

## 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** : 19 May 2023 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, initialed and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. 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).
- ERRATUM:** Kindly note the advertised post of OHS Inspector with Ref No: HR4/4/5/35 for Labour Centre: Kokstad advertised on Public Service Vacancy Circular 14 dated 21 April 2023 with a closing date 09 May 2023 is advertised with the incorrect requirements. The correct educational requirements are Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e. Mechanical Engineering, Mechatronic Engineering and a valid driver's licence. The rest of the advert remains the same. The closing date is extended to 19 May 2023. Sorry for inconvenience. Enquiries: contact Mr. Frank Thengwayo Tel No: 012 309 4497

## OTHER POSTS

**POST 15/20** : **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT**  
**REF NO: HR4/23/05/02 HO**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY** : R811 560 per annum, (all inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate degree (NQF7) in Information Technology/ Computer Science/ Informatics. Five (5) years' functional experience at an Assistant Director or middle Management level in complex ICT Application complex environment as Application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle and PLSQL. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem-solving, Communication, Time-Management, Project-Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.

**DUTIES** : Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate.

**ENQUIRIES** : Ms. Engela Cronje Tel No: 083 797 1452  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resource Operations, Head Office.

**POST 15/21** : **ASSISTANT DIRECTOR: ACCOUNTS AND BOOKINGS REF NO:**  
**HR4/23/05/01HO**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/ Public Management/ Financial Management/ Financial Administration and Business Management/ Travel & Tourism Management/ Tourism Management. Valid Driver's Licence. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years' functional experience in Fleet Management/ Transport services. Knowledge: Public Finance Management Act, Departmental Policies and procedures, Intermediate Human Resource and Development, General Management, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act and Employment Equity Act, National Treasury Framework related to Travel and Subsistence. Skills: Computer literacy, Analytical, Verbal/ written Communication, Project Management, Attention to detail, Planning and Organizing, Research, Networking, Coordinating, Time management, Managerial and supervision.

**DUTIES** : Manage and administer air travel, hotel accommodation, car rental, shuttle and conference venue in the Department. Reconciliation and monitoring of travel account of the Department (e.g. open vouchers, unused flight tickets, fruitless and wasteful expenditure etc.). Manage the accounts to ensure payment of services providers within 30 days. Monitor compliance with Travel Management Policies and available prescripts. Manage resources in the Section.

**ENQUIRIES** : Mr P Kgare Tel No: 012 309 4485  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 15/22** : **ASSISTANT DIRECTOR: MARKETING AND ADVERTISING REF NO:**  
**HR4/23/05/03 HO**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree in Communication Science/ Public Relations/ Marketing. Four (4) years of functional experience in Marketing. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Basic knowledge of all legislation, Marketing Communication principles, Project Management, Batho Pele Principles. SKILLS: Planning and Organizing, Interpersonal, Computer literacy, Communication Skills, Problem Solving, Listening and observation, Negotiations, Time Management, Crisis Management, Creative writing.

**DUTIES** : Implement advertising strategy. Monitor the implementation of advertising campaigns. Manage the procurement and distribution of promotional items. Manage all the resources in the Division.

**ENQUIRIES** : Mr M Pela Tel No: 012 309 4247

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 15/23** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: HR4/23/05/04HO**

**SALARY** : R424 104 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Contract Law/ Commercial Law/B Com Law/Law of Purchasing/B Com in Supply Chain Management/LLB. Four (4) years' experience of which two (2) years is supervisory experience and two (2) years is functional experience in Contract Management. Knowledge: Constitution Act 108 of 1996, Supply Chain Management procedures, Government Procurement Policies, General conditions of contract, Closed Corporation Act of 1984, South African legal system Department's strategic plan, Internal policies. Skills: Verbal and written communication, Supervisory, Negotiation, Interpersonal relations, Decision-making, Problem solving, Analytical, Presentation, Training Provinces and in the workplace, Orientate customer focus, Time management, Computer Literacy (MS Word, Excel, PowerPoint, Access, Outlook & Internet).

**DUTIES** : Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage resources of the Division.

**ENQUIRIES** : Mr M Mthombeni Tel No: (012) 309 4890

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 15/24** : **SENIOR INTERNAL AUDIT (INFORMATION TECHNOLOGY AUDIT) REF NO: HR4/23/05/05HO**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY** : R359 517 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Internal Auditing/ B. Com Accounting/ B. Com Information Systems/ BCom IT Management/ Informatics/ Information Systems/ BSc IT/ Computer Science. Two (2) years functional experience Information Technology Auditing including General Control Reviews. Valid Driver's License. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITL, IS02700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good

Interpersonal, Presentation, Risk Assessment, Teammate (Audit Software), Data analytics (ACL, IDEA, Teammate analytics) Ability to work with minimal supervision, Report Writing, Driving, Analytical skills, Audit Techniques.

**DUTIES** : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within DeL. Supervise the resources in the section.

**ENQUIRIES** : Ms. T Macumbaia Tel No: 012 309 4424

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 15/25** : **SENIOR FRAUD INVESTIGATORS REF NO: HR4/4/4/03/17 (X2 POSTS)**

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office: Gauteng

**REQUIREMENTS** : Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management/Accounting/Law/Policing/Forensic Investigation/CFE qualification. Prepared to travel nationally (In possession of at least a Code 8 driver's licence). Two years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution 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 skills, Time Management, Conflict Management, Analytical, Investigation skills, Communication, Computer Literacy, Presentation skills, Communication skills, Report writing.

**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 Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.

**ENQUIRIES** : Ms SI Tyantsi Tel No: (011) 853 0899

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/26** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/840**

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office: Bloemfontein Free State

**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. Valid driver's Licence, Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIS & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.

**ENQUIRIES** : Mr. R Cornelissen Tel No: (051) 505 6324

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/27** : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/7/127**

**SALARY** : R359 517 per annum

**CENTRE** : Emalahleni Labour Centre

**REQUIREMENTS** : Three-year tertiary qualification in degree/diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 3-5 years' experience in a claims processing environment of compensation or medical claims is highly

desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology. Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical/ Accounts payments. Serve as a Team Leader/ Supervisor.

**ENQUIRIES** : Ms G Malatsi Tel No: 013 653 3800  
**APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)

**POST 15/28** : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/05/20**

**SALARY** : R359 517 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three-year qualification in Financial Accounting/BCOM Accounting/Accounting/BCOM LAW/ BCOM in Commerce. 1-2 years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Diseases Act (COIDA). OHS Act and Regulations. Public Service Act. Public Service Regulation. Public Financial Management Act (PFMA). Skills: Facilitation. Planning and organising. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

**DUTIES** : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct advocacy in relations to COIDA. Enforce compliance. Supervise the resources with the section.

**ENQUIRIES** : Mr. M Maluleke Tel No: (018) 387 8100  
**APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)

**POST 15/29** : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: HR4/4/05/21**

**SALARY** : R359 517 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three (3) year qualification in Labour Relations Management/BCOM Law/LLB/Internal Auditing. A valid driver's license. Two (2) years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, COIDA. Skills: Facilitation, Planning and organising, Computer literacy, Problem solving, interviewing skills, Communication written and verbal, Interpersonal, Innovation, Analytical, Research, Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resource within the Unit.

**ENQUIRIES** : Mr. M Maluleke Tel No: (018) 387 8100  
**APPLICATIONS** : To apply follow the link [https://essa.labour.gov.za/EssaOnline/WebBeans/follow\\_all\\_steps](https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps)

**POST 15/30** : **UI CLAIMS OFFICER REF NO: HR 4/4/7/126**

**SALARY** : R294 321 per annum  
**CENTRE** : Mpumalanga Provincial Office: stationed at Malelane Labour Centre  
**REQUIREMENTS** : Grade 12. 0-6 months' working experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
- ENQUIRIES** : Ms N Ndlovu Tel No: 013 791 6000
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps
- POST 15/31** : **CLAIMS PROCESSOR REF NO: HR4/4/7/128**
- SALARY** : R294 321 per annum
- CENTRE** : Malelane Labour Centre
- REQUIREMENTS** : Three-year tertiary qualification Degree/Diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numbering, Business Writing Skill, Required IT Skills, Communication (Written and Verbal), Data capturing, Data and Records management, Telephone skills and Etiquette.
- DUTIES** : Handle claim registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
- ENQUIRIES** : Ms LL Shawe Tel No: 013 753 2844
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps
- POST 15/32** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
- SALARY** : R241 485 per annum
- CENTRE** : Labour Centre: Makhanda Ref No: HR4/4/1/700 (X1 Post)  
Labour Centre: Nqanqarhu Ref No: HR4/4/1/701 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, 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** : Ms N Mvanyashe Tel No: 045 9321 424  
Ms N Ntlokwana Tel No: 046 6222 104
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps
- POST 15/33** : **BCEA INSPECTOR REF NO: HR4/4/5/37 (X2 POSTS)**
- SALARY** : R241 485 per annum
- CENTRE** : Pietermaritzburg Labour Centre
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). SKILLS: Facilitation skills, Planning and Organizing (own work),

Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz0 inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Mr M September Tel No: (033) 341 5300  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/34** : **ACCOUNTS AND BOOKING CLERK REF NO: HR4/4/7/111**

**SALARY** : R202 233 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. A valid driver's license. No experience required. 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: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People Management.

**DUTIES** : Provide booking services of cars in the province (Daily). Attain information to prepare payment for service providers (Daily). Acquire information on payment of fines (Weekly). Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc. (Monthly).

**ENQUIRIES** : Mr. W. Terry Tel No: 013 655 8900  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/35** : **SECURITY OFFICER REF NO: HR 4/4/7/122**

**SALARY** : R171 537 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written. Communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.

**DUTIES** : Control access in and out if the Labour Centre and a provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily). Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily). Conduct internal investigations and enforce security rules and regulations (Daily).

**ENQUIRIES** : Ms N Mashibini Tel No: 013 655 8700  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 15/36** : **OFFICE AID REF NO: HR 4/4/8/842**

**SALARY** : R147 036 per annum  
**CENTRE** : Ficksburg Labour Centre Free State  
**REQUIREMENTS** : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.

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

**ENQUIRIES** : Mr T Moholi Tel No: (051) 933 2299  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps