment
Private Bag A116
Maseru 100

Closing Date: 25th October, 2009

R.KHETSI
PRINCIPAL SECRETARY
MINISTRY OF LABOUR AND EMPLOYMENT