

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** : 11 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 11/12** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/85**
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (all inclusive)
: Labour Centre, Thohoyandou
: Three-year 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 years legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
- DUTIES** : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms Lebogo SM Tel No: 015 290 1662
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: Job-THD@labour.gov.za
- POST 11/13** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/6/86**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Provincial Office, Limpopo
: Three years' tertiary qualification in Risk management/ Internal Auditing/ Accounting/ Economics, Two years' Supervisory experience and Two years' functional experience in Risk Management/Internal Audit Knowledge: Public Sector Risk Management Framework, COSO Framework, King report on Corporate Governance, Treasury Regulation, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic management, Financial management, Facilitation, Investigation, Interviewing, People management, Computer literacy, Time management, Communication, Interpersonal, Presentation, Planning and organizing
- DUTIES** : Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programs. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk management unit.
- ENQUIRIES APPLICATIONS** : Ms Maluleke TE Tel No: 015 290 1768
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: Jobs-LP@labour.gov.za
- POST 11/14** : **EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)**
- SALARY CENTRE** : R321 543 per annum
: Labour Centre: Louis Trichardt –Ref No: HR4/4/6/87 (X1 post)
: Labour Centre: Jane Furse- Ref No: HR4/4/6/88 (X1 post)
- REQUIREMENTS** : Three (3) year qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: (015) 290 1768
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

E-mail: Job-MAKH@labour.gov.za (1x Labour Centre: Louis Trichardt)
E-mail: Job-JF@labour.gov.za (1x Labour Centre: Jane Furse)

- POST 11/15** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**
- SALARY CENTRE** : R321 543 per annum
: Labour Centre: Giyani-Ref No: HR 4/4/6/92(X1 post)
: Labour Centre: Temba-Ref No: HR 4/4/4/11/08(X1 post)
- REQUIREMENTS** : Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
- DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
- ENQUIRIES** : Ms TE Maluleke Tel No: 015 290 1768
: Ms G Malungana Tel No: (012) 727 1364
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email:Jobs-GP6@labour.gov.za– Temba Labour Centre
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: Job-GYN@labour.gov.za
: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
- POST 11/16** : **SENIOR STATE ACCOUNTANT REF NO: HR4/4/5/13**
- SALARY CENTRE** : R321 543 per annum
: Labour Centre: Pietermaritzburg
- REQUIREMENTS** : Three (3) years Tertiary qualification in Accounting or Equivalent qualification. Two (2) years functional experience. Knowledge: Departmental Policies and Procedures, Public Financial Management Act, Batho Pele principles, Transport Policy, Supply Chain Procedures, Basic Knowledge of all legislations, Budgeting in Government and Basic Accounting system. Skills Computer literacy, Planning and organising, Communication, Interpersonal relations and Conflict Management.
- DUTIES** : Monitor and coordinate the budget within the Labour Centre. Render, monitor and control expenditure within Labour Centre. Enforce compliance with Public Finance Management Act. Provide auxiliary support services within the Labour Centre. Manage the resource of the section.
- ENQUIRIES** : Mr MSJ September, Tel No: (033) 341 5300.
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN9@labour.gov.za
- POST 11/17** : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/5/14**
- SALARY CENTRE** : R321 543 per annum
: Provincial Office, KZN
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Risk Management. Two (2) years functional experience in Risk Management. Valid driver's Licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management and

- Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, and Planning and organising.
- DUTIES** : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.
- ENQUIRIES APPLICATIONS** : Mr S Mpanza Tel No: 031 366 2186.
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
- Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN5@labour.gov.za
- POST 11/18** : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR 4/4/8/11**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
Provincial Office: Northern Cape
- Three (3) years relevant tertiary qualification in Risk Management/Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing
- DUTIES** : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the Section.
- ENQUIRIES APPLICATIONS** : Ms MS Tadi Tel: (053) 838 1616
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
- Human Resources Operations, Provincial Office Kimberley
Email: Jobs-NC@labour.gov.za (Provincial Office)
- POST 11/19** : **TEAM LEADER REF NO: HR 4/4/8/09**
(Re-advertisement, applicants who applied before must re-apply)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
Labour Centre: Calvinia
- 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, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, 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 proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Plan and conduct Advocacy Campaign on Labour legislation regularly. Manage the finalisation files of cases received and investigations conducted by the inspectors. Draft contributes 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.
Responsible for staff managing resources in the Unit.

ENQUIRIES : Mr D Leukes Tel: 027 341 1280
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road.
Email: Jobs-NCCAL@labour.gov.za

POST 11/20 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/8/13**

SALARY : R321 543 per annum
REQUIREMENTS : Senior Certificate plus a 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering. Valid driver's license. No experience required. 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, Communications 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.

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 : Mr Z Gwiliza Tel: (053) 712 3952
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley
Email: Jobs-NCKUR@Labour.gov.za

POST 11/21 : **SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR 4/22/03/12 HO**

SALARY : R321 543 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three years' Tertiary qualification in Labour Relations/Human Resource Management/Law /Social Science/Public Administration/ Management. Two (2) years functional experience performing Labour Relations/Collective Bargaining services and at least one (1) year supervisory experience. Knowledge: Trade Unions, employer's organizations and Bargaining councils work, Departmental Policies Procedures, Public Service Regulations and Financial Management procedures, Labour Relations, Batho Pele Principles. Skills: Computer literacy, Leadership, Project Management, Verbal and written communication, Conflict Management, Interpersonal relations, Problem solving, Analytical, Client Orientation, Customer orientations, Customer focus, Supervisory.

DUTIES : Analyse, and process the recommendation of registration of labour organisations applications. Ensure compliance of labour organisations with legal requirements. Analyse and process the extension of collective agreements to non-parties. Supervise resources of the Section.

ENQUIRIES : Mr L Dithuge Tel: 012 309 4131
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ5@labour.gov.za

POST 11/22 : **PRINCIPAL PERSONNEL OFFICER: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO HR4/22/03/10 HO**

SALARY : R261 372 per annum
CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management/Human Resource Development/ Training and Development/Management of Training/Public Management/Public Administration. One (1) year functional experience in Performance Management. Knowledge: Departmental policies and procedures, Public Finance Management Act, Performance Management and Development Policies and directives. Public Service Act, Public Service Regulations, Batho Pele Principles. Skills: Interpersonal, Communication, Computer, Facilitation, Report Writing, Minutes taking, Basic Project Management.

DUTIES : Facilitate performance agreement and performance assessments in the department. Verify and quality check submitted performance agreements and assessments reports on Electronic Performance Management system and provide report to supervisor. Provide secretariat and logistical support to PMDS committees meetings. Procure goods and services for Sub-Directorate Performance Management and Committee Services. Responsible for administration of performance management on the online system.

ENQUIRIES : Mr M Ratau Tel: 012 309 4605
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ6@labour.gov.za

POST 11/23 : **INSPECTOR REF NO: HR4/4/411/09**

SALARY : R211 713 per annum
CENTRE : Mamelodi Labour Centre

REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/BCOM Law/LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Employment Equity Act, Verbal and written communication skills.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr MS Molefe Tel: (012) 820 1068
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
Email: Jobs-GP6@labour.gov.za – Mamelodi Labour Centre

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

POST 11/24 : **CLIENT SERVICE OFFICER: COID SERVICES HR4/4/5/05**

SALARY : R211 713 per annum
CENTRE : KZN Dundee

REQUIREMENTS : Matriculation/ Grade 12. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.

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 : Ms T Khumalo Tel: (034) 212 3147

APPLICATIONS : Deputy Director: Ladysmith Labour Centre, PO Box 445, Dundee 3000 or hand deliver at 63 Victoria Street, Dundee

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN2@labour.gov.za

POST 11/25 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/6/89**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Labour Centre, Polokwane
: Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations
SKILLS: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

ENQUIRIES APPLICATIONS : Ms JM Fope Tel No: 015 290 1699
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane Email: Job-PLK@labour.gov.za

POST 11/26 : **ADMINISTRATIVE CLERK: PERSONNEL OFFICER REF NO: HR 4/4/6/91**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Provincial Office, Limpopo
: 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 Organizing.

DUTIES : Facilitate and provide administrative support for service benefits 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 APPLICATIONS : Ms Fope JM Tel No: 015 290 1699
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane Email: Jobs-LP@labour.gov.za

POST 11/27 : **SENIOR PERSONNEL OFFICER REF NO: HR 4/22/03/34 HO**

SALARY CENTER REQUIREMENTS : R176 310 per annum
: Head Office, Pretoria
: Grade12/Senior Certificate/ NQF 4 Certificate plus National Higher Certificate (NQF5) /Diploma (NQF6) as recognised by SAQA in Human Resources Management. Knowledge: Batho Pele principles, Good Governance, Public Service Regulations, Departmental policies and procedures, LRA & BCEA. Skills: Computer literacy, Communication, Interpersonal, Planning and organizing, Analytical, Innovative.

DUTIES : Facilitate and provide administration support for Service Benefit of employees. Provide support to the Recruitment and Selection processes. Capture and update all personal data on Persal system.

ENQUIRIES APPLICATIONS : Mr OD Khumalo Tel No: (012) 309 4560
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria