

## 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 June 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, initialled 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).

## OTHER POSTS

**POST 18/16** : **ASSISTANT DIRECTOR: CAREER COUNSELLOR REF NO: HR4/4/1/11**

**SALARY** : R527 298 per annum

**CENTRE** : EmaXesibeni Labour Centre

**REQUIREMENTS** : Post-graduate qualification in Psychology on Master's degree. Two (2) years supervisory experience. Two (2) years functional experience in Employment/ Career Counselling. A valid driver's license. Registration with HPCSA as counselling Psychologist, Knowledge: International Labour Organisation Conventions. General administrative procedures. Psychometric assessment.

Employment counselling. UN Rules and Convention on People with Disabilities. Basic Research. Employment Services Bill. Good Governance. Recruitment and Selection. Public Service Regulations. Departmental policies and procedures. Unemployment Insurance Act. Health Professions Act and ethical regulations. Employment Equity Act. COIDA, PFMA and Unemployment Insurance Act. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Leadership. Project management. Stakeholder management.

**DUTIES** : Develop and implement Career Guidance programmes for the work-seekers. Develop Career Guidance resource materials. Coordinate the delivery of assessment and selection services. Collaborate with stakeholders relating to Career Guidance services. Manage all resources in the Division.

**ENQUIRIES** : Ms N Douw-Jack Tel No: (043) 701 3128

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London 5200 or hand deliver at No. 3 Hill Street, East London.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 18/17** : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SUPPORT SERVICES**  
**REF NO: HR4/4/5/42**

**SALARY** : R424 104 per annum

**CENTRE** : Provincial Office: KZN

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Human Resource Management, Business Administration, Business/Public Management. Two (2) years supervisory experience. Two (2) years functional experience in executing Administrative support functions. Knowledge: Financial Management, Human Resource Management, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA). Skills: Planning and organizing, Communication (both verbal and written), Computer skills, Analytical skills, Presentation skills, Interpersonal skills, Leadership, Networking, Assertive and Client focused.

**DUTIES** : Monitor the implementation of Human Resource Policies in Directorate PES in the Province. Monitor implementation of Performance Management System in Directorate PES in the Province. Monitor implementation of Staff capacity building processes in the Directorate PES in the province. Monitor the implementation of proper financial administration in the Directorate PES in the province. Consolidate institutional performance reports for Public Employment Services in the province. Coordinate the implementation on procurement of goods and services and proper recording of PES assets.

**ENQUIRIES** : Ms Z Maseko Tel No: (031) 366 2010

**APPLICATIONS** : Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

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

**POST 18/18** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

**SALARY** : R359 517 per annum

**CENTRE** : Ulundi Labour Centre Ref No: HR4/4/5/37 (X1 Post)  
Pietermaritzburg Labour Centre Ref No: HR4/4/5/44 (X1 Post)

**REQUIREMENTS** : Three (3) year qualification in Business Administration/Management, Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Service Regulations and Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation and Analytical.

**DUTIES** : Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injuries and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.

**ENQUIRIES** : Mr T Nkosi Tel No: (035) 879 8800  
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 18/19** : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/4/05/01**

**SALARY** : R359 517 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Public Management. One (1) year experience in Operations. Knowledge: National Archives Act, Public Financial Management Act (PFMA), Public Service Regulation, Public Service Act, Unemployment Insurance Act (UIA) Unemployment Insurance Contributions Act (UICA), Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and Organizing.

**DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filling and record management services. Supervise the processing and process documents for archiving and / disposal. Supervise human resources/ staff.

**ENQUIRIES** : Mr PP Godongwana Tel No: (011) 853 0303  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 18/20** : **SENIOR PRACTITIONER: STORE AND WAREHOUSE MANAGEMENT REF NO: HR4/4/3/1/SPSWM/UIF**

**SALARY** : R359 517 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A three (3) year tertiary qualification (NQF Level 6) in Logistic / Supply Chain Management / Public Administration/ Management/Public Supply Chain Management. Two (2) year functional experience in Purchasing and warehouse environment. Knowledge: Supply Chain Management: A Guide for Accounting Officer, Preferential Procurement Policy Framework Act no 5 of 2000, Treasury Regulation, Public Finance Act, no 1 of 1999, Broad Based Black Economic Empowerment Act 2003, Internal Policies and Circulars, SCM National Treasury Practice Notes. Skills: Communication, People Management, Problem Solving, Planning and Organizing. Computer Literacy, Presentation, Report writing, Listening, Negotiation, Conflict Handling, Time Management, Work in high pressure environment.

**DUTIES** : Verify the receipt and issuing of stock. Verify processing of warehouse requisitions and travel invoices. Validate accurate records of movements of inventory, goods and services procured. Verify the replenishment of stock. Supervise resources in the Sub-Directorate.

**ENQUIRIES** : Ms. M Smith Tel No: (012) 337 1858  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 18/21** : **DATA INFORMATION AND MANAGEMENT REF NO: HR 4/4/8/844**

**SALARY** : R294 321 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification (NQF Level six) in Statistics/ Economics/ Informatics/Econometrics. One (1) year functional experience in administration/ statistical data collection/ labour market. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Methodology. Skills: Computer, Analytical, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research.

**DUTIES** : Monitor and analyse the labour market information. Maintain and archive the Provincial labour market information. Provide Job Opportunity index in the Province.

**ENQUIRIES** : Ms M Monyane Tel No: (051) 505 6298  
**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 18/22** : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: HR4/4/1/160**

**SALARY CENTRE REQUIREMENTS** : R241 485 per annum  
 : Labour Centre: Graaff Reinet  
 : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

**ENQUIRIES APPLICATIONS** : Ms N Ntobe Tel No: 049 892 2142  
 : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 18/23** : **REGISTRY CLERK REF NO: HR4/4/3/1/RCRM/UIF**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
 : Unemployment Insurance Fund, Pretoria  
 : Grade 12/ Senior Certificate or equivalent qualification. No experience required. Knowledge: National Archives Act. Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA), Batho Pele Principles, Record Management. Skills: Communication. Listening, Computer Literacy Time Management, Interpersonal, Planning and Organizing.

**DUTIES** : Provide registry counter services, Handle incoming and outgoing correspondence. Render effective filing and record management services. Operate office machines in relation on the registry function. Process documents for archiving and/ disposal.

**ENQUIRIES APPLICATIONS** : Mr MC Moroaswi Tel No: (012) 337 1562  
 : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

**POST 18/24** : **SECURITY OFFICER REF NO: HR4/4/3/1/SO/UIF**

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum  
 : Unemployment Insurance Fund, Pretoria  
 : Grade 12 or equivalent qualification Private Security Industry Regulatory Authority (PSIRA) Grade C. No experience. Knowledge: Access to Public premises and vehicles Act, Private Security Industry Regulatory Authority Procedures (PSIRA Evacuation Procedures, Batho Pele Principles, Public Service Regulation Act (PSR), Minimum Information Security Standard (MISS), Minimum Physical Security Standards (MPSS), Departmental policies and procedures. Skills: Verbal and written communication skills. Problem solving skills. Analytical skills. Computer skills, Good Interpersonal relations skills, Customer Care skills.

**DUTIES** : Render the physical security services. Render the information security services. Render access to the building and key control.

**ENQUIRIES APPLICATIONS** : Mr KI Mphephu Tel No: (012) 337 1651  
 : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps