

## 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** : 14 August 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/> For help with the link please call hotline free number 0860101018 or email [PES@labour.gov.za](mailto:PES@labour.gov.za) 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. The successful candidate will be expected to sign a contract of employment and a 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 26/18** : **SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION)**  
**REF NO: EC/2023/07/90407179**  
(Re-advertisement, applicants who previously applied must-reapply)

**SALARY** : R359 517 per annum

**CENTRE** : Provincial Office Eastern Cape

**REQUIREMENTS** : Three (3) year tertiary qualification in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. A valid Driver's Licence. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.

**DUTIES** : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.

**ENQUIRIES** : Mr M Marala Tel No: (043) 701 3005

**POST 26/19** : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO EC/2023/07/90407183**

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
: Provincial Office: Eastern Cape  
: Three (3) years relevant tertiary qualification in Risk Management/Internal Audit. Two (2) years functional experience in Risk Management. Valid Driver's Licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.

**DUTIES** : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the Section.

**ENQUIRIES** : Mr S Nduli Tel No: (043) 701 3017  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/20** : **BCEA INSPECTOR REF NO: NW/2023/07/90405902**

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
: Rustenburg Labour Centre  
: Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

**DUTIES** : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

**ENQUIRIES** : Mr S Shongwe Tel No: (018) 387 8186  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/21** : **SENIOR COID EMPLOYER AUDITOR REF NO: NW/2023/07/90405908**  
(Re-advertisement, applicants who previously applied must-reapply)

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
: Provincial Office: Mmabatho  
: 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 S Shongwe Tel No: (018) 387 8186  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/22** : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: NW/2023/07/90405909**  
(Re-advertisement, applicants who previously applied must-reapply)

**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 S Shongwe Tel No: (018) 387 8186  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/23** : **OHS INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: ZN/2023/07/90410798**

**SALARY** : R359 5170 per annum  
**CENTRE** : Durban Labour Centre  
**REQUIREMENTS** : Senior Certificate plus a 3 year recognised qualification in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognised professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with 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 SA Mchunu Tel No: (031) 401 9424  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/24** : **TEAM LEADER REF NO: EC/2023/07/90411763**

**SALARY** : R359 517 per annum  
**CENTRE** : Labour Centre: Gqeberha  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment

		Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). 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, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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.
<b><u>ENQUIRIES</u></b>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps">https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps</a> .
<b><u>POST 26/25</u></b>	:	<b><u>OHS INSPECTOR REF NO: EC/2023/07/90411149</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum Labour Centre: Gqeberha Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. 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, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a>
<b><u>POST 26/26</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER ONE (1) POST: HUMAN RESOURCE MANAGEMENT REF NO: EC/2023/07/90410803</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum Provincial Office East London, Eastern Cape Three (3) years relevant tertiary qualification in Human Resource Management. One (1)-two (2) years functional experience doing the Human Resource Management Services. Valid Driver's license. Knowledge: All Labour legislations, Departmental policies and procedures, HR related systems, Public

		service Act, Batho Pele principles, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organizing, Supervisory and Time Management.
<b><u>DUTIES</u></b>	:	Render the Recruitment and Selection process. Process and approve service benefits eg. Leave, housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resource policies. Monitor the payment of salaries.
<b><u>ENQUIRIES</u></b>	:	Mr. N Mtwa Tel No: (043) 701 3032 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a>
<b><u>POST 26/27</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: EC/2023/07/90410956</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum Labour Centre: Gqeberha Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. One (1) year functional experience in Inspection and enforcement services. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. MP Ngqolowa Tel No: (041) 506 5000 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a>
<b><u>POST 26/28</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R241 485 per annum Durban Labour Centre Ref No: ZN/2023/07/90410794 (X1 Post) Labour Centre: Kariega Ref No: EC/2023/07/90411762 (X1 Post) 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr SA Mchunu Tel No: (031) 331 1500 Ms XWS Mpongoshe Tel No: (041) 992 4627 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a>
<b><u>POST 26/29</u></b>	:	<b><u>CLIENT SERVICES OFFICER: REGISTRATION SERVICES REF NO: EC/2023/07/90411013</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R241 485 per annum Labour Centre: East London 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** : Mr. MC Njamela Tel No: (043) 702 7500  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/30** : **UI CLAIMS OFFICER REF NO: NW/2023/07/90405911**

**SALARY** : R241 485 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**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** : Mr S Shongwe Tel No: (018) 387 8186  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/31** : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: NW/2023/07/90405912**

**SALARY** : R202 233 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Grade 12/ Senior Certificate or Equivalent. No experience required. Knowledge: National Archive Act. Act. Public Service Regulation. Public Service Act. Public Finance Management Act. Record Management Act. Skills: Communication Listening. Computer literacy. Interpersonal. Time Management. Planning and Organizing.

**DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Process documents for archiving/disposal.

**ENQUIRIES** : Mr S Shongwe Tel No: (018) 387 8186  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

**POST 26/32** : **REGISTRY CLERK REF NO: NW/2023/07/90405913**

**SALARY** : R202 233 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Grade 12/ Matriculation/Senior Certificate. Knowledge: National Archive Act Guidelines and record management prescripts. Departmental Policy and Procedures. Batho Pele Principles. Departmental registry Procedures. Public Finance Management Act Skills: Communication skills. Computer literacy. Interpersonal relations. Problem solving. Organizing skills. Computer Literacy.

**DUTIES** : Maintain the filing system within a Provincial Office according to the Archives and records Management prescripts. Handle all correspondence for the Provincial Office and maintain records thereof. Operate the franking machine and ensure the availability of funds. Render administrative duties including procurement of stationery and equipment in the section. Clear Suspense accounts and unallocated accounts before month closure.

**ENQUIRIES** : Mr S Shongwe Tel No: (018) 387 8186  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>