

## 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** : 27 September 2021
- NOTE** : 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. 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](http://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).
- ERRATUM:** Kindly note that the following 2 posts of Assistant Director: COID Statutory-Services for Provincial Office: Free State- Ref No: HR 4/4/8/460(X1 post) and for Provincial Office: Gauteng- Reference No: HR4/4/4/05/01(X1 post) were advertised in Public Service Vacancy Circular 30 dated 27 August 2021, The requirements have been amended as follows: BPROC/LLB. Admission as an Attorney or Advocate. A valid driving licence. Two-year functional experience in compliance or legal service environment. Knowledge: Public service transformation and management issues, Public service act, Treasury Regulations, Departmental policies and procedures, corporate

governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication. DUTIES: Appear in court for enforcement of COID and OHS. Manage the implementation of the COID and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement. The Department is sorry for inconvenience caused. The closing date for these posts is extended to 27 September 2021. Enquiries: Mr F Thengwayo Tel No: 012 309 4497

#### MANAGEMENT ECHELON

- POST 32/04** : **OCCUPATIONAL HEALTH AND SAFETY SPECIALIST REF NO: HR4/21/09/20HO**  
(One (1) year fixed term contract)
- SALARY** : R1 057 326 per annum, (all inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year degree (NQF7 & SAQA recognised) qualification in Social Work/ Psychology, Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene. Valid driving license. Five (5) years middle management experience in Occupational Health and Safety/ Employee Health and Wellness. Knowledge: Departmental policies and procedures, Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resources Development Policies. SKILL: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/diversity management, Problem solving, Motivational.
- DUTIES** : Manage the implementation of health and safety working environmental programmes/ projects in the province. Manage the investigation of health-related complaints and accidents. Ensure that there is inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.
- ENQUIRIES** : Ms. M Matyila Tel No: 012 309 4026  
**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-HQ9@labour.gov.za](mailto:Jobs-HQ9@labour.gov.za)

#### OTHER POSTS

- POST 32/05** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: HR4/21/09/21HO**
- SALARY** : R733 257 per annum, (all inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6) / Bachelor's Degree (NQF7) in Internal Audit/ Accounting/ Finance. Five (5) years' experience of which two (2) years at Middle Management level and three (3) years functional experience in Internal Auditing. Valid Driver's License. Knowledge: Internal Audit Methodology, BATHO PELE Principles, Information Technology Frameworks (CoBiT, ITIL, ISO), Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Framework, King Report on Corporate Governance (II AND III), Framework for Managing Performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework (LRA, BCEA, PAIA etc). SKILLS: Communication (Verbal and written), Conflict management, Project management, Leadership,

- Coordinating, Team mate (Audit Software), Risk assessment, Negotiation, Presentation, Problem Solving, Planning and organizing, Policy analysis and development, Computer literacy, Report writing, Driving, Analytical.
- DUTIES** : Develop the Internal Audit three year rolling plan for both Head Office (HQ) and Supported Employment Enterprise (SEE). Manage the internal audit divisions. Implement the three (3 year) and annual Internal Audit Plans. Coordinate work with key stakeholders and monitor the implementation of the Internal Audit methodologies. Manage the resources of the Sub-Directorate's.
- ENQUIRIES APPLICATIONS** : Ms. M Nkuna Tel No: 012 309 4336
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-HQ5@labour.gov.za](mailto:Jobs-HQ5@labour.gov.za)
- POST 32/06** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO HR4/21/09/22HO**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (all inclusive)  
: Head Office, Pretoria  
: Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience of which two (2) years at Middle Management (ASD level) and three (3) years functional experience in Employee Health and Wellness. Valid Driver's License. Knowledge: Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and Aids & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. SKILLS: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/ diversity management, Problem solving, Motivational.
- DUTIES** : Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions. Manage and implement the Employee Health and Wellness strategic framework. Manage and implement Gender Disability and Youth matters in the Department. Coordinate and implement Health and Productivity programmes in the Department. Management of all the resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms. PP Mthethwa Tel No: 012 309 4549
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-HQ8@labour.gov.za](mailto:Jobs-HQ8@labour.gov.za)
- POST 32/07** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/7/28**  
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum  
: Provincial Office: Mpumalanga  
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) IN Mechanical Engineering. Valid driver's licence. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. 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 Organising, Computer Literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : 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 Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS Programme. Conduct technical research on latest trends in Mechanical Engineering in terms of Occupational

Health and Safety. Provide support for enforcement action, including the preparation of reports for legal proceedings.

**ENQUIRIES** : Ms NL Njwambe Tel No: (013) 655 8700.

**APPLICATIONS** : The Provincial Chief Inspector: Private Bag X 7263, Emalahleni, 1035 Or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: [Jobs-MP@labour.gov.za](mailto:Jobs-MP@labour.gov.za)

**FOR ATTENTION** : The Provincial Chief Inspector: Mpumalanga

**POST 32/08** : **ASSISTANT DIRECTOR: COMMUNICATION SPECIALIST REF NO: HR 4/21/09/01**

**SALARY** : R376 596 per annum

**CENTRE** : SEE, Silverton

**REQUIREMENTS** : Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Marketing or Communication Management. Two (2) to Three (3) years' functional experience in Marketing and Communication. Knowledge: Business processes, structures and organizational culture, The SEE structure, systems and products, The PFMA and Treasury Regulations, GAAP / GRAP, Tendering processes and procedures, Market research and analysis initiatives, Business development activities, PR tools and strategies, Social Media Management, Public Service Environment. Skills: Communication (written and verbal), Leadership, Research, Computer, Organizing, Planning, Project Management, Interpersonal, Attention to detail, Marketing, Conceptualization, Problem Solving, Analytical, Decision making, Networking, Customer care, Innovation, Knowledge and Information sharing, Conflict Management.

**DUTIES** : Coordinate sales and marketing at Supported Employment Enterprises. Monitor Compliance relevant pieces of legislation. Manage Supported Employment Enterprises branding and promotional materials. Manage Supported Employment Enterprise Digital marketing platforms. Compile performance reports for marketing campaigns.

**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.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: [Jobs-SEE@labour.gov.za](mailto:Jobs-SEE@labour.gov.za)

**POST 32/09** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/7/29 (X2 POSTS)**

**SALARY** : R376 596 per annum

**CENTRE** : Provincial Office: Mpumalanga

**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Business Administration. Certificate in Project Management Methodologies will be added advantage. Valid Drivers 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.

**DUTIES** : 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 Programmes.

**ENQUIRIES** : Ms E Mokoena Tel No: (013) 655 8700

**APPLICATIONS** : The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: [Jobs-MP@labour.gov.za](mailto:Jobs-MP@labour.gov.za)

**FOR ATTENTION** : The Deputy Director: Beneficiary Services

**POST 32/10** : **SENIOR LABOUR MARKET INFORMATION SYSTEM OFFICER REF NO: HR4/21/09/23HO**

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Statistics, Economics, Social Sciences. 1-2 years' functional experience in the Labour Market data processing field. Knowledge: Public Service Act, Departmental policies and procedures, Batho Pele principles, Industrial and Occupational Codes, NQF. Skills: Verbal and written communication, Interpersonal relations, Ability to build high performance teams, Project management, Strategic management, Communication, Analytical, Problem solving, Conflict management.  
**DUTIES** : Collect labour market information data at National and Provincial level. Process and analyse labour market information data (Daily). Provide consolidated labour market data for the compilation of labour market report (Daily). Provide coordinated information for the labour market system and policy.  
**ENQUIRIES** : Mr SM Muthethwa Tel No: 012 309 4144  
**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-HQ5@labour.gov.za](mailto:Jobs-HQ5@labour.gov.za)

**POST 32/11** : **MEDIA LIAISON OFFICER REF NO: HR4/21/09/24HO**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Communication Science/ Public Relations/ Media Studies/ Publishing/ Journalism. Valid driver's license. One (1) year functional experience in Media and Communication Services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislation, Marketing communication principles, Event management, Media ethics, Political understanding of South African issues, Project management, Batho Pele principles. Skills: Journalism and editorial management, Media interviewing, Planning and organizing, Computer literacy, Communication skills, Problem solving, Listening and observation, Presentation, Time management, Project management.  
**DUTIES** : Write quality news article and features for publication. Edit other articles and features into plain English. Distribute media release/ statements to external stakeholders (media). Identify communication opportunities and appropriate communication interventions by the department and/or minister.  
**ENQUIRIES** : Mr S Mashalaba Tel No: 012 309 4882  
**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-HQ6@labour.gov.za](mailto:Jobs-HQ6@labour.gov.za)

**POST 32/12** : **PRACTITIONER: LABOUR RELATIONS REF NO: HR4/21/09/25HO**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Public/ Business Administration/ Management. One (1) year functional experience in Finance and Human Resources administration environment. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Public Finance Management Act. Skills: Communication, Computer literacy, Interpersonal relation.  
**DUTIES** : Facilitate the processes of rendering financial support services to the unit. Provide inputs, advice for the implementation of human resource. Organise training of staff within the chief directorate. Render the procurement and logistical support services. Provide registry support services in the unit.  
**ENQUIRIES** : Mr SC Xaba Tel No: 012 309 4254  
**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](mailto:Jobs-HQ4@labour.gov.za)

**POST 32/13** : **COID EMPLOYER AUDITOR REF NO: HR4/4/10/151**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
 : Provincial Office-East London  
 : Three (3) year tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ Accounting/ LLB/ BCOM LAW/ BCOM in Commerce. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative.

