

## 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** : 23 May 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 email or 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)

## MANAGEMENT ECHELON

- POST 16/07** : **DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: HR4/4/3/3/DICT/UIF**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA) in Information Technology/ Computer Science/ Information. Public Service Senior Management Leadership Programme Certificate. Five (5) years of experience at a Middle Managerial level. Knowledge: Public Finance Management Act (PFMA), Labour Relation Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR), State Information Technology Agency (SITA)

Processes. Infrastructure and Network Architecture Design, Electronic Communication Transaction Act, Electronic Document Management System, Minimum Information Security Standard (MISS), Communication (Written and Verbal), People Management. Presentation. Computer literacy. Analytical. Problem Solving. Strategic Management. Report writing, Planning and Organizing, Project management.

**DUTIES** : Oversee the provision of Information Technology (IT) functions provided by Public Private Partnership (PPP) / IT contracts in the Fund. Oversee the management of records in line with the National Archives and Records Management Act. Oversee coordination of projects in the Fund. Manage resources in the Directorate.

**ENQUIRIES APPLICATIONS** : Adv EM Yawa Tel No: (012) 337 1984/1444  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/08** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/3/DES/UIF**  
(1 Year Contract)

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (all inclusive)  
: Unemployment Insurance Fund, Pretoria  
: An undergraduate qualification (NQF level 7) as recognized by SAQA) in Project Management / Public Management / Public Administration or Business Administration/ Office Administration. Public Service Senior Management Leadership Programme Certificate. Five (5) years middle management experience. Knowledge: Departmental policies and procedures. Public Service Regulation (PSR). Public Service Act (PSA). Labour relations Act (LRA), Employment Equity Act (EEA), Project management principles and methodologies, Project management information technology e.g PMBOK, MS projects etc. Skills: Computer literacy, Change management, People development and empowerment, Strategic management and leadership, Financial Management, Project management, Communication, Report Writing Presentation, Interpersonal relations.

**DUTIES** : Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner's engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.

**ENQUIRIES APPLICATIONS** : Ms MP Roux Tel No: (012) 337 1529/1729  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

#### **OTHER POSTS**

**POST 16/09** : **SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/6/98**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all inclusive)  
: Provincial Office Limpopo  
: Three-year tertiary qualification in Internal Auditing/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Comm Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. Five years' functional experience in auditing/ inspections/ compliance/ financial environment of which three years must be at management level. Valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, National Minimum Wage Act, Public Service Regulations Act, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative.

- DUTIES** : Manage and monitor the implementation of UIA and COIDA programme strategy. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the execution of legal proceedings. Manage and monitor the implementation of Advocacy Campaigns on UIA and COIDA regularly and when there are amendments. Manage the resources and develop controls to achieve and maintain clean audit.
- ENQUIRIES APPLICATIONS** : Ms Lebogo MS 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
- POST 16/10** : **DEPUTY DIRECTOR: BUSINESS OPERATIONS STATISTICS REF NO: HR4/4/3/2/DDBOS/UIF**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)  
: Unemployment Insurance Fund, Pretoria  
: Three years' tertiary qualification in Computer Science/ Statistics/ Information Technology. Five (5) years' experience of which three (3) years must be functional experience in Business Operations Statistics environment and two (2) years' experience at a management level. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), National Archives and Records Service of South Africa Act, Electronic Document Management System, Operations Systems, System Development and Database Management. Skills: Communication, People Management, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organizing, Policy Development, Computer Programming, MIS & Database Systems Administration, System Development and Database Management.
- DUTIES** : Manage the implementation of the business operations statistics. Monitor the analysis of information collected in an enquiry. Manage business operations statistics database. Manage resources (Human, Finance, Equipment/Assets) in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Mr PA Ragavaloo Tel No: (012) 337 1882  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 16/11** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND DIVERSITY MANAGEMENT REF NO: HR4/4/3/2/DDEHWPDM/UIF**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)  
: Unemployment Insurance Fund, Pretoria  
: Three (3) years' tertiary qualification in Social Work or Psychology. Five (5) years' experience of which three (3) years must be functional experience in Employee Health and Wellness environment and two (2) years practical functional experience at management level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDS legislations. Skills: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy.
- DUTIES** : Manage the provision of employees support services through an integrated wellness programme. Manage organisational Occupational Health and Safety programmes in the Fund. Manage and implement Gender, Disability and Youth (GDY) programmes in the Fund. Manage resources (Human, Finance, Equipment/Assets) within the sub-directorate.
- ENQUIRIES** : Ms MP Roux Tel No: (012) 337 1529/ 1729

