

## 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** : 13 December 2021 at 16:00
- 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) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (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 POST

- POST 42/27** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND EMPLOYEE WELLNESS REF NO: HR 4/4/8/98**
- SALARY** : R744 255 per annum (All inclusive)
- CENTRE** : Provincial Office: Northern Cape
- REQUIREMENTS** : Three (3) year degree (NQF6 & SAQA recognized) in Social Work/ Psychology/ Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene.

Two (2) years Management experience. Three (3) years functional experience in Employee Health and Wellness / Occupational Health and Hygiene Services. HPCSA or SACSSP Certificate, Valid Drivers Licence. 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 Resource Development Policies, Departmental policies and procedures. Skills: Communication skills, Counselling, Negotiation, Decision Making skills, Organisational, Computer Literacy, Change/diversity management, Problem Solving, Motivational.

**DUTIES** : Co-ordinate the implementation of health and safety working environmental programmes/projects in the province, Co-ordinate the investigation of health-related complaints and accidents in the Province, Co-ordinate inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals in the Province, Communicate and promote Health, Safety and Wellness in the province, Manage the implementation and promotion of Employee Health and wellness Programmes and Interventions, Manage all the resources

**ENQUIRIES** : Ms MR Musa Tel: (053) 838 1523 (Kimberley)  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: [Jobs-NC@labour.gov.za](mailto:Jobs-NC@labour.gov.za)

**POST 42/28** : **ASSISTANT DIRECTOR: FINANCE (COID SERVICES) REF NO: HR4/4/4/11/02**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Three (3) years qualification in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. Four (4) year's functional experience in Finance of which Two (2) years is supervisory experience. Valid Driver's license. Knowledge: Treasury Regulations, COIDA, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Financial Management Act (PFMA). Skills: Innovative/Creative, Report writing, People management, Financial Management, Communication (both verbal and written), Computer literacy, Time management, Interpersonal and Budgeting.

**DUTIES** : Facilitate the payment of Compensation Fund benefits in relation to accounts receivable on payable functions. Coordinate and monitor the financial activities for the Compensation Fund. Facilitate the integrated budget planning and expenditure relating to Compensation Fund Operations. Provide financial technical support to the processing Labour Centres and report on all Compensation Fund Financial matters and systems. Verify pension claims in the Province.

**ENQUIRIES** : Dr Mabudusha/ Mr S Mdluli Tel No: (012) 319 9133  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP4@labour.gov.za](mailto:Jobs-GP4@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 42/29** : **SENIOR PERSONNEL PRACTITIONER: INDIVIDUAL LABOUR REF NO: HR 5/1/2/3/11**

**SALARY** : R321 543 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three years' tertiary qualification in Labour Relations/ Human Resource Management specialising in Labour Relations. Minimum of two years' functional experience in employee relations/labour relations/employment relations. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Legislative Requirements: Constitution Act 108 of 1996 (amended). Public Service Act of 1994. Public Service Regulations. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Skills: Business Writing. Decision Making. Self-Management. Communication and

Information Management. Continuous Improvement. Customer Focus and Responsiveness. Planning and Organising. Problem Solving. Employee Relations Skills.

**DUTIES** : Handle dispute resolution management in the Fund. Handle disciplinary and grievance process to ensure sound labour relations. Develop case management data base for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Supervision of staff.

**ENQUIRIES** : Ms MC Shoba, Tel No: (012) 406 5726

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply. Send your applications: [Jobs-CF@labour.gov.za](mailto:Jobs-CF@labour.gov.za)

**POST 42/30** : **SENIOR CLAIMS ASSESSOR REF NO: HR HR 4/4/7/71**

**SALARY** : R321 543 per annum

**CENTRE** : Labour Centre: Mbombela

**REQUIREMENTS** : Three- year tertiary qualification in Public/ Business Management/ Public Administration/ Social Science/ Finance. Two years functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation Fund policies, procedures and business process, Public Service Act and Regulations, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Planning and organising, Problem solving, Analytical, Decision making, Communication (written and verbal), Risk Management, Computer literacy

**DUTIES** : Adjudicate registered and fatal claims per delegations requirement. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as per delegations. Handle complex inquiries and advocacy sessions. Supervision of staff

**ENQUIRIES** : Mr EA Masemola Tel No: (013) 655 8700

**APPLICATIONS** : The Deputy Director: Labour Centre Operations, Private Bag X 11298, Mbombela, 1200. Hand delivery: Standard Bank Building, 29 Brown Street, Mbombela or via Email: [Jobs-MP@labour.gov.za](mailto:Jobs-MP@labour.gov.za)

**FOR ATTENTION** : The Deputy Director: Labour Centre Operations

**POST 42/31** : **INSPECTOR REF NO: HR4/4/7/02**

**SALARY** : R321 543 per annum

**CENTRE** : Mbombela Labour Centre

**REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations/B-Tech Degree in Labour Relations/LLB for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in inspection and enforcement Services (BCEA)/OHS. Valid driver's license. Knowledge: 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, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving Skills Presentation 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 about legislations, namely, Basic Condition 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 legislations and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated

		cases. The Department in Key stakeholder forum including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resource of the Labour Centre (Daily). Manage and ensure compliance with ALL HRM policy directives and legislation Including the Public Service Act and Regulations.
<b><u>ENQUIRIES</u></b>	:	Ms. LL Shawe Tel No: (013) 753 2844
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations; Private Bag X 11298, Nelspruit 1200 or hand deliver at 29 Brown Street, Nelspruit, 1201.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Mpumalanga Email: <a href="mailto:Jobs-MPU@labour.gov.za">Jobs-MPU@labour.gov.za</a>
<b><u>POST 42/32</u></b>	:	<b><u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/105</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Business Administration/Management, Public Administration/Management and Operations Management. Two (2) years functional experience in registration services. Valid Driver's licence. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Service 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 etiquette, Mediation and Analytical.
<b><u>DUTIES</u></b>	:	Monitor and oversee the help desk as the first point of the entry within the Registration Services. Oversee the employment service rendered to all clients. Monitor the process 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.
<b><u>ENQUIRIES</u></b>	:	Mr MSJ September Tel No: (033) 341 5300.
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations; Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: <a href="mailto:Jobs-KZN9@labour.gov.za">Jobs-KZN9@labour.gov.za</a>
<b><u>POST 42/33</u></b>	:	<b><u>TEAM LEADER REF No: HR 4/4/8/511</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Kroonstad Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Two (2) years functional experience in Inspection and enforcement Services. A valid drivers license Knowledge: 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. Planning and organising. Computer Literacy. Interpersonal. Conflict handling. Negotiation. Problem Solving. Innovative. Analytical. Verbal and written communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of employment Act (BCEA), Labour Relations Act (LRA) Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupations Injuries 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 or and appearing in Court as 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 legislations independently, analyse impact thereof, consolidate and compile reports. Contribute at a higher level to planning, Drafting and maintenance of regional inspection plans and reports

including executing of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-Section.

**ENQUIRIES** : Mr. S Malope Tel No: (056) 215 1812  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300  
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State Email: [Jobs-FS5@labour.gov.za](mailto:Jobs-FS5@labour.gov.za)

**POST 42/34** : **OHS INSPECTOR REF NO: HR 4/4/8/516**

**SALARY** : R321 543 per annum  
**CENTRE** : Sasolburg Labour Centre  
**REQUIREMENTS** : Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. 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: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections 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. M Lelope Tel No: (016) 976 2284  
**APPLICATIONS** : Chief Director: Provincial Operations Private Bag X 522, Bloemfontein, 9300  
Or hand deliver at Laboria House, 43 Charlotte Maxeke

**POST 42/35** : **BCEA INSPECTOR REF NO HR4/4/7/53**

**SALARY** : R321 543 per annum  
**CENTRE** : Emalahleni Labour Centre  
**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/BCOM Law/LLB. Two (2) years functional experience in inspection and enforcement services. A Valid driver's licence. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Basic Conditions of Employment Act. Skills: Facilitation skills. Planning and organizing. Leadership. Computer literacy. Interpersonal skills. Problem Solving skills. Interviewing skills. Presentation skills. Written and Verbal communication skills. Innovative. Analytical.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforcement as when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans execution.

**ENQUIRIES** : Ms GK Malatsi Tel No: (013) 653 3846

**APPLICATIONS** : Deputy Director Emalahleni Labour Centre: Private Bag X7293, Emalahleni,1035 OR Hand Delivery at No38 Mandela Avenue or Corner Escombe & Mandela Avenue, Emalahleni.Email: [Jobs-MPU@labour.gov.za](mailto:Jobs-MPU@labour.gov.za).

**POST 42/36** : **OHS INSPECTOR: CHEMICAL ENGINEERING: REF NO HR4/4/7/51**

**SALARY** : R321 543. per annum  
**CENTRE** : Middelburg Labour Centre: Mpumalanga  
**REQUIREMENTS** : Senior certificate plus Three (3) year tertiary qualification in Analytical Chemistry/Chemical Engineering. A Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skill Development Levies Act, Occupational Health and Safety Act, COIDA.SABS Codes, Unemployment Insurance Act, UI Contribution Act. Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Occupational Health and Safety Act 83 of 1993, Regulations and incorporated standards. To confirm the registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as when necessary including making preparations for and appearing in Court as state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases

**ENQUIRIES** : Mr T Milanzi Tel No: (013) 283 3600  
**APPLICATIONS** : Private Bag X251833, Middelburg, 1035. Hand delivery:175 Cowen Ntuli St, Middelburg or via Email: [Jobs-MP@labour.gov.za](mailto:Jobs-MP@labour.gov.za)  
**FOR ATTENTION** : The Deputy Director: Middelburg Labour Centre

**POST 42/37** : **OHS INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING: REF NO HR4/4/7/52**

**SALARY** : R321 543 per annum  
**CENTRE** : Carolina Labour Centre: Mpumalanga  
**REQUIREMENTS** : Senior certificate plus three (3) year tertiary qualification in Civil & Construction Engineering for OHS. A Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skill Development Levies Act, Occupational Health and Safety Act, COIDA.SABS Codes, Unemployment Insurance Act, UI Contribution Act. Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, 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, Occupational Health and Safety Act 83 of 1993, Regulations and incorporated standards. To confirm the registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as when necessary including making preparations for and appearing in Court as state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases

**ENQUIRIES** : Mr R Mokoena Tel: (017) 843 1077

**APPLICATIONS** : Deputy Director: Carolina Labour Centre: Private Bag X7293, Emalahleni, 1035 or hand deliver to 18 Breytenbach St, Carolina 1185 E-mail: [Jobs-MPU@LABOUR.gov.za](mailto:Jobs-MPU@LABOUR.gov.za)

**FOR ATTENTION** : The Deputy Director: Carolina Labour Centre

**POST 42/38** : **INSPECTOR REF NO: HR4/4/7/02**

**SALARY CENTRE** : R321 543 per annum  
Mbombela Labour Centre

**REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations/B-Tech Degree in Labour Relations/LLB for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in inspection and enforcement Services (BCEA)/OHS. Valid driver's license. Knowledge: 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, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving Skills Presentation 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 about legislations, namely, Basic Condition 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 legislations and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. The Department in Key stakeholder forum including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resource of the Labour Centre (Daily). Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.

**ENQUIRIES APPLICATIONS** : Ms. LL Shawe Tel (013) 753 2844

**FOR ATTENTION** : Deputy Director: Labour Centre Operations; Private Bag X 11298, Nelspruit ,1200 or hand deliver at 29 Brown Street, Nelspruit,1201.

**POST 42/39** : **SAP APPLICATION, MAINTENANCE AND SUPPORT OFFICER (X22 POSTS)**  
(2 years fixed term contract)

**SALARY CENTRE** : R321 543 per annum plus 37% in lieu of benefits  
Provincial Office: Gauteng-Ref No: HR4/21/10/71GP (X 3 posts)  
Provincial Office: KwaZulu- Natal-Ref No: HR4/21/10/72KZN (X 3 posts)  
Provincial Office: Eastern Cape Ref No: HR4/21/10/73 EC (X3 posts)  
Provincial Office: Western Cape Ref No: HR4/21/10/74WC (X3 posts)  
Provincial Office: Mpumalanga-Ref No: HR4/21/10/75MP (X 2 posts)  
Provincial Office: North-West Ref No: HR4/21/10/76NW (X 2 posts)  
Provincial Office: Free State Ref No: HR4/21/10/77FS (X 2 posts)  
Provincial Office: Northern Cape Ref No: HR4/21/10/78NC (X 2 posts)  
Provincial Office: Limpopo Ref No: HR4/21/10/79LP (X 2 posts)

**REQUIREMENTS** : National Diploma in Information Technology/ Undergraduate Degree in Information Technology PLUS Windows Certificate (MCSE)/MCSA/Cobit/ ITIL fundamentals. 1-2 years functional experience in the IT environment. Knowledge: Working knowledge of SAP ERP, working knowledge of SAP CRM, Working knowledge of SAP BI, SAP Security and Access, SAP Solution

		Manager. Skills: Project Management, IT standards in the SAP area, SAP architecture, Negotiation, Technical Skill in SAP software and tools, Software Development Life Cycle, relational databases (Oracle, SQL-Server, etc.
<b><u>DUTIES</u></b>	:	Implement enhancements for all IES SAP Applications. Maintain SAP related IES Applications. Engage with Head Office IES ICT teams to deliver IES solutions. Maintain and support SAP systems authorizations for users and process owners.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Mbongwana Tel: 043 701 3279 (EC) Mr. M. Luxande Tel: 051 505 6325 (FS) Adv. M Msiza Tel: 012 309 5110 (GP) Mr. M Kambule Tel: 031 366 2203 (KZN) Mr. P Tladi Tel: 015 290 1613( LP) Ms. N Njwambe Tel: 013 655 8775 (MP) Mr. I Vass Tel: 053 838 1502 (NC) Mr. B Mampuru Tel: 018 387 8104 (NW) Mr DD Esau Tel: 021 441 8208 (WC)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a> Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: <a href="mailto:Jobs-FS4@labour.gov.za">Jobs-FS4@labour.gov.za</a> Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: <a href="mailto:Jobs-NW@labour.gov.za">Jobs-NW@labour.gov.za</a> Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: <a href="mailto:Jobs-EC@labour.gov.za">Jobs-EC@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP1@labour.gov.za">Jobs-GP1@labour.gov.za</a> Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeek and Long Street Email: <a href="mailto:Jobs-WC@labour.gov.za">Jobs-WC@labour.gov.za</a> Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: <a href="mailto:Jobs-MP@labour.gov.za">Jobs-MP@labour.gov.za</a> Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: <a href="mailto:Jobs-KZN@labour.gov.za">Jobs-KZN@labour.gov.za</a> Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: <a href="mailto:Jobs-NC@labour.gov.za">Jobs-NC@labour.gov.za</a>
<b><u>POST 42/40</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/4/11/01</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum. Pretoria Labour Centre Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. 3-5 years functional experience in Pension Administration/ Claims processing environment of a financial nature. Knowledge: Compensation Fund objectives 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, Problem solving and decision making.
<b><u>DUTIES</u></b>	:	Render pension administrative duties. Claims adjudication and processing.
<b><u>ENQUIRIES</u></b>	:	Mr S Mdluli/ Dr V Mabudusha Tel: 012 319 9133
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein <a href="mailto:Jobs-GP5@labour.gov.za">Jobs-GP5@labour.gov.za</a> Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>FOR ATTENTION</u></b>	:	
<b><u>POST 42/41</u></b>	:	<b><u>EMPLOYMENT SERVICES PRACTITIONER REF NO: HR 4/4/4/11/01</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum

**CENTRE REQUIREMENTS** : Kempton Park Labour Centre  
 : Three (3) year relevant qualification in Social Sciences/ Public Administration with Zero (0) experience. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act. Skills: Planning and organizing, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Identify and process employability needs for jobs seekers, Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advise on the availability of skills, Process applications for registration of PEA's and TEAs, Supervise the administration of employer service at the labour centre.

**ENQUIRIES APPLICATIONS** : Ms J Ralane Tel No: 011 975 9301  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:[Jobs-GP4@labour.gov.za](mailto:Jobs-GP4@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 42/42** : **SENIOR PRACTITIONER: LOCAL APPEALS AND COMPLAINS REF NO: HR 4/4/4/11/02**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Gauteng Provincial Office but stationed at Krugersdorp Labour Centre  
 : National Diploma in Public Administration with 2-3 years' experience. Knowledge: Public Finance Management Act, Unemployment Insurance Contribution Act and Regulations, Public Service Regulations, Public Service Act, Assessment Service, Employment Services. Skills: Interviewing, Communication, Listening, Time Management, Customer Relations, Analytical, Interpersonal.

**DUTIES** : Ensure provision of effective Appeal service to UI applicants, ensure appeals are processed, ensuring an effective and efficient operating of Just Course Committee.

**ENQUIRIES APPLICATIONS** : Mr D Mcdonalds Tel: 011 955 4420  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:[Jobs-GP5@labour.gov.za](mailto:Jobs-GP5@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 42/43** : **SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR 4/4/4/11/03**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Gauteng Provincial Office  
 : Three years' tertiary qualification in Public Administration/ Public Management or Public Sector Management or Administration with 2 years' functional experience. Knowledge: Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Treasury Regulations, Operations system, Batho Pele Principles. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy.

**DUTIES** : Verify claims on Operation System, authorize payments to qualifying UI beneficiaries, Verify the adjudicate claims, Supervise resources (Human, Financial, Equipment/ Assets) in the section.

**ENQUIRIES APPLICATIONS** : Mr PP Godongwana Tel: 011 853 0300  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:[Jobs-GP6@labour.gov.za](mailto:Jobs-GP6@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 42/44** : **CHIEF SECURITY OFFICER REF NO: HR 4/4/7/33**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
 : Provincial Office: Mpumalanga  
 : Three (3) years relevant tertiary qualification in Security/ Risk Management. One (1) year functional experience in the Security Services. PSIRA (Minimum

Grade). A valid driver's license. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership Skills, Good written and verbal communication skills, Conflict Management skills, Interpersonal relations skills, Investigative analysis skills

**DUTIES** : Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff

**ENQUIRIES** : Ms RP Mmadi Tel: (013) 655 8700

**APPLICATIONS** : The Deputy Director: Finance and Office 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: Finance and Office Services

**POST 42/45** : **FINANCE ADMIN OFFICER: ESTATES REF NO: HR 5/1/2/3/12**

**SALARY** : R261 372 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three-year tertiary qualification in Financial Management/ Financial Accounting/ Cost and management Accounting. 1-year functional experience in (liquidation/estate) claims environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding financial risk management. Understanding of Public Sector revenue collection processes. COIDA. Legislative Requirements: Public Service Regulations. Public Finance Management Act. National Treasury Regulations. Promotion of Access to Information Act. Insolvency Act. Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem solving and analysis. Planning and organising. Analytical thinking. Conflict management. Interpersonal skill.

**DUTIES** : Receive and review estate claims. Receive and arrange mail according to revenue significance. Review the identified registered employer's estate. Supervision of staff.

**ENQUIRIES** : Ms SVA Dube, Tel: (083) 505 8930

**APPLICATIONS** : Direct your applications to: [Jobs-CF8@labour.gov.za](mailto:Jobs-CF8@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 42/46** : **OFFICE ADMINISTRATOR: COID SERVICES REF NO: HR 5/1/2/3/13**

**SALARY** : R261 372 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three-year tertiary qualification Office/ Information Management/Public/Business Administration. One-year functional experience in Office administration/ Secretariat Services. Knowledge: Departmental Policy and Procedure. Planning and Organising. Administrative procedures. Batho Pele Principles. Interpersonal relations. Skills: Facilitation. Interpersonal relationship. Communication. Computer. Telephone etiquette. Organising. Decision making. Analytical. Project management.

**DUTIES** : Provide a receptionist support Chief/ Directorate including dairy management for the Chief/Director. Render a secretariat service for the office of the Chief/ Director. Assist in monitoring and maintaining the budget including supply chain for the Chief/Director. Facilitate and coordinate all logistical and resource requirements of the Chief/Director. Provide management information and record management services in the Chief/ Directorate. Track and Monitor projects tasks within the Chief Directorate.

**ENQUIRIES** : Mr Julian Soupen Tel: (083) 505 8930

**APPLICATIONS** : Direct your applications to: [Jobs-CF2@labour.gov.za](mailto:Jobs-CF2@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 42/47** : **OFFICE ADMINISTRATOR: INTERNAL AUDIT REF: HR4/4/3/1/OAIA/UIF**

