

## 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** : 28 March 2022 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: 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.

## MANAGEMENT ECHELON

- POST 09/15** : **CHIEF DIRECTOR: LABOUR INSPECTIONS SERVICES REF NO: HR4/22/02/07HO**
- SALARY CENTRE** : R1 269 951 per annum, (all inclusive)  
: Head Office, Pretoria

- REQUIREMENTS** : Three (3) year Degree (NQF7& SAQA recognized) in Engineering (Civil /Electrical/Mechanical /Explosives/Chemical/ Environmental Health/ Occupational Health/Hygiene). Five (5) years' experience at Senior Management level. Five years (5) functional experience in Operational/ Administrative Services. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting Systems and Internal Control, Corporate governance, Batho Pele principles. Skills: Administration and Financial management, Strong leadership, Strategic decision-making abilities, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills.
- DUTIES** : Provide leadership and management service to all processes pertaining to the development and implementation of the Labour Inspection Strategy, policies and work-plans. Plan, organize, lead and control the strategy for high risk and problematic sectors. Develop, Review and amend standards the legislation and its regulations. Provide technical and legislative advice to employers, employees and organised labour. Manage all resources of the Chief Director such as Human Resource; Financial Resources; Assets, etc.
- ENQUIRIES** : Ms A Moilola Tel No: 012 309 4389
- APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za

#### **OTHER POSTS**

- POST 09/16** : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/5/203**
- SALARY** : R882 042 per annum, (all inclusive)
- CENTRE** : Provincial Office: East London, Eastern Cape
- REQUIREMENTS** : Three-year relevant qualification in Labour Relations/ BCOM Law/ LLB with Two years management experience. Three (3) years functional experience in Inspection and Enforcement Services/ Labour relations matters. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public Service regulation and relevant prescripts and departmental policies and procedures. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Research, Project management, Verbal and written communication skills.
- DUTIES** : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all resources of the Sub-directorate such as Human Resources, Financial Resources, Assets, etc.
- ENQUIRIES** : Ms P Mbongwana Tel No: 043 701 3000
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 or hand deliver at: Department of Labour, No.3 Hill Street, East London. Email: Jobs-EC1@labour.gov.za
- POST 09/17** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/58**
- SALARY** : R882 042 per annum, (all inclusive)
- CENTRE** : Labour Centre: Sabie
- REQUIREMENTS** : Three (3) National Diploma NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration Management Operations Management, Project Management, Three (3) years legal qualification. Five years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in labour market operations/service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act, Treasury

		Regulations, Supply Chain Management processes, Asset management, All Labour Legislations, Departmental Policies and Procedures Public Service Regulations, Batho Pele Principles. Skills: Management, Computer literacy, Presentation, Communications (Both Verbal and Written), Interpersonal, Conflict management, Leadership, Project management.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per mandate of the Department of Labour (Daily). Represent the Department in Key Stakeholder Forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources 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 APPLICATIONS</u></b>	:	Ms Mazibuko Tel No: (013) 764 2105
	:	The Chief Director: Provincial Operations, Private Bag X523, Sabie, 1260 or hand deliver at: 10th Avenue (Old Spar Centre), Sabie or via email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Chief Director: Provincial Operations
<b><u>POST 09/18</u></b>	:	<b><u>OHS INSPECTOR REF NO: HR4/4/5/11 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	Richards Bay Labour Centre: KZN
	:	Senior Certificate plus 3 year recognised qualification in the relevant field, ie. Chemical Engineering; Chemistry, Occupational Hygiene or Environmental Health. Valid Drivers License. Knowledge: Departmental policies and procedures. Occupational Health and Safety Act, as amended, Regulation (21), South African National Standards (codes – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer Literacy, Facilitation skills, interpersonal skills, Conflict handling skills, Negotiation, Problem Solving Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspection with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration 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 a report thereof. 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 case.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Nkosi Tel No: (035) 7601614
	:	Deputy Director: Labour Centre Operations: Private Bag X20033, Empangeni, 3880, Or hand deliver at 11 Lira Rink Road, Richards Bay: Email: Jobs-KZN@labour.gov.za
<b><u>POST 09/19</u></b>	:	<b><u>INSPECTOR REF NO: HR 4/4/5/7</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum
	:	Durban
	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law / LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act. Skills Development Levies Act, Occupational Health and Safety Act COIDA, Unemployment Insurance Act, UI Contributions, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing,

listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication 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) inspection regularly monitor compliance with labour legislation. Conduct advocacy campaign 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** : Mr SN Biyase Tel No: 031 305 0666