**APPLICATIONS** : Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/12** : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: HR4/4/3/2DDFA/UIF**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)  
: Unemployment Insurance Fund, Pretoria  
: Three years' tertiary qualification in Accounting Sciences/Financial Management/ Cost and Management. Three (3) years' functional experience plus Two (2) years' managerial experience. Knowledge: Thorough knowledge of Treasury Regulations, Knowledge of Public Finance Management Act, General knowledge of the Public Service Regulations, White paper on Public Service Management and Budgeting Reforms, Knowledge of Labour Relations Act, Strategic management, Unemployment Insurance Fund policies, procedures, processes, Batho Pele Principles, Financial Management, Public Service Act, Generally Recognised Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA). Skills: Analytical skills, Communication skills, Interpersonal Relations, Financial management, Accounting, Listening, Time Management, Report Writing, Planning and Organizing, Research.

**DUTIES** : Manage the analysis of Business Information. Manage, coordinate, control and align all financial policies and procedures. Manage financial strategic objectives through monitoring and evaluation. Manage resource (Finance, human, Physical) in the Sub Directorate.

**ENQUIRIES APPLICATIONS** : Ms TS Puzi Tel No: (012) 337 1979/1510  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/13** : **DEPUTY DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2DDTC/UIF**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)  
: Unemployment Insurance Fund, Pretoria  
: Three (3) years tertiary qualification in Financial Accounting/ Cost and Management Accounting/ Financial Management. Three (3) years functional experience in Financial environment. Two (2) years management experience. Knowledge: Public Financial Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA), Treasury Regulations, General Recognized Accounting Principles (GRAP), General Accepted Accounting Principles (GAAP), Relevant Financial Systems (Ax-One, BAS, etc), HR System (Persal), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Accounting, Computer Literacy, Communication, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Creative, Financial Management.

**DUTIES** : Approve payment of internal and external creditors of the Fund. Manage petty cash process. Manage reconciliation of sub-modules against the general ledger. Manage the processing of financial classification figures (salary). Manage resources (Human, Finance, Equipment, Assets) in the sub-directorate.

**ENQUIRIES APPLICATIONS** : Ms HA Aderibigbe Tel No: (012) 337 1112  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/14** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/28**  
(Re-advertisement, applicants who previously applied must-reapply)

**SALARY CENTRE** : R744 255 per annum, (all inclusive)  
: Provincial Office: Northern Cape

- REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/Public Management/Business Administration/Business Management/Development Studies/Social Sciences. Valid driver's license. Five (5) years experience of which three (3) must be functional experience in Labour Activation Programmes/Employment Programmes/Enterprise Development/Entrepreneurial and two (2) years experience at managerial level. Knowledge: Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour Legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy, Skills development Act, Event Management and Contract Management, Coordination, Facilitation, Project Management.
- DUTIES** : Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on Labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund and Provincial Office. Manage resources (Human, Financial, Equipment/Assets).
- ENQUIRIES** : Mr A Senakhomo Tel No: (053) 838 1545
- 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
- POST 16/15** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR4/4/3/2/SLAO/UIF**
- SALARY** : R533 760 - R1 140 828 per annum, (OSD)
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Four-year degree in Law (LLB/ B. Proc). At least 8 years' legal services experience (OSD). Admitted as an Attorney/Advocate. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Promotion of Administration Justice Act (PAJA), Promotion of Administration Information Act (PAIA), Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Unemployment Insurance Contributions Act (UICA), Unemployment Insurance Act (UIA), Labour Relations Act (LRA), Litigation Procedures. Skills: Communication, Listening, Time management, Report writing, Planning and organising, Liaison, Diplomacy, Policy Development, Networking, Interviewing, Financial management, Project management, Strategic management, Negotiation.
- DUTIES** : Provide necessary and professional legal advice and support in the Fund. Provide legal strategies direction to obtain maximum impact on the Funds service delivery. Draft, review and amend legislations, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship with all stakeholders.
- ENQUIRIES** : Adv LD Mkhonto Tel No: (012) 337 1411
- APPLICATIONS** : Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 16/16** : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2/ASDCC/UIF (X2 POSTS)**
- SALARY** : R477 090 per annum
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration / Public Management / Business Administration / Business Management / Financial Management / Management / Operations Management / Administration Management. Two (2) years functional experience in Operations Management environment. Two (2) years' experience at a supervisory level in Operations. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Basic

- Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), National Archives and Records Service of South Africa Act. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and Organizing.
- DUTIES** : Facilitate manual registration of employers and employees. Coordinate manual declaration of employers. Coordinate the maintenance of employers and employees' database. Manage resources (Human, Financial Equipment, Assets) within the section.
- ENQUIRIES APPLICATIONS** : Ms DJL Davids Tel No: (012) 337 1784  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 16/17** : **ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR4/4/10/408**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
: Provincial Office: Western Cape  
: Three (3) years relevant tertiary qualification in Social Science (Psychology), Public Administration/ Business Administration. Two (2) years management experience and two (2) years functional experience in Public Employment/ Public Administration/ Management Services. A valid drivers licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies. Skills: Planning and Organizing, Computer Literacy, Interpersonal, Analytical, Presentation, Leadership, Networking, Information Management, Verbal and written communication.
- DUTIES** : Coordinate International Cross Boarder Labour Migration and the PEA / TES functions (Daily), Coordinate the provision of services to distress companies (Daily), Facilitate stakeholder relations for acquisition of placement opportunities(Daily), Provide operational and technical support to Labour Centres for the delivery of effective employer services (Daily), Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer services (Daily), Facilitate the training of ESSA end users (internal and external) on employer services (Daily).
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 16/18** : **PRINCIPAL INSPECTOR: BCEA REF NO: HR4/4/10/409**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
: Labour Centre: Cape Town (Western Cape)  
: Three (3) years relevant tertiary qualifications in Labour Relations Management/ Law Degree. Two (2) years Supervisory experience, Two (2) years functional experience in Inspection & Enforcement Services, A valid driver licence (B). Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, BCEA, Public Service Regulations, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Employment Service Act. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Interviewing listening and observation, Presentation, Research, Project Management, Analytical, Innovation.
- DUTIES** : Ensure the implementation of programmes, work plan and policies for the Basic Conditions of Employment Act and Regulations, Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with the Basic Condition Employment Act and Regulations, Monitor, evaluate and report on impact of Basic Conditions Employment Act programmes, Provide technical advise on sector specific Basic Conditions Employment Act matters, Manage the resources of the unit, Conduct advocacy campaigns on the BCEA and analyse the impact.
- ENQUIRIES** : Mr. Q Bowman Tel No: 082 901 3232

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/19** : **ASSISTANT DIRECTOR: PES ADMINISTRATIONS REF NO: HR4/4/10/410**

**SALARY** : R477 090 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science (Psychology; Public/ Business Administration). Two (2) years supervisory experience and two (2) years functional experience in Public Employment / Public Administration / Management Services. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Social Plan Guidelines. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Provide administrative support to PES at the Provincial Office, Compile and monitor the budget for PES Provincial Office, Compile and submit reports for PES at the Provincial Office, Provide human resources management functions to PES at the Provincial Office.

**ENQUIRIES** : Mr. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/20** : **EMPLOYMENT SERVICE PRACTITIONER III (X2 POSTS)**

**SALARY** : R477 090 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape) – Ref No: HR4/4/10/411 (X1 Post)  
Labour Centre: George (Western Cape) – Ref No: HR4/4/10/412 (X1 Post)  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science/ Public Administration. Two (2) years supervisory experience and two (2) years functional experience in Employment Services administration / coordination. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation of Occupational Injuries and Diseases Act, PMFA, Public Service Act Social. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

**DUTIES** : Coordinate and maintain the relationship within Employment Service stakeholders (Daily), Manage the provision of effective career guidance and psychometric assessment services for the Department (Daily), Oversee the provisioning of technical advice and administration services regarding PES legislations to the client (Daily), Provide administrative support to PES Labour Centres (Daily), Manage all the resources of the division (Daily).

