

**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** : 09 September 2022 at 16:00
- NOTE** : Instruction: 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ 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)

**OTHER POSTS**

- POST 32/11** : **EMPLOYMENT SERVICE PRACTITIONER 3 REF NO: HR4/4/6/117**
- SALARY** : R477 090 per annum
- CENTRE** : Polokwane Labour Centre
- REQUIREMENTS** : Three (3) years relevant qualification in Social Science / Public Administration, Two (2) years supervisory experience, Two years' functional experience in Employment Services administration/ coordination. Knowledge: ILO Conventions, Financial management, Human resource management, Recruitment and selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

**DUTIES** : Coordinate and maintain the relationship within Employment Service stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the department. Oversee the provision of technical advice and administration services regarding Public Employment Service legislations to the clients. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

**ENQUIRIES APPLICATIONS** : Ms MS Lebogo Tel No: 015 290 1662

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

**POST 32/12** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/6/118**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Labour Centre, Thohoyandou  
 : 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** : Ms. TE Maluleke Tel No: 015 290 1768

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

**POST 32/13** : **SUPERVISOR (DRIVER) MOBILE LABOUR CENTRE: REGISTRATION SERVICES REF NO: HR4/4/6/119**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Louis Trichardt Labour Centre  
 : Three (3) year tertiary qualification in Public/Business Administration/Management/ Transport Management. Two (2) years relevant experience as Client Service Officer. Valid Code 10 drivers licence and a PDP. Knowledge: Labour legislations, Departmental policies and procedures, Departmental guidelines and directives, Public service regulations (basic knowledge), Client orientation Strategy (Batho Pele Principles). Skills: Computer literacy, Planning and organising of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing, Driving, Problem solving.

**DUTIES** : Render effective Employment Services functions. Provide effective Inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services. Manage Mobile Labour (MLC).

**ENQUIRIES APPLICATIONS** : Mr M Makgobola Tel No: 015 290 1664

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

**POST 32/14** : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/6/120**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Modimolle Labour Centre  
 : Three-year tertiary qualification in Public Management / Public Administration / Social Science / OHS / Finance / HRM, Two years' functional experience in a pension administration / claims processing environment of a financial nature.

Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving and decision making.

**DUTIES** : Render pension administrative duties. Claims adjudication and processing.

**ENQUIRIES** : Ms. JM Fope Tel No: 015 290 1699

**APPLICATIONS** : 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 32/15** : **SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATOR REF NO: HR4/4/6/121**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : Three-year relevant tertiary qualification in Risk Management/Internal Audit/Risk and Security Management, Two years functional experience in anti-fraud and corruption environment and a Valid driver's license Knowledge: Investigative Principles and Practices, Departmental and Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic knowledge of all Labour legislations, Anti-Fraud and Corruption policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing, Time management, Conflict management, Analytical, Investigation skills, Communication, Computer literacy, Presentation skills, Communication skills.

**DUTIES** : Implement Fraud and Corruption Prevention Strategies. Conduct investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

**ENQUIRIES** : Ms. TE Maluleke Tel No: 015 290 1768

**APPLICATIONS** : 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 32/16** : **FIELD ICT TECHNICIAN REF NO: HR 4/4/8/58**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office: Northern Cape

**REQUIREMENTS** : A Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Systems PLUS a valid code 8 driver's license. 2 years functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Processes, Departmental Policies and procedures, Batho Pele Principles. Skills: Communications, Analytical thinking, Process Improvement, Leadership, Good interpersonal relation, Listening.

**DUTIES** : Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.

**ENQUIRIES** : Ms M Hlanjwa Tel No: 053 838 1704

**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 32/17** : **PRACTITIONER: FLEET MONITORING & INSPECTION REF NO: HR4/4/6/122**

**SALARY** : R261 372 per annum

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : A relevant three (3) year relevant tertiary qualification in Transport/ Fleet Management, one (1) year functional experience in Fleet/ Transport Management Services, and a valid driver's license. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles, Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service Regulations, operations, policies and objectives, Policies and objectives of assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication skills, Interpersonal skills using tact, patience and courtesy, Operation of a computer and assigned software, Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organizing, Report writing, Computer, Coordination, Monitoring and evaluation, Time management.

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

**ENQUIRIES APPLICATIONS** : Ms. TE Maluleke Tel No: 015 290 1768

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane.

**POST 32/18** : **CLIENT SERVICE OFFICER REF NO: HR 4/4/8/01**  
(Re-advertisement)

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
Upington, Northern Cape  
Matriculation/ Grade 12. No experience needed. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Department Policies, Procedures and Guidelines, Batho Pele principles.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all Clients who visit the Labour Center. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive all COIDA Applications and Employer registration forms for COIDA. Render general administrative duties and participate in advocacy sessions as and when required.

**ENQUIRIES APPLICATIONS** : Mr S Ndimande Tel No: (054) 331 1752

**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

**POST 32/19** : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR4/4/6/123**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
Labour Centre Modimolle  
Grade twelve certificate. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, IT operating Systems, Risk awareness, COID Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge Skills: Required Technical Proficiency, Business Writing skills, Required IT skills, Fund IT Operating Systems, Data capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Mr. M Makgobola Tel No: 015 290 1664

**APPLICATIONS** : 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 32/20** : **PROVISIONING CLERK REF NO: HR4/4/6/124**

**SALARY** : R176 310 per annum  
**CENTRE** : Provincial Office Limpopo  
**REQUIREMENTS** : Matriculation/Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. 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.

**DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficiency in the Province. Render assets management support to comply with Departmental policies.

**ENQUIRIES** : Ms. JM Fope Tel No: 015 290 1699  
**APPLICATIONS** : 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 32/21** : **ADMINSTRATON CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/6/125**

**SALARY** : R176 310 per annum  
**CENTRE** : Labour Centre Thohoyandou  
**REQUIREMENTS** : Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

**DUTIES** : Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

**ENQUIRIES** : Mr M Makgobola Tel No: 015 290 1664  
**APPLICATIONS** : 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 32/22** : **OFFICE AID REF NO: HR4/4/6/126**

**SALARY** : R124 434 per annum  
**CENTRE** : Labour Centre Modimolle  
**REQUIREMENTS** : Standard 8 / Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice Skills: Interpersonal skills, Verbal communications, Listening.

**DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

**ENQUIRIES** : Ms. MS Lebogo Tel No: 015 290 1662  
**APPLICATIONS** : 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