

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 : 05 April 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. 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.

OTHER POSTS

POST 10/18 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/22/03/31GP (X4 POSTS)**

SALARY : R477 090 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL 7) in Environmental Health / Occupational Health / Hygiene / Analytical Chemistry / Chemical Engineering. Valid driver's license. Four (4) years functional experience in Health and Hygiene Inspection/Services. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and

		regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Adv. F Mncanca-Bede, Tel: 012 309 4896
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP3@labour.gov.za
<u>POST 10/19</u>	:	<u>OHS INSPECTOR (OHH) REF NO: HR4/4/5/1</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Kokstad Labour Centre: KZN
<u>REQUIREMENTS</u>	:	Senior certificate plus 3 year recognised qualification in the field, i.e. Chemical Engineering, Chemistry, Occupational Hygiene or Environmental Health. Valid drivers licence. Knowledge: Departmental Policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes—incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Compute Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation, Problem solving skills, Interviewing, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated case.
<u>ENQUIRIES</u>	:	Mr S Ngqoza Tel: (039) 7272140
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: PO Box 260, KOKSTAD, 4700 or hand deliver at 59 Hope Street, Kokstad: Email: Jobs-KZN8@labour.gov.za
<u>POST 10/20</u>	:	<u>INSPECTOR: OCCUPATIONAL HEALTH AND SAFETY (X8 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Pretoria- Ref No: HR4/22/03/41P (X7 posts) Labour Centre: Johannesburg- Ref No: HR4/22/03/42GP (X1 post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. Valid Driver's Licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, OSH Regulation, South African National Standards (Codes) – incorporated (Codes become regulations), Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, Employment Equity Act, Basic Conditions of Employment Act, Relevant guidelines of the aforementioned legislations. Skills: Planning and Organizing, Communication skills, Computer Literacy, Facilitation skills, interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise

independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other relevant labour legislations including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all other labour legislation independently, analyse impact thereof, consolidate and compile a 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 : Adv. F Mncanca-Bede, Tel: 012 309 4896
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein. Email: Jobs-GP1@labour.gov.za

POST 10/21 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/4/02/03**

SALARY : R321 543 per annum
CENTRE : Labour Centre: Boksburg
REQUIREMENTS : 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.

DUTIES : 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. Manage the resources of the section.

ENQUIRIES : Mr N V Motaung Tel (011) 898 3340
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-gp1@labour.gov.za

POST 10/22 : **TEAM LEADER (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : Graaff Reinet Labour Centre-Ref No: HR 4/4/03/51(X1 post)
 Labour Centre Cape Town- Ref No: HR4/4/03/52 (X1 post)
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA) ,Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness ,Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections ,Plan and conduct

advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report ,Manage the finalisation of files of cases received and investigations conducted by the Inspectors ,Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases ,Ensure that non-compliant employers are referred for prosecution within the relevant time frames.

- ENQUIRIES** : Mr Mduduma Tel No: (049) 892 2142
Adv. F Bede-Mncanca, Tel: 012 309 4896
- APPLICATIONS** : Labour Centre Operations: P.O BOX 342, Graff Reiniet,6280 Email: Jobs-EC9@labour.gov.za
Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Cnr Riebeek and Long Street. Email: Jobs-WC@labour.gov.za
- POST 10/23** : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY REF NO: HR4/4/1/183**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Gqeberha Labour Centre
: Three (3) years tertiary qualification in Public Administration/ Business Administration. Two (2) years functional experience: Knowledge: Public Financial Management Act (PFMA,) Unemployment Insurance Act, (UIA) Unemployment Insurance Contributions Act (UICA,) Treasury Regulations Operations system, Batho Pele principles. Skills: Presentation, Listening, Communication (verbal and written Computer Literacy, Interpersonal.
- DUTIES** : Verify claims on Operation System. Authorize payments to qualifying UI beneficiary. Verify adjudicate claims. Supervise resource (Human, Financial, Equipment/Assets) in the section.
- ENQUIRIES APPLICATIONS** : Mr M Ngqolowa Tel 041 506 5002.
: Deputy Director Labour Centre Operations, Private Bag X 6045 Port Elizabeth, 6000. Hand deliver No 116/134 Goven Mbeki Avenue Gqeberha, 6001. Email: Jobs-EC11@labour.gov.za.
- POST 10/24** : **INSPECTOR (X3 POSTS)**
- SALARY CENTRE** : R261 372 per annum
: Labour Centre: Germiston- Ref No: HR4/22/03/80 (X1 post)
: Labour Centre: Pretoria- Ref No: HR4/22/03/81 (X1 post)
: Labour Centre: Uitenhage-Ref No: HR4/22/03/82 (X1 post)
- REQUIREMENTS** : Three (3) year relevant tertiary qualification 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 Relations 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, 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 APPLICATIONS** : Adv. F Mncanca-Bede, Tel: 012 309 4896
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-gp1@labour.gov.za
: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
- POST 10/25** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X 2 POSTS)**
- SALARY** : Grade 1: R260 760 – R302 292 per annum (OSD)
: Grade 2: R320 703 – R368 307 per annum (OSD)

<u>CENTRE</u>	:	Grade 3: R388 974 - R492 756 per annum (OSD) Komani - Ref No: HR 4/4/1/21(X 1 POST) East London - Ref No: HR 4/4/1/22(X 1 POST)
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid driver's licence. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Mr K Mbande Tel (045) 807 5400 Mr M Njamela Tel (043) 702 7500
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: P.O. Box 323, Queenstown, 5320 Email: Jobs-EC2@labour.gov.za Deputy Director: Labour Centre Operations: Private Bag X 9084, East London, 5200 Email: Jobs-EC6@labour.gov.za
<u>POST 10/26</u>	:	<u>INSPECTOR (X 7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum Krugersdorp Labour Centre(Gauteng)- Ref No: HR4/22/03/41(X1 post) Beaufort West Labour Centre (Cape Town)-Ref No: HR4/22/03/42(X1 post) Mossel Bay Labour Centre (Cape Town)- Ref No: HR4/22/03/43(X1 post) Paarl Labour Centre (Cape Town)- Ref No: HR4/22/03/ 44 (X2 posts) Kroonstad Labour Centre (Free State)- Ref No: HR4/22/03/45(X1 post) Mogwase Labour Centre(North-West)- Ref No: HR4/22/03/ 46 (X1 post)
<u>REQUIREMENTS</u>	:	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 Act, 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Adv. F Mncanca-Bede Tel: 012 309 4896
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS1@labour.gov.za Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho. Email: Jobs-NW1@labour.gov.za

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein. Email: Jobs-GP3@labour.gov.za
Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Cnr Riebeek and Long Street. Email: Jobs-WC@labour.gov.za

- POST 10/27** : **CLIENT SERVICE OFFICE (X3 POSTS)**
- SALARY CENTRE** : R211 713 per annum
Botshabelo Labour Centre: Ref No: HR 4/4/8/636
Sasolburg Labour Centre: Ref No: HR 4/4/8/637
Ficksburg Labour Centre: Ref No: HR 4/4/8/638
- REQUIREMENTS** : Grade 12. Zero experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette.
- DUTIES** : Provide Screening Services, Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES** : Mr M Ngono Tel (051) 534 3789
Ms M Lelope Tel: (016) 970 3200
Mr L Tlali Tel: (051) 933 2299
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: Botshabelo-FS@labour.gov.za
Email: Sasolburg-FS@labour.gov.za
Email: Ficksburg-FS@labour.gov.za
- POST 10/28** : **CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/201**
- SALARY CENTRE** : R211 713 per annum
Graaff Reinet Labour Centre, Eastern Cape Province
- REQUIREMENTS** : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Public service act, Public service regulations, Compensation Fund Value chain, PFMA and Treasury Regulations. Skills: Business Writing Skills, Interpersonal Relations, Telephone etiquette, Computer Literacy, Analytical, Planning and Organising.
- DUTIES** : Receive and verify documents for registration, Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.
- ENQUIRIES** : Mr L Mduduma Tel No: (049) 892 2142.
- APPLICATIONS** : Labour Centre Operations: P.O BOX 342, Graff Reinet, 6280. Email: Jobs-EC9@labour.gov.za
- POST 10/29** : **OFFICE AID: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/02/04**
- SALARY CENTRE** : R124 434 per annum
Labour Centre: Carletonville
- REQUIREMENTS** : Standard 8/Grade 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.
- DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
- ENQUIRIES** : Mr BP Mosoeu Tel: (018) 788 3281
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-gp3@labour.gov.za