**ENQUIRIES** : Mr. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/21** : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/10/413**

**SALARY** : R477 090 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Administration/ Public Management/ Business Administration/ Operations Research/ Finance. Valid Drivers Licence. Two (2) years Supervisory experience. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations systems. Skills: Communication (verbal

and written), Management, Listening, People Management, Numeracy, Computer Literacy. Time Management, Customer Relations, Analytical.

**DUTIES** : Manage employee's declarations and maintain database, Monitor the provision of assessment, validation and adjudications of claims, Manage Registry Services for Beneficiary Services, Monitor and ensure that all appeal are processed effectively and efficiently in the Province, Manage resources (Human, Financial, Equipment's /Assets) in the section.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/22** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/10/414**

**SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
 : Provincial Office: Western Cape  
 : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Electrical Engineering. A valid Driver's licence. Four (4) years functional experience in Electrical Engineering Services. Knowledge: Departmental Policies and Procedures, Batho Pele Principle, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Communication (Verbal & Written), Innovative, Analytical, Research and Project Management.

**DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western

**POST 16/23** : **ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDITS) REF NO: HR4/4/3/2/ASDIAITA/UIF**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
 : Unemployment Insurance Fund, Pretoria  
 : Three-year tertiary qualification in Auditing/ Computer Science/ Information Systems/ Informatics/ Information Technology. Four (4) years' experience of which (2) years must be functional experience in IT Audits and two (2) years must be supervisory experience. Registered member with professional body of Institute of Internal Auditors (IIA) and/or Information Systems Audit and Control Association (ISACA). Knowledge: Internal Audit Manual and Methodology, International Standards for the Professional Practice of Internal Auditing, UIF policies, procedures and processes, Conflict Management, Auditor General Processes and Procedures, IT Audit Standards and COBIT (control objectives for information related technologies) framework, Batho Pele Principles, Budgeting and Financial Management. Skills: Analytical and critical thinking, Technical Proficiency in I & T Audit, Coordinating, Audit Techniques, IT Risk Assessment, Negotiation, Team Leadership and Presentation, Interpersonal and Problem Solving, Planning and Organizing, Policy Analysis and Development, Computer Literacy, Report Writing, Data Analysis, Risk and Information Security, Broad experience across various aspects of IT including database, operating systems and applications.

**DUTIES** : Provide and implement the IT audit strategies, plans, guidelines and methodology. Conduct reviews of controls on systems, assets, applications, operations and IT projects. Implement audit plans and Provide Progress on IT audit activities. Manage resources (Human, Financial, Equipment/Assets) within the IT Audit sub-directorate.

**ENQUIRIES** : Mr S Mzola Tel No: (012) 337 1966



**APPLICATIONS** : Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/24** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: HR4/4/3/2/ASDTD/UIF**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Unemployment Insurance Fund, Pretoria  
: Three (3) years' tertiary qualification in Human Resources or Management of Training. Two (2) years supervisory experience and two (2) years practical functional experience is required. Knowledge: Public Financial Management Act (PFMA), Public Service Act (PSA), Public Service Regulations (PSR), Human Resource Development Policies, Skills Development Act, Labour Relations Act, Project Management, Diversity Management, Basic Conditions of Employment Act. Skills: People Management, Problem Solving, Presentation, Planning and Organizing, Policy analysis and Development, Communication, Negotiation, Computer Literacy, Report Writing.

**DUTIES** : Coordinate the implementation of training and development programmes. Facilitate the provisioning of learning programs (Functional /operational and generic). Coordinate Workplace skills programs (WSP). Facilitate the compilation of updating of training manuals. Manage resources (Human, Finance, Equipment/Assets) in the Sub-Directorate.

**ENQUIRIES APPLICATIONS** : Mr TG Oageng Tel No: (012) 337 1566  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/25** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR4/4/3/2/ASDCM/UIF**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Unemployment Insurance Fund, Pretoria  
: A relevant three (3) year Degree in Industrial and Organizational Psychology/ Degree or Diploma in Public Administration /Management Services /Operation Management. Four (4) years' experience of which two (2) years must be functional experience in Change Management environment and two (2) years' experience at a supervisory level. Knowledge: Change Management principles and methodologies, Change Management Framework, Public Financial Management Act (PFMA), Project Management approaches, tools and phases, Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Skills: Communication skills both written and verbal, People Management, Problem Solving, Computer Literacy, Time Management, Analytical, Presentation, Interpersonal, Report Writing, Planning and Organising.

**DUTIES** : Facilitate diagnoses of the organizational, individual culture and climate change within the Fund. Coordinate the development, review and implementation of change management strategy. Facilitate the development, review and implementation of procedure manuals and processes. Manage resources (Human, Financial, Equipment/Assets) in the section.

**ENQUIRIES APPLICATIONS** : Mr AC Mathabela Tel No: (012) 337 1815  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/26** : **ASSISTANT DIRECTOR: ASSETS AND FLEET MANAGEMENT REF NO: HR4/4/3/2/ASDAFM/UIF**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Unemployment Insurance Fund, Pretoria  
: Three (3) year tertiary qualification in Financial Management/ Asset Management/ Fleet Management/ Transport and Logistics. Valid driver license. Four (4) years' experience of which two (2) years must be functional experience in Asset and Fleet environment and two (2) years supervisory level.

- Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Financial Management Act (PFMA), Project Management, Asset Management, Government-Wide Immovable Asset Management (GIAMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Supply Chain Management, Computer Literacy, Fleet Management, Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA). Skills: Financial Management, Analysis, Problem Solving, Project Management, Presentation, Planning and Organizing, Communication (verbal and written), Report Writing.
- DUTIES** : Update the fixed assets register. Facilitate losses/ damages and disposal of assets. Ensure efficient fleet administration. Ensure efficient travel and accommodation activities. Manage resources (Human, Financial, Equipment/ Assets) in the section.
- ENQUIRIES APPLICATIONS** : Ms S Zomelele Tel No: (012) 337 1832  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 16/27** : **ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR4/4/3/2/ASDBR/UIF (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Unemployment Insurance Fund, Pretoria  
: Three (3) year tertiary qualification in Financial Management. Two (2) years relevant supervisory experience and two (2) years functional experience. Knowledge: Public Financial Management Act (PFMA), Treasury Regulations, Financial delegations, processes and policies of UIF, All Labour Legislations, Financial Management Principles and Financial Management Directives from Treasury, Batho Pele Principles, Generally Recognized Accounting Principles (GRAAP), Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS). Skills: Accounting, Communication (both verbal and written), Computer Literacy, Time management, Interpersonal, Report writing, Planning and Organising, Analytical, Creative, Numeracy.
- DUTIES** : Review the provision of manual and electronic bank reconciliation services. Coordinate the maintenance of bank accounts on a general ledger. Scrutinize the process to identify unauthorised or fraudulent transactions on bank statements. Manage resources (Human, Finance, Equipment/ Assets) in the sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr RT Magolego Tel No: (012) 337 1597  
: Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 16/28** : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2/ASDCC/UIF**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Unemployment Insurance Fund, Pretoria  
: Three (3) year relevant tertiary qualification in Contact Centre Management/ Public Management / Business Administration/ Business Management/ Financial Management/ Management/ Administration Management/ Public Administration. Two (2) years functional experience in Call Centre. Two (2) years supervisory experience in Call Centre. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), National Archives and Records Services of South Africa. Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Numeracy, Report Writing, Planning and Organizing, Diversity Management.
- DUTIES** : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and manage implementation thereof. Co-ordinate helpdesk services. Manage resources (Human, Finance, Equipment, Assets) within the Sub-directorate.

**ENQUIRIES** : Ms ZW Chauke Tel No: (012) 337 1886  
**APPLICATIONS** : Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/29** : **ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT**  
**REF NO: HR4/4/3/2/ASDBSCM/UIF**

**SALARY** : R382 245 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Governance/ Advanced Diploma in Governance Four (4) years' experience of which two (2) years must be functional experience in Board and Committees environment and two (2) years supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Promotion of Access to Information Act (PAIA), Protected Disclosure Act, Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Appeals Processes and Procedures Board Services Charter, Promotion of Access to Information Act (PAIA), Protected Disclosure Act. Skills: Presentation, Problem Solving, Planning and Organizing, Communication, Computer Literacy, Report Writing, Financial Management, Analytical. Facilitate investigations on national appeal cases referred by Provinces.

**DUTIES** : Coordinate the administration support service to the Board and Committees. Facilitate the provision of technical support on enquiries referred to the Fund e.g, Minister's Office, Public Protector, Director General and Commissioner. Manage resources (Human, Financial, Equipment/ Assets) in the Sub Directorate.

**ENQUIRIES** : Ms M Siyotula Tel No: (012) 337 1736  
**APPLICATIONS** : Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/30** : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO:**  
**HR4/4/3/2/ASDOSS/UIF**

**SALARY** : R382 245 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Administration / Public Management. Two (2) years functional experience in Operations environment. Two (2) years supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Numeracy, Report Writing, Planning and Organizing.

**DUTIES** : Facilitate provincial operational performance. Provide operational support services in provincial offices to ensure consistency. Coordinate the implementation of new operational policies and procedures. Manage resources (Finance, Equipment, Assets) in the Sub-directorate.

**ENQUIRIES** : Ms NG Tshabalala Tel No: (012) 337 1508  
**APPLICATIONS** : Chief Director: Human Resources Management: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 16/31** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/10/415**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Risk Management/ Internal Auditing/ Accounting /Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Sector Risk Management Frame, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Anti fraud and

- corruption policies, Criminal & Commercial Law, Labour Relations, legislations, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigations, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentations, 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 Programmes. Establish and manage and integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 16/32** : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/10/416**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Provincial Office: Western Cape  
: Three (3) year relevant tertiary qualification in Fleet Management or equivalent in the related Field. Two (2) years Supervisory experience. Two (2) years functional experience in Fleet and / or Transport Services. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA, BCEA. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communications, People Management.
- DUTIES** : Provide input and implement policies pertaining licensing of Provincial vehicles. Monitor licensing disc and tracking disc for all vehicles in the Province, Monitor asset register of Departmental vehicles, Coordinate and monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operation of the subsidised motor transport scheme.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 16/33** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR 4/4/8/02**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Provincial Office: Northern Cape  
: Three (3) year qualification in Office Management / Administration / Public Administration. Two (2) years supervisory experience. Two years functional experience in office support environment. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Perform all administration pertaining to the Inspection and Enforcement Services services. Conduct Provincial verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to Provincial Chief Inspector. Coordinate and monitor projects of the Unit. Compile reports for the complex cases that require the attention of the Provincial Chief Inspector. Attend to DG & Ministerial enquiries. Manage the resources in the Sub-Section.
- ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: 053 838 1702  
: 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

**POST 16/34** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE REF NO: HR4/1/1/159**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office, Eastern Cape  
**REQUIREMENTS** :

Three-year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in the Human Resource Development/ Training/Performance Environment. A valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislations, Code of Good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Skills: Management, Financial Management, Computer literacy, Innovative, Analytical, Problem solving, Communication, Time Management, Team building, Training, mentoring and coaching, Diversity management, Technical(Project Management, Quality Management).

**DUTIES** : Coordinate and monitor the implementation of Human Resource Development initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction Programmes in the Province. Monitor and evaluate the impact of training implemented in the Province. Manage all the resources of the Sub-unit.

**ENQUIRIES** : Mr N MTWA Tel No: 043 701 3032  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005 East London, 5200 or hand deliver at No.3 Hill Street, East London.

**POST 16/35** : **EMPLOYMENT SERVICE PRACTITIONER REF NO: HR4/4/4/04/01**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre, Pretoria  
**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** : Ms M A Phasha Tel No: (012) 309 5000  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein.