**DUTIES** : Conduct payroll audit to determine employer's compliance in relation to COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.

**ENQUIRIES APPLICATIONS** : Ms P Ludwaba -Tyeda Tel No: 043 701 3289  
 : Chief Director Provincial Operations: Private Bag x 9005, East London, 5201 Hand delivered at No.3 Hill Street, East London

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: East London. Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**POST 32/14** : **CLIENT SERVICE OFFICER (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R208 584.per annum  
 : Prospecton Labour Centre-Ref No: HR4/4/5/88 (X1 Post)  
 : Richmond Labour Centre-Ref No: HR 4/4/5/86 (X1 Post)  
 : Matriculation/ Grade Twelve (12). Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation and Problem solving.

**DUTIES** : Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all Clients who visit Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Resolve all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and employer registration forms for COIDA.

**ENQUIRIES APPLICATIONS** : Mr K Naidoo Tel No: (031) 913 9700  
 : Ms BB Ndlovu Tel No: (033) 212 2768  
 : Deputy Director: Labour Centre Operations: PO Box 343, Umbongintwini, 4120 For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN. Email: [Jobs-KZN@labour.gov.za](mailto:Jobs-KZN@labour.gov.za)  
 : Deputy Director: Richmond Labour Centre: PO Box 852, Richmond, 3780 For Attention: Sub-Section: Human Resources Management, KwaZulu-Natal. E-mail: [Jobs-KZN@LABOUR.gov.za](mailto:Jobs-KZN@LABOUR.gov.za)

**POST 32/15** : **RECORDS ADMINISTRATOR REF NO: HR4/4/5/93**

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum  
 : Pietermaritzburg Labour Centre: KZN  
 : Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Polices and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organising.

**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 MSJ September Tel No: (033) 341 5300

**APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 940, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201.

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

**POST 32/16** : **ADMINISTRATOR CLERK: MSS REF NO: HR4/4/5/96**

**SALARY** : R173 703 per annum

**CENTRE** : Pietermaritzburg Labour Centre: KZN

**REQUIREMENTS** : Matriculation/ Grade 12/Senior Certificate. 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 Labour Centre (Daily). Provide a Finance and office management services to the Labour Centre (Daily). Render Human Resource management (Daily). Responsible for training and performance activities in a Labour Centre (Daily). Responsible for records management in a Labour Centre (Daily).

**ENQUIRIES** : Mr MSJ September Tel No: (033) 341 5300

**APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 940, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201.

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

**POST 32/17** : **MESSENGER: BENEFICIARY SERVICES REF NO: HR4/4/7/31**

**SALARY** : R122 595 per annum

**CENTRE** : Provincial Office: Mpumalanga

**REQUIREMENTS** : Grade 10. Knowledge: Departmental policies and procedures, Public Service Act, All legislations relevant to the post. Skills: Verbal and written communication, Interpersonal relationship, Computer literacy, Time management, Conflict management, Planning and organising.

**DUTIES** : Provide messenger services within the Business Unit. Assist with general administrative duties within the Business Unit.

**ENQUIRIES** : Ms E Mokoena Tel No: (013) 655 8700

**APPLICATIONS** : The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: [Jobs-MP@labour.gov.za](mailto:Jobs-MP@labour.gov.za)

**FOR ATTENTION** : The Deputy Director: Beneficiary Services

**POST 32/18** : **MESSENGER REF NO: HR4/4/10/153**

**SALARY** : R122 595 per annum

**CENTRE** : Provincial Office Eastern Cape

**REQUIREMENTS** : Grade 10. Valid driver's license. Knowledge: Departmental Policies and procedures, Public Service Act, All legislation relevant to the post. Skills: Planning and Organizing, Computer literacy, Interpersonal relationship, Conflict Management, Verbal and written communication, Time Management.

**DUTIES** : Provide messenger services within the Provincial Office (Daily). Assist with general administrative duties within the Unit (Daily).

**ENQUIRIES** : Mr S Bata Tel No: 043 701 3047.

**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

**FOR ATTENTION** : Chief Director: Provincial Operations Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)