

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

: 18 October 2021

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.

ERRATUM: Kindly note that the a valid drivers' licence is required for the post of Office Administrator (Executive Secretary) reference number HR4/21/09/15HO for Head Office, Pretoria, advertised on PSVC 33 dated 17 September 2021 with a closing date of 04 October 2021. Sorry for inconvenience. Enquiries: Mr Frank Thengwayo Tel No: 012 309 4497.

OTHER POSTS

<u>POST 34/51</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R869 007 per annum, (All inclusive) Labour Centre: Graaff-Reinet Ref No: HR4/4/1/210 (X1 Post) Labour Centre: Lusikisiki Ref No: HR4/4/1/211 (X1 Post)
<u>REQUIREMENTS</u>	:	Three- years tertiary qualification in Financial/Accounting/Human Resource Management Labour Relations, Public Relations, Bachelor in law, Bachelor of Social Science, Bachelor of Arts and Bachelor of Commerce. Two (2) years management experience at an Assistant Director level and three years functional experience in business / organisational operations / services. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NP Douw-Jack Tel No: (043) 701 3128 Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, East London
<u>POST 34/52</u>	:	<u>ASSISTANT DIRECTOR: LABOUR AVIATION PROGRAMME (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R376 597 per annum Provincial Office: Western Cape Ref No: HR 4/4/10/365 (X2 Posts) Provincial Office: Northern Cape Ref No: HR 4/4/8/94 (X2 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Public Administration/ Business Administration. Certificate in Project Management Methodologies will be added advantage. Valid Driver's Licence. Four (4) 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.
<u>DUTIES</u>	:	Implement training / skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress in 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 Programme.
<u>ENQUIRIES APPLICATIONS</u>	:	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 For Attention: Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za Mr A Senakhomo Tel: (053) 8381518 (Kimberley) Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NC@Labour.gov.za
<u>POST 34/53</u>	:	<u>TEAM LEADER REF NO: HR4/4/10/366</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum Labour Centre: Oudtshoorn (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) years 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. Two (2) years functional experience in Inspection & Enforcement Services, A valid driver's 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.

DUTIES : 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, manage the finalisation of files of cases received and investigations conducted by the inspectors. 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. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.

ENQUIRIES : Mr. Q Bowman Tel No: 082 901 3232
APPLICATIONS : 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

POST 34/54 : **FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/10/370**

SALARY : R257 508 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : A relevant three (3) tertiary in Transport/ Fleet Management. A valid driver's licence. One (1) year functional experience in Fleet/ Transport Management services. Knowledge: Procurement, servicing, operation, maintenance and repair of county vehicles, Methods, materials, tools and equipment used in maintenance and repair of vehicles, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedure for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service regulations, operations, policies and objective, Policies and objectives assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication skills, Interpersonal skills using tact, patients and courtesy, Operation of a computer and assigned software, Technical aspects of filed and speciality. Skills: Communication, Coordination, Planning and organising, Report writing, Computer, Monitoring and evaluation, Time management.

DUTIES : Conduct inspection on Provincial Fleet vehicles. Enforce compliance on Provincial Fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative task in respect of fleet operations.

ENQUIRIES : Mr Q Bowman Tel No: 082 901 3232
APPLICATIONS : 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

POST 34/55 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: HR4/4/10/371**

SALARY : R257 508 per annum
CENTRE : Provincial Office: Western Cape

<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Management. One (1) functional experience and EB drivers licence. Knowledge: Public Financial Management Act, Treasury Regulations, SCM Policy, Asset Management Policy, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Skill Development Act, Batho Pele Principles. Skills: Supervision, Negotiation, Client Orientation and customer, Facilitation, Computer Literacy, Communication, Analytical.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with the SCM Policies and Treasury Regulations. Provide goods and services in line with relevant prescripts of the Province. Provide inventory management and support to ensure effectiveness and efficient in the Province. Manage all resources of the Directorate (Daily).
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 34/56</u>	:	<u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/4/5/65</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Ngaki Tel No: 041 701 3074
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street East London 5200 Email: Jobs-EC@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, East London
<u>POST 34/57</u>	:	<u>CLIENT SERVICE OFFICER (X3 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Labour Centre: Beaufort West Ref No: HR4/4/10/367 (X1 Post) Labour Centre: Carletonville Ref No: HR 4/4/4/09/03 (X1 Post) Labour Centre: Pretoria Ref No: HR 4/4/4/09/02 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade twelve (12) certificate. No experience required. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	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.

ENQUIRIES : Mr Q Bowman Tel No: 082 901 3232
Mr B P Mosoeu Tel No: (018) 788 3281
Ms M A Phasha Tel No: (012) 309 5000

APPLICATIONS : 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
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-gp3@labour.gov.za

POST 34/58 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)**

SALARY CENTRE : R208 584 per annum
Labour Centre: Pretoria Ref No HR 4/4/09/01 (X2 Posts)
Labour Centre: Mthatha Ref No: HR 4/4/1/20 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's 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.

DUTIES : 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.

ENQUIRIES : Ms M A Phasha Tel No: (012) 309 5000
Ms S Zawula Tel No: 041 506 5000

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-gp2@labour.gov.za
Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha 5100 Email: Jobs-EC@labour.gov.za

POST 34/59 : **CLAIMS CREDIT OFFICER UIF REF NO: HR4/4/10/368**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
Provincial Office: Western Cape
A Grade 12 Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), General Recognized Accounting Principles (GRAP), General Accepted Accounting Principles (GAAP), Financial Systems, Departmental Policies and Procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes Procedures. Skills: Financial Management, Communication (verbal and written), Computer Literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding overpayments balance. Keep all overpayment Debtors Records manually and electronically. Resolve all complaints on all Labour Legislations received from Clients. Monitor the payments of benefits to clients.

ENQUIRIES APPLICATIONS : 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

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

POST 34/60 : **RECORDS ADMINISTRATOR: UIF REF NO: HR4/4/10/374 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
Provincial Office: Western Cape
Grade 12/ Senior Certificate or equivalent with Zero (0) experience. Knowledge: National Archives Act, Batho Pele Principles, Record

Management, Departmental policies and procedures. Skills: Communication, Listening, Computer literacy, Planning and organizing.

DUTIES : Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES APPLICATIONS : 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

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

POST 34/61 : **SENIOR ADMIN CLERK: MSS REF NO HR4/4/10/375**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Labour Centre: Beaufort West (Western Cape)
: Grade 12/ Senior Certificate or equivalent with Zero (0) experience. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.

DUTIES : To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for records administration in a Labour Centre daily.

ENQUIRIES APPLICATIONS : 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

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

POST 34/62 : **PROVISIONING ADMIN CLERK REF NO: HR4/4/10/369 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Provincial Office: Western Cape
: Grade twelve (12) with passes commercial subjects (Business Management, Economics and Accounting). No experience required. Knowledge: Public Service Financial Management, Supply Chain Frame Work, LOGIS System, Preferential Procurement Policy Frame Work Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Presentation, Analytical, Computer literacy, Communication, Numeracy.

DUTIES : Provide contract and tender management support to be in line with development relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts of Province. Provide inventory management support to ensure effectiveness and efficient in Province. Render assets management support to comply with Departmental policies.

ENQUIRIES APPLICATIONS : 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

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

POST 34/63 : **ADMIN CLERK: IES SUPPORT SERVICES REF NO: HR4/4/10/372**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Labour Centre: Beaufort West (Western Cape)
: Grade 12/ Senior Certificate and zero (0) experience. Knowledge: Administrative procedures relating to an office, filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data. Skills: Planning and organizing, Communication, Computer literacy, Analytical.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources support for the Directorate.

ENQUIRIES APPLICATIONS : 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

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

POST 34/64 : **ADMINISTRATION CLERK: PES REF NO: HR4/4/5/97**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Provincial Office: KZN
: Grade 12/ Matriculation/ Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho-Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing and Innovative.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities (Daily). Avail information for coordination of International Cross-Border Labour Migration function (Daily). Support coordination of the registration and certification of Private Employment Agencies (Daily). Coordination large (Provincial) opportunities from key stakeholders (Weekly).

ENQUIRIES APPLICATIONS : Ms Z Dlamini Tel No: (031) 366 2045
: 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

POST 34/65 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR 4/4/4/09/04**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Labour Centre: Germiston
: Matriculation/Grade 12 plus zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy.

DUTIES : Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources Services support for the Directorate.

ENQUIRIES APPLICATIONS : Ms SH Ceasar Tel No: (011) 898 3349
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-gp1@labour.gov.za

POST 34/66 : **MSS ADMINISTRATIVE CLERK REF NO: HR 4/4/4/09/05 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Labour Centre: Germiston
: 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.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES APPLICATIONS : Ms SH Ceasar Tel No: (011) 898 3349
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email address Jobs-gp2@labour.gov.za