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

**POST 16/36** : **OHS INSPECTOR REF NO: HR 4/4/10/417**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Mitchell's Plain (Western Cape)  
**REQUIREMENTS** :

Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/37** : **INSPECTOR REF NO: HR4/4/10/418**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Bellville (Western Cape)  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. 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, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, 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, BCEA; LRA; EEA; UIA; COIDA; OHS and 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, Contribute at a higher level of 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. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/38** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Mitchell's Plain (Western Cape) Ref No: HR 4/4/10/419 (X1 Post)  
Labour Centre: Mossel Bay- Swellendam (Western Cape) Ref No: HR 4/4/10/420 (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 APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.
- POST 16/39** : **TEAM LEADER REF NO: HR4/4/10/430**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Labour Centre: Beaufort West (Western Cape)  
: Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law or Electrical/ Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. 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, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, 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, BCEA; LRA; EEA; UIA; COIDA; OHS and 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 of 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 APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 16/40** : **TECHNICIAN ACCIDENT, LOSSES AND MAINTENANCE REF NO: HR 4/4/8/14**  
(Re-advertisement, applicants who previously applied must-reapply)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Provincial Office: Northern Cape  
: Three (3) year tertiary qualification in Transport/ Fleet Management. Valid driver's license. Two (2) years functional experience in Transport Environment. Knowledge: Public Service Financial Management, Departmental Policies and Procedure, Motors Mechanics back-ground, Transport prescriptions, Vehicle Inspection. Skills: Fix Minor problems on vehicles, Computer literacy, Presentation, Innovative, Analytical, Communication-Verbal and Written.

**DUTIES** : Collect information on incident scenes for provincial Office. Liaise with relevant stakeholders to gather information to avoid losses and investigate losses of fleet assets in the Province. Provide vehicle maintenance support to ensure that all vehicles in the Department are in good conditions. Disseminate information to the relevant stakeholders.eg newly developed policies, new prescripts pertaining transport etc

**ENQUIRIES APPLICATIONS** : Mr D Mhlophe Tel No: (053) 838 1501  
: 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

**POST 16/41** : **PERFORMANCE INFORMATION MANAGEMENT OFFICER REF NO: HR4/4/10/421**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Provincial Office (LMIS) Western Cape  
: Three (3) year tertiary qualification in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma in Monitoring and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data analysis, Statistical and research, Computer, Management and leadership.

**DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.

**ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

**POST 16/42** : **FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/10/422**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Provincial Office: Western Cape  
: A relevant three (3) tertiary in Transport/ Fleet Management. A valid driver's licence. One (1) year functional experience in Fleet/ Transport Management services. Knowledge: Procurement, servicing, operation, maintenance and repair of county vehicles, Methods, materials, tools and equipment used in maintenance and repair of vehicles, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedure for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service regulations, operations, policies and objective, Policies and objectives assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication skills, Interpersonal skills using tact, patients and courtesy, Operation of a computer and assigned software, Technical aspects of filed and speciality. Skills: Communication, Coordination, Planning and organising, Report writing, Computer, Monitoring and evaluation, Time management.

**DUTIES** : Conduct inspection on Provincial Fleet vehicles. Enforce compliance on Provincial Fleet operations, Perform maintenance of fleet vehicles at the Province. Perform general administrative task in respect of fleet operations.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/43** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/423**

