

## 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.*

<b><u>CLOSING DATE</u></b>	:	13 September 2021
<b><u>NOTE</u></b>	:	<p>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. 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 <a href="http://www.gov.za/documents">www.gov.za/documents</a>. 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 with at least 3 contactable referees 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:<a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a>. 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)</p>

## OTHER POSTS

<b><u>POST 30/13</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/340</u></b>
<b><u>SALARY CENTRE</u></b>	:	R869 007 per annum, (All inclusive)
	:	Labour Centre: Beaufort West

<b><u>REQUIREMENTS</u></b>	:	Three-year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/14</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT TELECOMMUNICATIONS REF NO: HR 4/21/08/11HO</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum, (All inclusive)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information and Communication Technology/ Computer Science/ Information Science Plus Cobit/ ITIL fundamentals. Five (5) years functional experience in the ICT/IT environment. Valid Driver's License. Knowledge: Public Financial Management Act, Technical standards/ procedures, Departmental Policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles. Skills: Communications, Analytical thinking, Process improvement, Strategic management, Leadership, Innovative, Transmission and propagation, Understand Modulation schemes, Data representation and protocols.
<b><u>DUTIES</u></b>	:	Establish processes and procedures on strategy and technical policy matters. Manage and support telecommunication environment. Manage the national integrated voice network (VOIP) for both land line and cell-phones. Design implement and shared data, Access Point Network (APN) and Mobile Networks. Manage staff and all resources of the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr F Chabalala Tel No: (012) 309 4967
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office Email: <a href="mailto:Jobs-HQ7@labour.gov.za">Jobs-HQ7@labour.gov.za</a>
<b><u>POST 30/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: ES BOARD AND PRIVATE EMPLOYMENT AGENCIES REF NO: HR 4/21/08/12HO</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Public/ Business Administration/ Public/ Business Management. Two (2) years supervisory experience. Two (2) years functional experience in public employment services/ operations. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act. Skills: Planning and organizing, Computer literacy, Analytical, Presentation, Interpersonal, Facilitation, Motivation, Networking, Negotiation.
<b><u>DUTIES</u></b>	:	Coordinate the establishment of the Employment Service Board (ESB). Provide administrative support to the Employment Service Board. Render support services in the reviewing of ES Act/ Regulations. Coordinate capacity development of Employment Service Board members. Provide support in the implementation of Training Layoff Scheme (TLS).
<b><u>ENQUIRIES</u></b>	:	Mr P Mdlalo Tel No: (012) 309 4754

<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office Email: <a href="mailto:Jobs-HQ5@labour.gov.za">Jobs-HQ5@labour.gov.za</a>
<b><u>POST 30/16</u></b>	:	<b><u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/341</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Mechanical Engineering. Four (4) functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interview Skills, Presentation, Innovative, Analytical, Research, Project Management.
<b><u>DUTIES</u></b>	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislations. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Medical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of legal proceedings.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/17</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/08/10 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Gauteng
<b><u>REQUIREMENTS</u></b>	:	Three- year tertiary qualification in Public Administration/ Business Administration or equivalent, Certificate in Project Management methodologies will be added advantage. Four years functional experience relevant experience in project management environment or equivalent. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.
<b><u>DUTIES</u></b>	:	Implement training/ skills programmes in conjunction with relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
<b><u>ENQUIRIES</u></b>	:	Ms SV Khoza Tel No: (011) 853 0453
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP@labour.gov.za">Jobs-GP@labour.gov.za</a>
<b><u>POST 30/18</u></b>	:	<b><u>ASSISTANT DIRECTOR: COID-STATUTORY SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Free State- Ref No: HR 4/4/8/460 (X1 Post) Provincial Office: Gauteng- Reference No: HR4/4/4/05/01(X1 Post) - (Re-advertisement: those who applied before are encouraged to apply again)

<b><u>REQUIREMENTS</u></b>	:	BPROC/LLB/ Three (3) year undergraduate Degree in Economics / Labour Economics/ Research/ Labour Relations/Labour Law/ International Relations (NQF 7) and a post graduate qualification Honours Degree/ Master or Doctoral Degree in Labour Relations/ Labour Law/Economics/Labour Economics/ International Relations. Eight (8) to ten (10) years experience at a Senior Management Level (Five (5) years must be as a member of the SMS in the Public Sector). A valid driver's licence. Knowledge: The South African labour market, Public Financial Management Act, Public Service Regulations and relevant prescripts, Public Service Act, Public Service transformation and management issues, White Paper on transformation of Public Services, Ability to convert policy into action, Departmental Policies and procedures, Corporate governance, Minimum Information Security Standards, Batho Pele Principles, International Politics and relations, South African Foreign Policy, International Labour Organisations, Access Recognition and Licencing Committee, South African Development Community, African Union. Skills: Financial management, Leadership, Strategic Management, Decision Making, Verbal and written communication, Interpersonal relations, Computer literacy, Project management, Research Capabilities, Conflict Management, Problem solving, Strong Leadership, Diplomatic and tactful.
<b><u>DUTIES</u></b>	:	Develop strategy to promote Equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and the Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound of Labour Relations in various industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the Impact on Legislations.
<b><u>ENQUIRIES</u></b>	:	Mr M Luxande Tel No: (051) 505 6331(Free State) Adv M Msiza Tel: (012) 309 4027 (Gauteng)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein For Attention: Sub-directorate: Human Resources Management, Bloemfontein. E-mail <a href="mailto:Jobs-FS4@Labour.gov.za">Jobs-FS4@Labour.gov.za</a> Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP@labour.gov.za">Jobs-GP@labour.gov.za</a>
<b><u>POST 30/19</u></b>	:	<b><u>TEAM LEADER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 per annum
	:	Bloemfontein Labour Centre- Ref No: HR 4/4/8/462 (X1 Post)
	:	Kroonstad Labour Centre- Ref No: HR 4/4/8/463 (X1 Post)
	:	Labour Centre: Beaufort West- Ref No: HR4/4/10/352 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections.

		Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<b><u>ENQUIRIES</u></b>	:	Mr M Ndlela Tel No: (051) 505 6200 Mr S Malope Tel No: (056) 215 1812 Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein For Attention: Sub-directorate: Human Resources Management, Bloemfontein. E-mail <a href="mailto:Jobs-FS5@Labour.gov.za">Jobs-FS5@Labour.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/20</u></b>	:	<b><u>SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 per annum Labour Centre: Worcester-Ceres Ref No: HR HR 4/4/10/345 Labour Centre: Somerset West Ref No: HR 4/4/10/346
<b><u>REQUIREMENTS</u></b>	:	Three (3) years tertiary qualification in Business Administration/ Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<b><u>DUTIES</u></b>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints, Manage the resources of the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Q Bowman Tel No: 082 901 3232 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/21</u></b>	:	<b><u>SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR 4/4/4/08/11</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum Labour Centre: Germiston Three years tertiary qualification or equivalent. Two (2) years functional experience. Knowledge: Unemployment Insurance Contributions Act, Unemployment Insurance Act, Public Finance Management Act, Treasury Regulations, Operations system, Batho Pele Principles. Skills: Communication, Computer literacy, Listening, Interpersonal, Presentation.
<b><u>DUTIES</u></b>	:	Verify claims on Operation System. Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M G Sekhukhune Tel No: (011) 853 0300 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP@labour.gov.za">Jobs-GP@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

<b><u>POST 30/22</u></b>	:	<b><u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/351</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Cape Town (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<b><u>DUTIES</u></b>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human
<b><u>POST 30/23</u></b>	:	<b><u>INSPECTOR REF NO: HR4/4/10/361</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Cape Town (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. 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, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and UCA. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level of planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/24</u></b>	:	<b><u>CLIENT SERVICE OFFICERS: MOBILE LABOUR CENTRE REF NO: HR 4/4/8/472</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Labour Centre
	:	Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognized Certificate (NQF5) in Office Administration/ Public Management/ Administration/ Secretariat. Drivers licence Code C10 PDP. Knowledge: All Labour Legislation and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving, Driving.
<b><u>DUTIES</u></b>	:	Render services at visiting points as the first point of entry within the Registration Services. Render all Labour Legislations services received from Clients. Render all Unemployment Insurance Benefits Applications and Employer declarations received from visiting points. Render COIDA Services and Employer registration forms for COIDA received from visiting points. Render general administrative duties and participate in advocacy sessions as and when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Ndlela Tel No: (051) 411 6402
	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Bloemfontein. E-mail Jobs-FS4@Labour.gov.za
<b><u>POST 30/25</u></b>	:	<b><u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/21/08/10HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF6 and Undergraduate Degree (NQF7) in Office Management/ Information Communication Technology/ Public/ Business Administration / Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate/ Directorate including dairy management for the DG/ DDG/ COO/ Chief Director/ Director. Render a Secretariat Service for the Office of the DG/ DDG/ COO/ Chief Director/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Directorate. Provide Management Information and records management services in the Chief Directorate/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Edward Nowosiad Tel No: (079) 693 7665
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office EMAIL: <u>Jobs-HQ6@labour.gov.za</u>
<b><u>POST 30/26</u></b>	:	<b><u>CLAIMS ASSESSOR (ADMINISTATIVE OFFICER) REF NO: HR 4/4/10/350</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum
	:	Labour Centre: George (Western Cape)
	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge of DoL and Compensation Fund objectives and business functions, Management functions and Management skills, Compensation policies, procedures and processes, Human anatomy/ Biology and medical terminology, stakeholders and Customers, Customer service(Batho Pele Principles, Required IT knowledge, IT operating systems, Risk awareness, COID Act, Regulations and policies, COID tariffs, COID Act, Regulations and Policies, constitution Act, DPSA guidelines on COID, Mutual association conditions

		and provisional settlements, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, general knowledge of Public service regulations. Skills: Required Technical Proficiency, numeracy, Business Writing, Required IT, Fund IT Operating systems, Data Capturing, Data and records management, Telephone Etiquette.
<b><u>DUTIES</u></b>	:	To administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for medical / accounts payment. Serve as a team leader or supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/27</u></b>	:	<b><u>ASSET MANAGEMENT OFFICER REF NO: HR4/4/10/357</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification in Asset Management / Supply Chain Management / Public Management / Administration. One (1) year functional experience in Asset Management. Knowledge: Asset Management, Risk Management, Relevant Labour Policies, procedures and processes, Customer Services (Batho Pele), Stakeholders and customer, Knowledge and understanding of Supply Chain Management Procedures, National Treasury Regulations. Skills: Verbal and written communication, Facilitation, Computer Literacy, Presentation, Data and record Management, Decision making, Problem solving.
<b><u>DUTIES</u></b>	:	Verify assets and record them in the Province asset register. Record all assets in the Department Asset register. Execute the disposal of assets in line with the departmental policies and procedures. Responsible for making recommendations to acquisition management for the procurement of assets for DOL. Monitor and ensure that all ITC equipment are operational. Monitor the operational performance and maintenance of assets in DOL (Daily).
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/28</u></b>	:	<b><u>INSPECTOR REF NO: HR4/4/10/353</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Bellville (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid drivers licence. 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: Planning and Organizing Conflict Management, Interpersonal Relations, Organizing Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with 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) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town



<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/29</u></b>	:	<b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 - R297 825 per annum, (OSD) Grade 2: R315 962 - R362 865 per annum, (OSD) Grade 3: R383 226 - R485 475 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Labour Centre: George (Western Cape-Ref No: HR 4/4/10/342 (X1 Post) Labour Centre: Bellville (Western Cape) Ref No: HR 4/4/10/343 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Q Bowman Tel No: 082 901 3232 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/30</u></b>	:	<b><u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/10/344</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 - R297 825 per annum, (OSD) Grade 2: R315 962 - R362 865 per annum, (OSD) Grade 3: R383 226 - R485 475 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Four (4) years degree/Three (3) years diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an Advantage. Valid drivers licence is required. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with the South African Nursing Council <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs.

		Facilitate early return to work and community re-integration programmes Maintain relationships and empower all internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/31</u></b>	:	<b><u>CLAIMS PROCESSOR (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Cape Town Ref No: HR 4/4/10/347 (X3 Posts) Labour Centre: Bellville- Goodwood Ref No: HR 4/4/10/348 (X1 Post) Labour Centre: George Ref No: HR 4/4/10/349 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and Business processes, Relevant Fund policies, procedure and processes, Human Anatomy/ Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, Technical knowledge, COIDA Act, Regulations and Policies, DPSA guidelines on COID, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/32</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum
<b><u>CENTRE</u></b>	:	Ladysmith Labour Centre Ref No: HR4/4/5/85 (X1 Post) Verulam Labour Centre Ref No: HR4/4/5/87 (X1 Post) Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/364 (X1 Post) Labour Centre: Beaufort West (Western Cape) Ref No: HR4/4/10/354 (X1 Post) Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/355 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr C Dlamini Tel N: (036) 638 1900 (Ladysmith) Mr B Zondi Tel No: (032) 541 5600 (Verulam) Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	<b>Deputy Director: Ladysmith Labour Centre</b> , P/Bag X 9926, Ladysmith 3370 or hand deliver at 35 Keate Street Ladysmith. For Attention: Sub-directorate:

Human Resources Operations, KwaZulu-Natal Email: [Jobs-KZN@labour.gov.za](mailto:Jobs-KZN@labour.gov.za)

**Deputy Director: Verulam Labour Centre**, PO Box 1144, Verulam 4340 or hand deliver at 13 Wick Street, Verulam 4340 For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: [Jobs-KZN@labour.gov.za](mailto:Jobs-KZN@labour.gov.za)

**Chief Director: Provincial Operations**: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: [Jobs-WC@labour.gov.za](mailto:Jobs-WC@labour.gov.za)

<b><u>POST 30/33</u></b>	:	<b><u>UIF CLIENT SERVICE OFFICER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum
	:	Richards Bay Labour Centre Ref No: HR4/4/5/78 (X1 Post)
	:	Labour Centre: Germiston Ref No: HR 4/4/4/08/12 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric Certificate. Knowledge: Unemployment Insurance Acts and Regulations, Unemployment Insurance Contribution Act, Public Finance Management Act, Basic Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer literacy, Time Management, Customer Relations, Analytical. Interpersonal and Telephone etiquette.
<b><u>DUTIES</u></b>	:	Provide Screening Services. Provide capturing services for applications of UIF benefits. Register payment continuation forms. Provide administrative function.
<b><u>ENQUIRIES</u></b>	:	Mr T Nkosi Tel No: (035) 7601614 Ms M G Sekhukhune Tel No: (011) 853 0300
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Richards Bay Labour Centre, Private Bag X 20033, EMPANGENI, 3880 or hand deliver at 11 Lira Rink Road, Richards Bay For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: <a href="mailto:Jobs-KZN@labour.gov.za">Jobs-KZN@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP@labour.gov.za">Jobs-GP@labour.gov.za</a>
<b><u>POST 30/34</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum
	:	KZN Richmond (IXOPO Satellite Office) Ref No: HR4/4/5/84 (X1 Post)
	:	Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/356 (X1 Post)
	:	Labour Centre: Vredenburg (Western Cape) Ref No: HR4/4/10/363 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12, plus zero experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Act, Departmental Policies, Procedures & Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Ms BB Ndlovu, Tel No: (033) 212 2768 Mr. Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: <a href="mailto:Jobs-KZN@labour.gov.za">Jobs-KZN@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>

<b><u>POST 30/35</u></b>	:	<b><u>UI CLAIMS OFFICER REF NO: HR4/4/10/362</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication Verbal and written, listening, Customer Relations, Computer literacy, Decision making.
<b><u>DUTIES</u></b>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>
<b><u>POST 30/36</u></b>	:	<b><u>MSS ADMIN CLERK REF NO: HR4/4/5/82</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Phuthaditjhaba Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management service to the Labour Centre. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Mr A Kutuka Tel No: (058) 713 0373
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Bloemfontein. E-mail <a href="mailto:Jobs-FS3@Labour.gov.za">Jobs-FS3@Labour.gov.za</a>
<b><u>POST 30/37</u></b>	:	<b><u>SECURITY OFFICER (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 281 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: KZN Ref No: HR4/4/5/82 (X1 Post) Head Office, Pretoria Ref No: HR 4/21/07/80HO (X1 Post) Provincial Office: Western Cape Ref No: HR4/4/10/359 (X1 Post) Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/360 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade (12) Twelve/ Senior Certificate. Grade C Security Certificate (PSIRA: Grade C). Twelve (12) months Security experience. Knowledge: Batho-Pele Principles, DoL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of access to information Act, OHS Act. Skills: Verbal and written Communication, Interpersonal relations, Problem solving, Communication, Conflict management and Computer literacy.
<b><u>DUTIES</u></b>	:	Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries Department (Provincial/ Head Office/ Labour Centre).
<b><u>ENQUIRIES</u></b>	:	Mr M Mwelase Tel No: (031) 366 2102 Mr A Maja Tel No: (012) 309 4052 Mr Q Bowman Tel No: (082) 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate:

Human Resources Operations, Provincial Office: KZN Email: [Jobs-KZN@labour.gov.za](mailto:Jobs-KZN@labour.gov.za)

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For Attention: Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-HQ8@labour.gov.za](mailto:Jobs-HQ8@labour.gov.za)

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: [Jobs-WC@labour.gov.za](mailto:Jobs-WC@labour.gov.za)

<b><u>POST 30/38</u></b>	:	<b><u>MESSENGER REF NO HR4/4/10/358</u></b>
<b><u>SALARY</u></b>	:	R122 595 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Grade 10 Certificate. No experience required. Knowledge: Departmental policies and procedures, Public Service Act, All legislations relevant to the post. Skills: Communication, Interpersonal relations, Time management, Planning and organizing, Computer literacy.
<b><u>DUTIES</u></b>	:	Provide messenger services within the Provincial Office. Assist with general administration within the Unit.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 082 901 3232
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a>