**APPLICATIONS** : Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade 4056 OR E-mail: Jobs-KZN6@LABOUR.gov.za

**POST 09/20** : **INSPECTOR (X3 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Komani Labour Centre: Eastern Cape Ref No: HR 4/1/1/20 (X1 Post)  
Mbombela Labour Centre: Mpumalanga Ref No: HR4/4/7/60 (X1 Post)  
Labour Centre: Pietermaritzburg Ref No: HR4/4/5/09(X1 Post)

**REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A 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.

**DUTIES** : 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** : Mr K Mbande Tel No: 045 807 5400  
Ms LL Shawe Tel No: (013) 753 2844  
Mr MSJ September Tel No: (033) 341 5300

**APPLICATIONS** : Deputy Director: Labour Centre Operations: P. O. Box 323 Queenstown, 6230. Email: Jobs-EC2@labour.gov.za  
The Deputy Director: Labour Centre Operations. Private Bag X11298, Mbombela, 1200 Or hand deliver at Standard Bank Building, 29 Brown Street, Mbombela. Email: Jobs-MP@labour.gov.za  
Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email: Jobs-KZN1@labour.gov.za

**POST 09/21** : **MSS ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/200**

**SALARY** : R176 310 per annum

**CENTRE** : Gqeberha Labour Centre, Eastern Cape Province

**REQUIREMENTS** : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.

**DUTIES** : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a

Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

**ENQUIRIES** : Mr. MP Ngqolowa Tel No: 041 506 500  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha. Email: Jobs-EC@labour.gov.za

**UNEMPLOYMENT INSURANCE FUND GRADUATE INTERNSHIP PROGRAMMES FOR 2022/2023 TO 2024 FINANCIAL YEAR.**

**NOTE** : The Department of Employment and Labour would like to invite qualifying applicants to apply for Unemployment Insurance Fund Graduate Internship programme, for the Financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed, never participated in any Internship programme and must be between the age of 18-35.

**OTHER POSTS**

**POST 09/22** : **UNEMPLOYMENT INSURANCE COMMISSIONER: INTERNSHIP REF NO: HR4/4/1/3/UIC2022/UIF (X3 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification in Secretariat Studies, Office Administration/ Office Management. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.

**DUTIES** : Provide secretarial/ receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide assistance in the management of the Commissioner's diary including the events calendar, arrange meetings and workshops.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF3@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/23** : **RISK MANAGEMENT: INTERNSHIP REF NO: HR4/4/1/3/RM2022/UIF (X3 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/B Degree in Risk Management/ Internal Audit/ Forensic Investigations. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Analytical skills, Time Management, Interpersonal, Presentation, Negotiation, Communications.

**DUTIES** : Conduct Risk awareness campaigns. Identify risk activities, Administer fraud accounts, Administer case database. Provide assistance with general administration.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF3@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/24** : **INTERNAL AUDIT: INTERNSHIP REF NO HR4/4/1/3/IA2022/UIF (X4 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/B Degree in Internal Auditing or relevant qualification. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Research, Analytical, Time Management, Interpersonal, Presentation, Negotiation, Communications.

**DUTIES** : Carry out audit engagement planning. Execute audit projects. Provide internal audit administration support services. Provide assistance in examining audit progress. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF3@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/25** : **STRATEGIC PLANNING, MONITORING AND EVALUATION: INTERNSHIP REF NO: HR4/4/1/3/SPME2022/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: A three-year tertiary qualification/ equivalent in B Com. Economics/ Accounting/ Statistics/ Public Administration. (Never participated in government internship programmes). Knowledge: Planning and reporting processes in Government (From Manifesto to reporting on programme of Action), Ability to plan and prioritize key aspects. Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA). Skills: Report Analysis, Report writing, Computer Literacy, Communication, Analytical and Creative, Problem Solving, Presentation, Planning and Organizing.

**DUTIES** : Assist in the development of UIF Annual Performance Plan. Assist in the compilation of performance reports against the APP and Operational Plans. Provide assistance in Monitoring and Evaluation of UIF Projects and Labour Centres.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF3@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/26** : **RESEARCH AND POLICY DEVELOPMENT: INTERNSHIP REF NO: HR4/4/1/3/RPD2022/UIF (X1 POST)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: A three-year tertiary qualification /Equivalent. (Never participated in government internship programmes). Knowledge: Policy Analysis, Development and Management. Research Management, Quality Management, Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA). Skills: Report writing, Computer Literacy, Communication, Research Methodology, Analytical and Creative, Problem Solving, Presentation, Planning and Organizing.