**SALARY** : R261 372 per annum



- CENTRE REQUIREMENTS** : Labour Centre: Cape Town (Western Cape)  
 : Three (3) year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills. Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.
- DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
- ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232  
 : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.
- POST 16/44** : **CLAIMS ASSESSOR (ADMINISTRATIVE OFFICER) REF NO: HR4/4/10/24**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
 : Labour Centre: Bellville (Western Cape)  
 : Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge of DoL and Compensation Fund objectives and business functions, Management functions and Management skills, Compensation policies, procedures and processes, Human anatomy/ Biology and medical terminology, stakeholders and Customers, Customer service(Batho Pele Principles, Required IT knowledge, IT operating systems, Risk awareness, COID Act, Regulations and policies, COID tariffs, COID Act, Regulations and Policies, constitution Act, DPSA guidelines on COID, Mutual association conditions and provisional settlements, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, general knowledge of Public service regulations. Skills: Required Technical Proficiency, numeracy, Business Writing, Required IT, Fund IT Operating systems, Data Capturing, Data and records management, Telephone Etiquette.
- DUTIES** : To administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for medical / accounts payment. Serve as a team leader or supervisor.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232  
 : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
- POST 16/45** : **INSPECTOR REF NO: HR4/4/10/425**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
 : Labour Centre: Oudtshoorn (Western Cape)  
 : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid drivers licence. 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: Planning and Organizing Conflict Management, Interpersonal Relations, Organizing Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with 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 to monitor compliance with labour legislation, Conduct advocacy campaign on all Labour Legislation

independently, Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.

**ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232  
 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/46** : **INSPECTOR (X5 POSTS)**

**SALARY CENTRE** : R211 713 per annum  
 Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/426 (X1 Post)  
 Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/428 (X4 Posts)

**REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB, 0 experience relevant to the post and valid driver's license Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

**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 APPLICATIONS** : Mr. Q Bowman Tel No: 082 901 3232  
 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 16/47** : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/20**

**SALARY CENTRE** : R211 713 per annum  
 KZN Durban

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

**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 APPLICATIONS** : Mr S Biyase Tel No: (031) 401 9424  
 Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 or hand deliver at Govt Buildings Masonic Grove, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 16/48** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/8/27**

**SALARY** : R176 310 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Northern Cape
	:	Matriculation/ Grade 12 with passed Commercial subjects (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS System, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
<b><u>DUTIES</u></b>	:	Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Compile and render payment processes for goods and service procured. Render processes of inventory management support within the Province. Render assets management support to comply with Departmental policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TD Mhlophe Tel No: 053 838 1501
	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 16/49</u></b>	:	<b><u>TELECOM OPERATOR REF NO: HR4/4/1/195</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum
	:	Gqeberha Labour Centre
	:	Matriculation/ Grade 12/ Senior Certificate: Knowledge: Batho Pele Principles, Telephone etiquette, Departmental Policies, Knowledge of Switchboard operations. Skills: Communication skills, listening skills, Judgement, Diplomacy, Identify problems, Interpersonal relationship, Basic literacy.
<b><u>DUTIES</u></b>	:	Render an effective and efficient telephonic service. Give assistance to IT Admin and Office Services Unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Ngqolowa Tel No: 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.
<b><u>FOR ATTENTION</u></b>	:	Deputy Director Labour Centre Operations: Gqeberha.

**GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR.**

<b><u>NOTE</u></b>	:	The Department of Employment and Labour, Kimberly Provincial Office would like to invite qualifying applicants to apply for 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 at the Public Service, never participated in any Internship programme and must be between the age of 18-35.
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**OTHER POST**

<b><u>POST 16/50</u></b>	:	<b><u>INTERN: PSYCHOMETRIST/REGISTERED COUNSELLOR (X7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R6 666.00 per month
	:	Calvinia Labour Centre: Northern Cape Ref No: 4/4/8/30 (X1 Post)
	:	Postmasburg Labour Centre: Northern Cape Ref No: 4/4/8/31 (X1 Post)
	:	Springbok Labour Centre: Northern Cape Ref No: 4/4/8/32 (X1 Post)
	:	Kuruman Labour Centre: Northern Ref No: 4/4/8/33 (X1 Post)
	:	De Aar Labour Centre: Northern Cape Ref No: 4/4/8/34 (X1 Post)
	:	Kimberley Labour Centre: Northern Cape Ref No: 4/4/8/35 (X1 Post)
	:	Upington Labour Centre: Northern Cape Ref No: 4/4/8/36 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Bpsych or Honours in Psychology. Registration with HPCSA as Psychometrist or Registered Counsellor.
<b><u>DUTIES</u></b>	:	Provide and implement employment counselling services. Develop employment counselling services materials and conduct research. Provide and implement psychometric assessment and selection services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Kgomotoso Mogotloane Tel No: (053) 838 1527
	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley