

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.

<u>CLOSING DATE</u>	:	25 October 2021
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 35/09</u>	:	<u>ASSISTANT DIRECTOR UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR4/4/1/20</u>
<u>SALARY CENTRE</u>	:	R470 040 per annum
	:	Provincial Office Eastern Cape

- REQUIREMENTS** : Three (3) years tertiary qualifications in Administration/Public Management/ equivalent qualifications. Two (2) years supervisory experience and Two (2) years functional experience in Unemployment Insurance Operations plus a valid driver's licence. Knowledge: Unemployment Insurance Act (UICA), Public Financial Management Act, Unemployment Insurance Act and Regulations, Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Labour Relations Act, Operational Systems, Public Service Act, Public Service Regulations. Skills: Communication (both verbal & written), Management, Listening, People management, Numeracy, Computer literacy, Time Management, Customer relations, Report writing, Planning and Organizing, Interpersonal.
- DUTIES** : Manage employer's Declarations & maintain the database, Monitor the provisioning of assessment, validation and adjudication of claims, manage registry services for beneficiary services, Monitor and ensure that all appeals are processed effectively and efficiently in the province, Manage and ensure the provision of support and training services to the business unit, Manage resources (Human, Financial, Equipment/ Assets) in the section.
- ENQUIRIES** : Mr VV Macleod Tel No: (043) 701 3000
- APPLICATIONS** : 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
- POST 35/10** : **ASSISTANT DIRECTOR UI OPERATIONS REF NO: HR 4/4/10/372**
- SALARY** : R470 040 per annum
- CENTRE** : Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Administration/Public Management / Business Administration / Operations Research / Finance. Valid Driver's Licence. Two (2) years Supervisory experience. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations systems. Skills: Communication (verbal and written), Management, Listening, People Management, Numeracy, Computer Literacy, Time Management, Customer Relations, Analytical.
- DUTIES** : Manage employee's declarations and maintain database. Monitor the provision of assessment, validation and adjudications of claims. Manage Registry Services for Beneficiary Services. Monitor and ensure that all appeal are processed effectively and efficiently in the Province. Manage resources (Human, Financial, Equipment's /Assets) in the section.
- ENQUIRIES** : Mr Quinton 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 35/11** : **ASSISTANT DIRECTOR FACTORY PRODUCTION REF NO HR 4/21/08/09**
- SALARY** : R470 040 per annum
- CENTRE** : SEE, Potchefstroom
- REQUIREMENTS** : Qualification in one of the Following: Occupational Certificate: Welder (NQF Level 04) / Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood, Steel or textile and three years' supervisory experience. Valid driver's licence will be an added advantage Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision /management, Disability Act and policies, Occupational Health and Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.
- DUTIES** : Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.
- ENQUIRIES** : Ms A Pretorius Tel No: 012 843 7425

- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
- POST 35/12** : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY REF NO HR4/21/10/47HO (X2 POSTS)**
(One (1) year contract)
- SALARY** : R376 596 per annum plus 37% in lieu of benefits
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma(NQF6)/Undergraduate Bachelor Degree(NQF7) in Public Management/Risk Management/Auditing and Human Resource Management. Four (4) years experience in Ethics and integrity Management of which two (2) years must be at supervisory level. Knowledge: Public Service transformation and Management issues, White Paper on transformation of Public Service, Public Service Act Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Treasury Regulations, Minimum Information Security Standards, Public Finance Management Act, Treasury Regulations, Skills Development. Skills: Diplomacy, Project Management, Interpersonal relation, Communication, Conflict Management, Problem solving.
- DUTIES** : Coordinate and implement Ethics Strategy, Policies and Programmes in the Department. Coordinate implementation report on ethics policies. Implement financial disclosure in the Department. Organise awareness programme regarding integrity matters within the Department. Conduct Ethics investigations in the Department.
- ENQUIRIES** : Adv MT Ntleki, Tel No: (012) 309 4264
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
- POST 35/13** : **ASSISTANT DIRECTOR: MARKETING AND ADVERTISING REF NO HR4/21/10/04HO**
- SALARY** : R376 596 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6) / Bachelor's Degree (NQF7) in Communication Science/ Public Relations/ Marketing. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Marketing. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Marketing communication principles, Project Management, Batho Pele Principles. Skills: Planning and Organising, Interpersonal, Computer literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Time Management, Crisis Management, Creative-writing Skills.
- DUTIES** : Implement the advertising strategy. Monitor the implementation of advertising campaigns. Manage the procurement and distribution of promotional items. Manage all the resources in the division.
- ENQUIRIES** : Mr M Pele Tel No: 012 309 4247
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ5@labour.gov.za
- POST 35/14** : **SUPERVISOR: REGISTRATION SERVICES (X4 POSTS)**
- SALARY** : R316 791 per annum
CENTRE : Geberha Labour Centre: Ref. No: HR 4/4/1/09(x1 post)
Komani Labour Centre: Ref. No: HR 4/4/1/10 (X1 post)
Kariega Labour Centre: Ref. No: HR 4/4/1/11 (X2 post)
- REQUIREMENTS** : 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.
<u>DUTIES</u>	:	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
<u>ENQUIRIES</u>	:	Mr MP Ngqolowa Tel No: 041 506 500 Mr KS Mbande Tel No: 045 807 5400 Ms W Koba Tel No: (041) 491 1220
<u>APPLICATIONS</u>	:	Port Elizabeth: Deputy Director Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha E-mail: Jobs-EC@Labour.gov.za Queenstown: Deputy Director Labour Centre Operations: P O Box 323, Queenstown, 5320 or hand deliver at No. 10 Robinson Road, Komani E-mail: Jobs-EC@Labour.gov.za Uitenhage: Deputy Director Labour Centre Operations: P O Box 562, Uitenhage, 6000 or hand deliver at 15 A Chase Street, Kariega E-mail: Jobs-EC@Labour.gov.za
<u>POST 35/15</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/21/09/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum SEE, Silverton A three (3) year National Diploma (NQF 6) under graduate Bachelor Degree (NQF 7) in Human Resource Management/Employment Relations/Labour Relations. Two (2) years' functional experience in Employment Relations services. Knowledge of Public service commission's rules for dealing with complains and grievances, Public service co-ordinating Bargaining Council's Resolutions, Research/ analysing, Public service regulations, Grievance and disciplinary policy, Human Resource policies, Dispute resolution, CCMA policies and procedures. Skills Development Strategy, Human Resource Development policies and prescripts Skills: Problem solving, Negotiation, Good Communication, Presentation, Research, Analytical, Computer literacy, Interpretation of legislations/ policies, Interpretation of case law and trends in Labour Law, Planning and Organising, Drafting of submissions.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the SEE. Draft charges and finalize all misconduct cases in the SEE. Represent the SEE in all disputes referred to the Commission for Conciliation, Mediation and Arbitration (CCMA). Facilitate and represent the SEE in collective bargaining processes with its recognized unions. Provide secretariat function to the SEE Appeals Authority
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ME Msiza Tel No: 012 843 7409 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
<u>POST 35/16</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum Stanger Labour Centre Ref No: HR4/4/5/102 (X1 post) Kokstad Labour Centre Ref No: HR4/4/5/83 (X1 post) Senior certificate plus a 3 year recognised qualification in the relevant field i.e. Electrical Engineering, Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Compute Literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communications.

- DUTIES** : To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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 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.
- ENQUIRIES** : Ms ESN Nzama Tel No: (032) 551 7300
Mr S Ngqoza, Tel No: (039) 727 2140
- APPLICATIONS** : Deputy Director Stanger Labour Centre: PO Box 138, Stanger, 4450 or hand deliver at 12 Cato Street, Stanger Email: Jobs-KZN@labour.gov.za.
Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad 4700 or hand deliver at 59 Hope Street, Kokstad. Email: Jobs-KZN@labour.gov.za.
- POST 35/17** : **TEAM LEADER IES REF NO: HR 4/4/5/90**
- SALARY** : R316 791 per annum
CENTRE : Durban Labour Centre
REQUIREMENTS : 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr S Biyase Tel No: (031) 336 1500
APPLICATIONS : Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4056 or hand deliver at Govt Bld, Masonic Groove, Durban Email: Jobs-KZN@LABOUR.gov.za

- POST 35/18** : **CLAIMS ASSESSOR REF NO: HR4/4/5/98**
- SALARY** : R257 508 per annum
CENTRE : Pietermaritzburg Labour Centre: KZN
REQUIREMENTS : Three year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance and HRM. Knowledge: Compensation Fund objective and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills) Fund operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking and Problem solving and decision making.
- DUTIES** : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/Supervisor.
- ENQUIRIES** : Mr MSJ September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 940, Pietermaritzburg, 3200 or and deliver at 370 Langalibalele Street, Pietermaritzburg, 3201. Email: Jobs-KZN@labour.gov.za
- POST 35/19** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X5 POSTS)**
- SALARY** : R208 584 per annum
CENTRE : Mthatha Labour Centre Ref No: HR 4/4/1/71(X1 post)
Makhanda Labour Centre Ref No: HR 4/4/1/72(X1 post)
Butterworth Labour Centre Ref No: HR 4/4/1/73 (Re-advert)
Fort Beaufort Labour Centre Ref No: HR 4/4/1/74(X1 post)
Kimberley Labour Centre Ref No: HR 4/4/8/93(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 SE Zaula Tel No: (047) 501 5600
Ms N Ntlokwana Tel No: (046) 622 2104
Mr T Madikazi Tel No: (047) 401 7880
Ms N Tetyana Tel No: (046) 645 4686
Mr R Geswint Tel No: (053) 838 1580 (Kimberley)
- APPLICATIONS** : **Mthatha:** Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha, 5100 E-Mail: Jobs-EC@Labour.gov.za
Fort Beaufort: Deputy Director: Labour Centre Operations: P.O Box 538, Fort Beaufort, 5720 Email: Jobs-EC@labour.gov.za
Butterworth: Deputy Director: Labour Centre Operations: Private Bag x3081, Butterworth, 4960 Email: Jobs-EC@labour.gov.za
Makhanda: Deputy Director: Labour Centre Operations: P. O. Box 2002, Makhanda, 6140 Email: Jobs-EC@labour.gov.za
Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
- POST 35/20** : **AUXILLARY INSPECTOR EEA (X54 POSTS)**
(1 years fixed term contract)
- SALARY** : R208 584. per annum plus 37% in lieu of benefits.
CENTRE : Provincial Office: Gauteng-Ref No: HR4/21/10/01GP (X 10 posts)

- Provincial Office: Kwazulu- Natal-Ref No: HR4/21/10/02KZN (X 10 posts)
 Provincial Office: Mpumalanga-Ref No: HR4/21/10/03MP (X 3 posts)
 Provincial Office: North-West Ref No: HR4/21/10/04NW (X 3 posts)
 Provincial Office: Free State Ref No: HR4/21/10/05FS (X 3 posts)
 Provincial Office: Northern Cape Ref No: HR4/21/10/06NC (X 2 posts)
 Provincial Office: Limpopo Ref No: HR4/21/10/07LP (X 3 posts)
 Provincial Office: Western Cape Ref No: HR4/21/10/08WC (X10 posts)
 Provincial Office: Eastern Cape Ref No: HR4/21/10/09EC (X10 posts)
- REQUIREMENTS** : Diploma in Labour Law/ Diploma in Paralegal. Law degree and driving licence will be an added advantage. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Basic Conditions of Employment Act, Employment Equity Act and regulations, Interpretation Statutes. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication skills Act, Employment Equity Act.
- DUTIES** : Conduct administrative inspections with the aim of ensuring compliance with EEA. Execute investigations on reported cases pertaining to contravention of EEA. Conduct proactive (Blitz) inspections regularly to monitor compliance with EEA. Participate in advocacy campaigns on (EEA).
- ENQUIRIES** : Ms. P. Mbongwana Tel No: 043 701 3279 (EC)
 Mr. M. Luxande Tel No: 051 505 6325 (FS)
 Adv. M Msiza Tel No: 012 309 5110 (GP)
 Mr. M Kambule Tel No: 031 366 2203 (KZN)
 Mr. P Tladi Tel No: 015 290 1613(LP)
 Ms. N Njwambe Tel No: 013 655 8775(MP)
 Mr. I Vass Tel No: 053 838 1502(NC)
 Mr. B Mampuru Tel No: 018 387 8104 (NW)
 Mr DD Esau Tel No: 021 441 8208 (WC)
- APPLICATIONS** : **Polokwane:** Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za
Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za
East London: Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za
Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
Cape Town: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za
Emalahleni: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank.Email: Jobs-MP@labour.gov.za
Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za
Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email:Jobs-NC@labour.gov.za
- POST 35/21** : **AUXILLARY INSPECTOR NMWA (X60 POSTS)**
 (1 years fixed term contract)
- SALARY CENTRE** : R208 584 per annum plus 37% in lieu of benefits
 : Provincial Office: Gauteng - Ref No: HR4/21/10/45GP (X 10 posts)
 : Provincial Office: Kwazulu - Natal-Ref No: HR4/21/10/16KZN (X10 posts)
 : Provincial Office: Mpumalanga - Ref No: HR4/21/10/46MP (X4 posts)
 : Provincial Office: North - West Ref No: HR4/21/10/47NW (X4 posts)

- Provincial Office: Free State Ref No: HR4/21/10/48FS (X4 posts)
 Provincial Office: Northern Cape Ref No: HR4/21/10/49NC (X4 posts)
 Provincial Office: Limpopo Ref No: HR4/21/10/50LP (X 4 posts)
 Provincial Office: Western Cape Ref No: HR4/21/10/51WC (X10 posts)
 Provincial Office: Eastern Cape Ref No: HR4/21/10/52EC (X10 posts)
- REQUIREMENTS** : LLB/ BCOM LAW/ National Diploma in Labour Law/ Labour Relations. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
- DUTIES** : Conduct administrative inspections with the aim of ensuring compliance with NMWA. Execute investigations on reported cases pertaining to contravention of NMWA. Conduct proactive (Blitz) inspections regularly to monitor compliance with NMWA. Participate in advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Ms. P. Mbongwana Tel No: 043 701 3279 (EC)
 Mr. M. Luxande Tel No: 051 505 6325 (FS)
 Adv. M Msiza Tel No: 012 309 5110 (GP)
 Mr. M Kambule Tel No: 031 366 2203 (KZN)
 Mr. P Tladi Tel No: 015 290 1613 (LP)
 Ms. N Njwambe Tel No: 013 655 8775 (MP)
 Mr. I Vass Tel No: 053 838 1502 (NC)
 Mr. B Mampuru Tel No: 018 387 8104 (NW)
 Mr DD Esau Tel No: 021 441 8208 (WC)
- APPLICATIONS** : **Polokwane:** Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
Bloemfontein: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za
Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za
East London: Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za
Johannesburg: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
Cape Town: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeeck and Long Street Email: Jobs-WC@labour.gov.za
Emalahleni: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za
Durban: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Jobs-KZN@labour.gov.za
Kimberley: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za
- POST 35/22** : **RECORDS ADMINISTRATOR REF NO: HR4/4/10/156**
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum
 Provincial Office, Eastern Cape
 Grade 12/Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
- DUTIES** : Maintain the filling system as per the directives of the archives and records management prescripts, Sort and prepare documents for disposal process as

in line with the relevant prescripts, perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Mr WC Mafu Tel No: (043) 702 3333
APPLICATIONS : 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

POST 35/23 : **MSS ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/5/85**

SALARY : R173 703 per annum
CENTRE : Kariega Labour Centre
REQUIREMENTS : 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 : Ms W Koba Tel No: 041 992 4627.
APPLICATIONS : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230 Email: Jobs-EC@labour.gov.za

POST 35/24 : **ADMINISTRATIVE CLERK: COMPENSTATION FUND SERVICES REF NO: HR4/4/10/158**

SALARY : R173 703 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Grade 12. No experience required. Knowledge: Compensation Fund Strategic Objectives Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines. Skills: Required, Technical proficiency, Business writing skills, Required IT (MS Office & Operating Skills) Communication, verbal and written, Problem resolving, Planning and organizing, Data Capturing, Data and records management, Telephone Etiquette, Risk Management and Fund Governance, External Environmental Awareness

DUTIES : Render effective registry support services, Liaise with provinces and labour centres in respect of the provision of required information, Ensure correspondence of documents, perform the general administration functions.

ENQUIRIES : Dr B Dunga Tel No: (043) 702 7525
APPLICATIONS : 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

POST 35/25 : **SENIOR ADMIN CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/21/09/06**

SALARY : R173 703 per annum
CENTRE : SEE, Springfield
REQUIREMENTS : A Senior Certificate or Office Administration, 0 to 6 months' Administrative experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system Skills: Planning and Organizing, Communication, Computer literacy.

DUTIES : Administer earning and deductions from the Factories, administer leaves within the SEE, Monitor the Pension Fund of Personnel within the Factories, Monitor the Provident Fund within the SEE, Render administrative support services within the Salaries.

ENQUIRIES : Ms ME Msiza Tel No: 012 843 7409
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 35/26 : **MESSENGER REF NO HR4/21/10/05HO**

SALARY : R122 595 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12. Valid drivers' license. Knowledge: Knowledge of Customer relations Batho Pele Principles. Skills: Reading, writing and driving experience, Internal personal skills, Communication skills.

DUTIES : Collect and distribute correspondence to various destinations. Coordinate reproduction services. Attending to registry counter services. Provide administrative support services.

ENQUIRIES : Ms MP Mokomane Tel No: 012 309 4075
APPLICATIONS : 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-HQ4@labour.gov.za

POST 35/27 : **OFFICE AID REF NO: HR4/4/1/21**

SALARY : R122 595. per annum
CENTRE : Geberha Labour Centre, Eastern Cape
REQUIREMENTS : Standard 8/Grad 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : MR Mp Ngqolowa Tel No: 041 506 5000
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X6045, Gqeberha 6000 or Hand delivered at c/o VSN Building 116/134 Govan Mbeki Avenue Gqeberha Email: Jobs-EC@labour.gov.za

INTERNSHIP PROGRAMME YEAR 2021/2022

The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The Internship is meant to provide work exposure to graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.

OTHER POSTS

POST 35/28 : **OFFICE OF THE CDPO REF NO: HR4/4/5/106**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/B. Degree Public Administration /Business Administration/ Public Management/ Office Administration

DUTIES : Assist to develop and ensure the implementation of the administrative measures for the efficient operations of the office of the Chief Director Provincial Operations. Assist to ensure efficient, effective and accurate administrative support services are provided to the office of the Chief Director Provincial Operations.

ENQUIRIES : MS V. Maninjwa, Tel No: (031) 366 2026
APPLICATIONS : 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 35/29 : **EMPLOYEE RELATIONS REF NO: HR4/4/5107**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree in Labour Relations/Human Resource Management
DUTIES : Assist with opening misconduct and grievance files. Compile monthly and quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties

ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/30 : **FINANCIAL MANAGEMENT REF NO: HR4/4/5/108**
STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Financial Accounting/ Financial Management
DUTIES : Assist with accurate and timely financial accounting, control and systems. Admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/31 : **SUPPLY CHAIN MANAGEMENT REF NO: HR4/4/5/109**
STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree Supply Chain Management
DUTIES : Admin duties. Assist with implementation of SCM processes
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/32 : **COMMUNICATIONS REF NO: HR4/4/5/110**
STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Public Relations/Communications//Communication Science
DUTIES : Assist in the implementation of the communication strategy and admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/33 : **EMPLOYEE HEALTH AND WELLNESS REF NO: HR4/4/5/111**
STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Human Resource Management/Social Science
DUTIES : Assist in the implementation of the communication strategy and admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/34 : **HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/5/112 (2X POSTS)**
STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/ Degree Human Resource Management/ Public Management/ Public Admin
DUTIES : Assist in the implementation of the human resource strategy and admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/35 : **HUMAN RESOURCE DEVELOPMENT REF NO: HR4/4/5/113**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree in Human Resource Management/Public Management/ Public Admin
DUTIES : Assist in the implementation of the human resource development strategy and Admin duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : 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 35/36 : **INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/114 (2X POSTS)**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree in Public Management/ Public Administration/Office Administration
DUTIES : Office management and administration duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.Email: Jobs-KZN@labour.gov.za

POST 35/37 : **UNEMPLOYMENT INSURANCE FUND REF NO: HR4/4/5/115**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree in Public Management/ Office Administration/ Public Administration
DUTIES : Office management and administration duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.Email: Jobs-KZN@labour.gov.za

POST 35/38 : **RISK MANAGEMENT REF NO: HR4/4/5/116**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : Three (3) year National Diploma/Degree in Audit, Risk Management, Taxation, Accounting, Criminology, Investigation, Ethics Office and or relevant qualification.
DUTIES : Assist Risk Management Unit in conducting risk assessments and monitoring for the Province. Assist the Unit in preventing detecting and investigating fraud and corruption cases. Assist Risk Management Unit to conduct risk and fraud awareness campaigns throughout the Province. Assist with integrity (Ethics issues in the Province).
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.Email: Jobs-KZN@labour.gov.za

POST 35/39 : **PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/117 (2X POSTS)**

STIPEND : R6083.66 per month
CENTRE : Provincial Office: KZN
REQUIREMENTS : National Diploma/Degree in Public Management/ Public Administration/ Business Administration/ Office Administration
DUTIES : Office administration duties
ENQUIRIES : Ms V. Maninjwa, Tel No: (031) 366 2026.

APPLICATIONS

: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. Email: Jobs-KZN@labour.gov.za