**DUTIES** : Render support in conducting policy research and policy analysis for UIF. Participate in the development, monitoring and review of policies in UIF. Render assistance in administrative support to the sub-directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF3@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/27** : **ADMINISTRATOR IN THE OFFICE OF THE CIO: INTERNSHIP REF NO: HR4/4/1/3/CIO2022/UIF (X1 POST)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: A three-year tertiary qualification in Secretariat Studies, Office Administration/ Office Management. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills

**DUTIES** : Provide secretarial/ receptionist support services in the office of the CIO. Render administrative support services in the office of the CIO. Provide assistance in the management of the CIO's diary including the events calendar, arrange meetings and workshops.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875

**APPLICATIONS FOR ATTENTION** : E-mail: Jobs-UIF4@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/28** : **IT PROJECTS: INTERNSHIP REF NO: HR4/4/1/3/ITP2022/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma / B Degree in Information Technology/ Computer Science/ Information System. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Customer Centric, Communication, Listening, Computer Literacy, Analytical, Numeracy, Planning and Organizing.

**DUTIES** : Provide assistance to project managers in effective delivery of ICT projects for the UIF. Provide assistance to projects managers in managing ICT project deliverables in line with the Fund's project management standards and methodologies. Ensure that projects deliverables meet the quality standards. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF4@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/29** : **IT BUSINESS SUPPORT: INTERNSHIP REF NO: HR4/4/1/3/ITBS2022/UIF (X4 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma / B Degree in Information Technology/ Computer Science/ Information System. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Customer Centric, Communication, Listening, Computer Literacy, Analytical, Numeracy, Planning and Organizing.

**DUTIES** : Provide desk top support and computer system. Prepare hardware and work station for users. Provide access of technology and equipment in the Fund. Maintain effective functioning of technology to achieve IT strategy. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF4@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/30** : **IT INFRASTRUCTURE SUPPORT: INTERNSHIP REF NO: HR4/4/1/3/ITIS2022/UIF (X1 POST)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma / B Degree in Information Technology. (Never participated in government internship programmes). Knowledge: Public Financial Management Act (PFMA), Public Service Act (PSA), State Information Technology Agency Processes (SITA), Information Technology, Infrastructure and Network Architecture Designs. Skills: Problem Solving, Presentation, Planning and Organizing, Strong Analytical, Communication skills-both written and verbal, Ability to influence, Computer Literacy, Report writing, Project Management, Driving.

**DUTIES** : Participate in providing installation, configuration, maintenance of LAN and WAN (Local Area Network, Wide Area Network), Assist in Performing network monitoring function (LAN & WAN), Participate in providing planning and advanced technical expertise.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: Chief Director: Corporate Services: E-mail: Jobs-UIF4@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/31** : **BUSINESS APPLICATION: INTERNSHIP REF NO: HR4/4/1/3/BA2022/UIF (X5 POSTS)**

**STIPEND CENTRE** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : National Diploma / B Degree in Information Technology/ Computer Science / Information Systems. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Customer Centric, Communication, Listening, Computer Literacy, Analytical, Numeracy, Planning and Organizing.

**DUTIES** : Process Improvements through system implementation. Customize business application processes. Analyse business application processes. Gather and document business application improvement requirements. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: Chief Director: Corporate Services: E-mail: Jobs-UIF4@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/32** : **ICT RISK AND SECURITY NETWORK: INTERNSHIP REF NO: HR4/4/1/3/ICTRS2022/UIF (X1 POST)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma / B Degree in Information Technology/ Computer Science / Information Systems. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Customer Centric, Communication, Listening, Computer Literacy, Analytical, Numeracy, Planning and Organizing.

**DUTIES** : Implement information security policies, procedures and standards. Ensure availability of business critical Information Communication Technology services and applications. Monitor and evaluate information technology risk policy compliance. Provide the implementation and maintenance of disaster recovery plan. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF4@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/33** : **HUMAN RESOURCE PRACTICES: INTERNSHIP REF NO: HR4/4/1/3/HRP2022/UIF (X3 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Human Resource Management or relevant qualification with Human Resource Management /Human Resource Development/ Employment Relations/ Industrial Psychology as a major subject. (Never participated in government internship programmes). Knowledge: Batho Pele Principles, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Innovative/ Creative, Responsiveness, Communication (verbal and written), Computer literacy, Time Management, Listening.

**DUTIES** : Perform Recruitment and Selection services. Provide service benefit to clients. Provide administrative support.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF5@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/34** : **EMPLOYEE RELATIONS: INTERNSHIP REF NO: HR4/4/1/3/ER2022/UIF (X1 POST)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Labour Relations/ Labour Law. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Negotiation, Problem solving, Presentation, Planning and Organizing, Communication, Computer literacy, Questioning, Listening.