**SALARY** : R261 372 per annum

**CENTRE** : Unemployment Insurance Fund: Head Office

- REQUIREMENTS** : Three (3) years relevant qualification in Office Administration / Secretarial / Office Management / Administration / Management Assistant. One (1) to Two (2) years functional experience in Office Administration environment. Knowledge: Departmental policies and procedures. Public Service Regulations (PSR). Public Service Act (PSA). Batho Pele Principles. Administration procedures. Skills: Computer Literacy. Interpersonal. Planning and Organizing. Communication (verbal and written). Listening. Report writing.
- DUTIES** : Provide secretarial services / receptionist to the unit. Assist in monitoring and maintenance of budget for the Unit. Facilitate and coordinate all logistical resource requirements of the Unit. Provide Management Information and records management services in the Unit. Track and monitor projects tasks within the Unit.
- ENQUIRIES** : Ms N Mthalande Tel: (012) 337 1121  
**APPLICATIONS** : email: [Jobs-UIF4@labour.gov.za](mailto:Jobs-UIF4@labour.gov.za)  
**FOR ATTENTION** : Chief Director: Corporate Services
- POST 42/48** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/50**
- SALARY** : R261 372 per annum (inclusive)  
**CENTRE** : Mthatha Labour Centre, Eastern Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/LLB. A valid driver's Licence. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: 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, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for Own), Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES** : Ms S Zawula Tel 041 506 5000.  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha 5100  
Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)
- POST 42/49** : **DEBT COLLECTION CLERK REF NO: HR 5/1/2/3/14**
- SALARY** : R211 713 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Matric/Grade 12 Certificate. Knowledge: Basic Accounting System (BAS). COIDA. Public Finance Management Act. Treasury Regulations. Public Service Act. Skills: Communication (verbal and written). Debt Collection. Financial Management. Planning and organising. Computer literacy. Interpersonal. Conflict handling. Problem solving.
- DUTIES** : Render effective debt collection service and accounts receivable administration duties. Provide bookkeeping support services. Follow up on debtors.
- ENQUIRIES** : Ms S Rankoana Tel: (012) 406 5853  
**APPLICATIONS** : Direct your applications to: [Jobs-CF8@labour.gov.za](mailto:Jobs-CF8@labour.gov.za)  
**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 42/50** : **CLIENT SERVICE OFFICER (X3 POSTS)**
- SALARY** : R211 713 per annum  
**CENTRE** : Prospecton Labour Centre: KZN: Ref No: HR4/4/5/126 (X1 post)  
KZN- New Castle-Ref No: HR4/4/5/124 (X1post)  
Randburg Labour Centre: Ref No: HR 4/4/4/11/07 (X1 post)

<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr K Naidoo Tel: (031) 913 9700 Mr S Pillay, Tel: (034) 321 3334 Ms MN Tyeelboi Tel: 011 781 8144
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: PO Box 343, Umbongintwini, 4120. Or Email: <a href="mailto:Jobs-KZN9@labour.gov.za">Jobs-KZN9@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: <a href="mailto:Jobs-KZN4@labour.gov.za">Jobs-KZN4@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP4@labour.gov.za">Jobs-GP4@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 42/51</u></b>	:	<b><u>UI CLAIMS OFFICER REF NO: HR 4/4/4/11/05</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 per annum Gauteng Provincial Office but stationed at Sandton Labour Centre Grade 12/ Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<b><u>DUTIES</u></b>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr PP Godongwane Tel: 011 853 0300 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: <a href="mailto:Jobs-GP5@labour.gov.za">Jobs-GP5@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 42/52</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/170</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 per annum Gqeberha Labour Centre: Eastern Cape Three-year relevant tertiary qualification in Labour Relations / BCOM Law / LLB, 0 experience relevant to the post and valid driver's license Knowledge: 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, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act(BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health

and Safety, Skills Development Act and UCA, Execute investigations and 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 legislations, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases

**ENQUIRIES APPLICATIONS** : Mr M Ngqolowa Tel: (041) 506 5077

**FOR ATTENTION** : Deputy Director Labour Centre Operations: Private Bag X 6045, Gqeberha, 6000 or via Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**POST 42/53** : **ACCOUNTING CLERK REF NO: HR 4/21/11/06HO (X6 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Head Office, Pretoria  
: Grade 12 / Matric with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, basic knowledge of PERSAL, Ability to operate a computer. Skills: Computer literacy, Communication, Accounting, Ability to use a calculator, Ability to read and requests BAS reports.

**DUTIES** : Pay claims received from the Department of Public Works for buildings rented. Pay claims received from the Department of Justice. Investigate and follow up Double Payments made. Reimburse Departmental legal claims paid by the Office of the State Attorneys. Calculate and recover claims from CC and UIF in respect of Administration Services.

**ENQUIRIES APPLICATIONS** : Mr J Reddy Tel: (012) 309 4495

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ4@labour.gov.za](mailto:Jobs-HQ4@labour.gov.za)

**POST 42/54** : **PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/15 (5 POSTS)**  
(12 months' fixed term contract)

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum plus 37% in lieu of benefits  
: Compensation Fund, Pretoria  
: Matric/Grade 12. Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Values Chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies in HR. Human Resource Planning Procedures. Legislative Requirements. COID Act. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General Knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing. Data Capturing. Data and records management. Telephone Etiquette

**DUTIES** : Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe Keep HR records.

**ENQUIRIES APPLICATIONS NOTE** : Mr S Radzuma/ Mr Maluleke MO Tel: (012) 406 5723  
: Direct your applications to: [Jobs-CF@labour.gov.za](mailto:Jobs-CF@labour.gov.za)  
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 42/55** : **PERSONNEL OFFICER: HRM REF NO: HR4/4/5/125 (2X POSTS)**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Provincial Office: KZN  
: Matriculation/ Grade 12/Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental Policies and Procedures, HR related systems (Persal), Batho-Pele Principles, Employment Equity Act, Public Service Regulations. Skills: Computer literacy, Analytical, Communication, Planning and Organising.

**DUTIES** : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on Persal system. Attend to client's enquiries.

**ENQUIRIES** : Mr NX Ntshingila Tel: (031) 366 2130

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. Email: [Jobs-KZN6@labour.gov.za](mailto:Jobs-KZN6@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN

**POST 42/56** : **SENIOR ACCOUNTING CLERK: CLAIMS CREDITORS (SR5) REF: HR4/4/3/1/SACCC/UIF**

**SALARY** : R176 310 per annum

**CENTRE** : Unemployment Insurance Fund: Head Office

**REQUIREMENTS** : Grade 12, `Zero (0) to (6) six months working experience in Finance Environment Two (2) years' functional experience in Claims Management environment. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment, Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Relevant Financial Systems. Skills: Accounting, Communication, Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Emotional Intelligent, Financial Management and Creative.

**DUTIES** : All approved benefit vouchers paid, Maintenance Court Orders payment approved. Number of Claims Control Account reconciled monthly by the end of the following month throughout the financial year. Account verification Services AVS report verified against service providers invoice.

**ENQUIRIES** : Mr V Nefale Tel: (012) 337 1470

**APPLICATIONS** : email: [Jobs-UIF8@labour.gov.za](mailto:Jobs-UIF8@labour.gov.za)

**FOR ATTENTION** : Chief Director: Corporate Services

**POST 42/57** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES (X2 POSTS)**

**SALARY** : R176 310 per annum

**CENTRE** : Johannesburg but stationed at Randburg Labour Centre – Ref No: HR4/4/4/11/08 (X1 Post)  
Johannesburg but stationed at Gauteng Provincial Office – Ref No: HR4/4/4/11/09 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate with Zero (0) 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, Assertive, Ability to prioritise tasks, Ability to work under pressure.

**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 Resource Services support for the Directorate.

**ENQUIRIES** : Ms MN Tyeelboi Tel No: 011 781 8144  
Mr L Mnisi Tel No: 011 853 0300

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:[Jobs-GP5@labour.gov.za](mailto:Jobs-GP5@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 42/58** : **RECEPTIONIST/SWITCHBOARD OPERATOR REF: HR4/4/3/1/RSO/UIF**

**SALARY** : R147 459 per annum

**CENTRE** : Unemployment Insurance Fund: Head Office

**REQUIREMENTS** : Grade 12 qualification. No experience. Knowledge: Public Service Regulations (PSR), Public Finance Management Act (PFMA), Public Service Act (PSA), Operation of Telecommunication System Receptionist Etiquette. Skills: Analytical, Problem Solving, Planning and Organizing, Communication (verbal and written), Computer Literacy, Report Writing, Listening, Customer Focused.

**DUTIES** : Attend to all incoming and outgoing telephone calls. Provide receptionist services. Maintain switchboard Equipment. Coordinate the booking of boardrooms. General administrative duties as assigned.

**ENQUIRIES** : Mr CB Radebe Tel: (012) 337 1709

**APPLICATIONS** : email: [Jobs-UIF10@labour.gov.za](mailto:Jobs-UIF10@labour.gov.za)

**FOR ATTENTION** : Chief Director: Corporate Services

**POST 42/59** : **SECURITY OFFICER: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/1/171**

**SALARY** : R147 459 per annum (inclusive)

**CENTRE** : Kariega Labour Centre, Eastern Cape

**REQUIREMENTS** : Matriculation/Grade 12 / Senior Certificate/. Grade C Security Certificate. PSIRA Twelve (12) Months security experience. Knowledge: Batho Pele Principles, Departmental Policies and procedures, Minimum Information Security Standards, Evacuation Procedure, Access to Public premises and Vehicles Act, Private Security Industry Regulation Authority Procedures. Skills: Verbal and written communication, Computer literacy, Interpersonal skills, Conflict Management, Problem solving.

**DUTIES** : Control access in and out of the Labour Centre and a Provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and Provincial Office (Daily), Conduct security patrols of the buildings and offices to ensure safety of employees and clients(Daily). Conduct internal investigations and enforce security rules and regulations (Daily)

**ENQUIRIES** : Ms W Koba Tel 041 992 4627.

**APPLICATIONS** : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230  
Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Gqeberha

#### **INTERNSHIP PROGRAMME YEAR 2022/2023**

**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 twelve (12) months across various Labour Centres in Provinces. Applicants must be unemployed and never participated in an internship programme previously.**

#### **OTHER POSTS**

**POST 42/60** : **INTERN: EMPLOYMENT SERVICE PRACTITIONER (X124 POSTS)**

**STIPEND** : R6,666 per month

**CENTRE** : Provincial Office: Gauteng-Ref No: HR4/21/12/06GP (X 26 posts)  
Provincial Office: KwaZulu- Natal-Ref No: HR4/21/12/07KZN (X 16 posts)  
Provincial Office: Eastern Cape Ref No: HR4/21/12/08 EC (X16 posts)  
Provincial Office: Western Cape Ref No: HR4/21/12/09WC (X11 posts)  
Provincial Office: Mpumalanga-Ref No: HR4/21/12/10MP (X 14 posts)  
Provincial Office: North-West Ref No: HR4/21/12/11NW (X 11 posts)  
Provincial Office: Free State Ref No: HR4/21/12/12FS (X 11 posts)  
Provincial Office: Northern Cape Ref No: HR4/21/12/13NC (X 7 posts)  
Provincial Office: Limpopo Ref No: HR4/21/12/14LP (X 13 posts)

**REQUIREMENTS** : A three-year Bachelor's degree or Honours (NQF level 7 or 8) as recognised by SAQA in the following: Psychology/Industrial Psychology

**DUTIES** : Conduct recruitment, selection, referral and placement of registered work seekers. Network with stakeholder to verify quality of service rendered. Provide and implement employment services.

**ENQUIRIES** : Mr Trevor Ramcwana Tel: 043 7013 071 (EC)  
Ms Beira Nkwakwa Tel: 051 505 6205(FS)  
Mr Vusi Mazibuko Tel: 011 853 0453(GP)  
Ms Zanele Dlamini Tel: 031 366 2010 (KZN)  
Ms TE Maluleke Tel: 015 290 1768(LP)  
Mr Ernest Masemola Tel: 013 655 8960(MP)  
Ms Anna Mbale Tel: 018 387 8214 (NW)  
Mr Q Bowman Tel: 082 901 3232(WC)

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700 Email: [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)  
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein  
Email: [Jobs-FS2@labour.gov.za](mailto:Jobs-FS2@labour.gov.za)  
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](mailto:Jobs-NW@labour.gov.za)  
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](mailto:Jobs-EC@labour.gov.za)

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: [Jobs-GP@labour.gov.za](mailto:Jobs-GP@labour.gov.za)  
 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](mailto:Jobs-WC@labour.gov.za)  
 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](mailto:Jobs-MP@labour.gov.za)  
 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](mailto:Jobs-KZN@labour.gov.za)  
 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](mailto:Jobs-NC@labour.gov.za)

**POST 42/61** : **INTERN: PSYCHOMETRIST/REGISTERED COUNSELLOR (X126 POSTS)**

**STIPEND CENTRE** : R6,666 per month  
 : Provincial Office: Gauteng-Ref No: HR4/21/12/14GP (X 26 posts)  
 : Provincial Office: KwaZulu- Natal-Ref No: HR4/21/12/15KZN (X 16 posts)  
 : Provincial Office: Eastern Cape Ref No: HR4/21/12/16 EC (X16 posts)  
 : Provincial Office: Western Cape Ref No: HR4/21/12/17WC (X12 posts)  
 : Provincial Office: Mpumalanga-Ref No: HR4/21/12/24MP (X 14 posts)  
 : Provincial Office: North-West Ref No: HR4/21/12/27NW (X 10 posts)  
 : Provincial Office: Free State Ref No: HR4/21/12/120FS (X 11 posts)  
 : Provincial Office: Northern Cape Ref No: HR4/21/12/18NC (X 7 posts)  
 : Provincial Office: Limpopo Ref No: HR4/21/12/23LP (X 13 posts)

**REQUIREMENTS** : Bpsych or Honours in Psychology. Registration with the HPCSA as Psychometrist or Registered Counsellor (Proof of Registration must be attached)

**DUTIES** : Provide and implement employment counselling services. Develop employment counselling services materials and conduct research. Provide and implement psychometric assessment and selection services.

**ENQUIRIES** : Mr Trevor Ramcwana Tel: 043 7013 071 (EC)  
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