**DUTIES** : Administer misconduct cases. Administer grievances cases. Provide ad-hoc sessions to promote fair and sound Labour Relations practice in the Fund. Provide logistical arrangements in the section.



**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF5@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/35** : **EMPLOYEE HEALTH AND WELNESS PROGRAMME AND DIVERSITY**  
**MANAGEMENT: INTERNSHIP REF NO: HR4/4/1/3/EHWP2022/UIF (X2 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three- year tertiary qualification in Social Sciences/ Psychology/ Social Work. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written), Problem solving and decision making, Interpersonal Skills.

**DUTIES** : Provide support in the in the implementation of Employee Health and Wellness Programmes. Participate in the management of HIV/AIDS programmes in the Fund. Assist the practitioners to coordinate Health and Productivity management activities including Gender, Disability and Youth activities. Provide assistance with general administration.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF5@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/36** : **ORGANISATIONAL EFFECTIVENESS: INTERNSHIP REF NO:**  
**HR4/4/1/3/OE2022/UIF (X4 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three- year tertiary qualification in Management Services/ Industrial Engineering/ Operations Management/ Production Management/ Industrial Psychology/ Organisational Psychology/ Public Administration (Never participated in government internship programmes). Knowledge: All Labour Legislation, Batho Pele Principles, Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA). Unemployment Insurance Act (UIA). Skills: Communication (verbal and written), Problem solving and decision making, Report writing, Counselling, Motivational skills, Organisational skills, Interpersonal Skills.

**DUTIES** : Facilitate and participate in the implementation of Change Management and Employee engagement strategies. Administer the development and implementation of Business Process and standard operating procedures in the Fund. Facilitate and administer the implementation of Performance Management and Development systems in the Fund. Provide assistance with general administration.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF5@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/37** : **LEGAL SERVICES: INTERNSHIP REF NO: HR4/4/1/3/LS2022/UIF (X3 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Four (4) year Degree in Law (LLB) or equivalent qualifications. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Computer literacy, Communication, Basic accounting, Analytical, Accuracy, Time Management, Negotiation.

**DUTIES** : Provide assistance in vetting, drafting and negotiations of contracts, Render litigation service on behalf of the Fund, Draft / Amendments of the UIF Legislation. Provide Legal opinions to the UIF, Provide administrative functions for Legal services.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF5@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/38** : **COMMUNICATION AND MARKETING: INTERNSHIP REF NO: HR4/4/1/3/COM2022/UIF (X3 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ B Degree in Communications / Marketing / Public Relations / Journalism / Event Management or relevant qualifications. (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Branding Principles, Problem Solving, Presentation, Planning and Organizing, Communication, Computer literacy, Interpersonal, Creativity.

**DUTIES** : Administer marketing and events for the Fund. Provide effective stakeholder relations. Coordinate media relations and monitor the activities for the Fund. Provide effective publications services for the Fund.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : Chief Director: Corporate Services: E-mail: Jobs-UIF5@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/39** : **SUPPLY CHAIN MANAGEMENT: INTERNSHIP REF NO: HR4/4/1/3/SCM2022/UIF (X6 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ B Degree in Public Management /Purchasing Management/Logistics Management/ Supply Chain Management. (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Computer literacy, Communication, Basic Accounting, Analytical, Accuracy, Time Management, Negotiation.

**DUTIES** : Render acquisition administration services. Provide assets and transport administration services. Perform bookings functions. Render stores and warehouse services. Render demand services.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF6@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/40** : **MAINTENANCE AND RECORDS MANAGEMENT: INTERNSHIP REF NO: HR4/4/1/3/MRM2022/UIF (X3 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public Management / Public Administration. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Client services, Planning and organizing, Communication, Computer literacy, Report writing.

**DUTIES** : Maintain the filing system as per directives of the archives and records management prescripts. Prepare documents for archiving. Attend to all incoming and outgoing telephone calls. Maintain switchboard equipment. Provide support in the maintenance of UIF properties.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF6@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/41** : **REVENUE MANAGEMENT: INTERNSHIP REF NO: HR4/4/1/3/REVM2022/UIF (X3 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ B Degree/ B-Com in Finance/ Accounting /Auditing/ Cost and Management Accounting or any qualification with Accounting as a major subject. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Planning and Organizing, Analytical.

**DUTIES** : Maintain debtors accounts and collect outstanding contributions. Maintain SARS & Sundry debtors records and make follow up on the outstanding sundry payments. Allocate cheque and unallocated electronic contributions. Maintain claims debtors accounts and follow up on outstanding debts. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF6@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/42** : **BUDGET, EXPENDITURE AND BANK RECONCILIATION: INTERNSHIP REF NO: HR4/4/1/3/BEBR2022/UIF (X3 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: B-Com / National Diploma/ B Degree in Cost and Management Accounting/ Financial Accounting /Financial Information System or relevant qualifications. (Never participated in government internship programmes). Knowledge: Public Service Regulations, Public Service Act, Public Finance Management Act, Reconciliation Processes and procedure, Batho Pele Principles, Generally Accepted Accounting Principles (GAAP), General Recognized Accounting Practice (GRAP) Skills: Computer Literacy, Basic accounting, Diligence, Analytical, Accuracy, Time Management, Interpersonal, Negotiation, Communications.

**DUTIES** : Render manual and electronic bank reconciliation services. Maintain Bank accounts on general ledger. Administer the resolution of open vouchers and verify claims payment. Perform trade creditors transactions. Render effective budget process of the Fund. Preparation of budget reports.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF6@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/43** : **LABOUR ACTIVATION PROGRAMMES: INTERNSHIP REF NO: HR4/4/1/3/LAP2022/UIF (X6 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: Three-year tertiary qualification in Training and Development / Projects Management/ Public Administration. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Numeric and analytical skills, Presentation skills, Problem Solving and Decision Making, Communication (Verbal and written), Computer Literacy.

**DUTIES** : Facilitate the training/ skills programmes approved by the Fund. Provide administration of project progress against approved deliverables. Provide support in the implementation of approved projects. Provide assistance with general administration.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
: E-mail: Jobs-UIF7@labour.gov.za  
: Sub-directorate: Human Resources Practices, UIF

**POST 09/44** : **COMPLIANCE SERVICES: INTERNSHIP REF NO: HR4/4/1/3/CS2022/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month  
: Unemployment Insurance Fund: Pretoria  
: Three-year tertiary qualification in Accounting/ Internal Auditing with Accounting as a major subject. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Communications, Listening, Computer Literacy (MS Office Suite), Interpersonal, Time Management, Planning and Organizing, Creativity, Numeracy, Financial Management.

**DUTIES** : Provide support to Employer Audit Services (EAS) at Provincial Office. Render employer audit activities for the Fund. Provide compliance rate and link with relevant units (operations and finance debtors). Maintain relations with

professional, governmental and non-governmental bodies with relevance to the UIF. Provide assistance with general administration.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF7@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/45** : **BUSINESS OPERATION STATISTICS: INTERNSHIP REF NO: HR4/4/1/3/BOS2022/UIF (X2 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three-years ICT tertiary qualification. (Never participated in government internship programmes). Knowledge: Public Finance Management (PFMA), Electronic Document Management System, Public Service Regulations (PSR), Public Service Act (PSA), SITA MIS, Database & Data Security Policy, System Development and Database Management, Minimum Information Security Standards (MISS), Promotion of access to Information Act (PAIA). Skills: Communications, Listening, Computer Literacy, Time Management, Analytical, Negotiation, Report writing, Planning and Organizing, Computer Programming.

**DUTIES** : Provide support on the Implementation of business operations statistics, provide assistance in analysing information collected in an enquiry. Provide assistance on the maintenance of business operations statistics database.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF7@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/46** : **PROVINCIAL SUPPORT: INTERNSHIP REF NO: HR4/4/1/3/PS/2022/UIF (X4 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three-years tertiary qualification in Administration/ Public Management. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Communications (verbal and written), Analytical, Innovation/ Creative, Listening, Interpersonal, Planning.

**DUTIES** : Participate in the implementation of operational policies and procedures, Participate in evaluation of provincial operational performance. Provide operational services in the provincial offices to ensure consistency. Provide assistance with general administration.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF7@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF

**POST 09/47** : **DECLARATIONS AND CALL CENTRE SERVICES: INTERNSHIP REF NO HR4/4/1/3/DCCS2022/UIF (X9 POSTS)**

**STIPEND** : R6 174.96 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three-years tertiary qualification in Public Management or equivalent qualifications. (Never participated in government internship programmes). Knowledge: Batho Pele Principles. Skills: Communications, Listening, Computer Literacy, Time Management, Interpersonal, Data capturing, Customer Focused.

**DUTIES** : Provide the registration of employers and declaration of employees. Provide support on the process of declaring employees by employers. Maintain employers database. Provide helpdesk support services.

**ENQUIRIES** : Mr GV Kegakilwe Tel No: (012) 337 1566 / MG Boloka Tel No: (012) 337 1875  
**APPLICATIONS** : E-mail: Jobs-UIF7@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Practices, UIF