

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** : 16 April 2025 at 16:00 (walk-in) and 00:00 midnight (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will 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. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. 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 Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign 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)

MANAGEMENT ECHELON

- POST 11/17** : **DIRECTOR- GENERAL REF NO: HR4/25/03/01HO**
Five (5) year performance based fixed term contract
- SALARY** : R2 259 984 per annum, (all- inclusive)

<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 8 as recognized by SAQA in Public Management/Public Administration/ Labour Relations/ LLB/ Business Administration/ Business Management/ Economics and Political Science. Valid driver's license. Ten (10) years of experience at Senior Managerial level. Successful completion of the Nyukela Public Service (SMS) Pre-Entry Programme endorsed by NSG is a prerequisite for appointment. Knowledge: Constitution of the Republic; National Development Plan; Public Service Act and Regulations; Public Service Administrative Management Act; Public Finance Management Act and relevant treasury regulations; Auditor General Prescripts; Labour Relations Act; Basic Conditions of Employment Act; Employment Equity Act; Unemployment Insurance Act (UIA); Compensation for Occupational Injuries and Diseases Act (COIDA); Occupational Health and Safety Act and regulations; International politics and relations; South African Foreign Policy; Departmental policies and procedures; Batho Pele principles, Thorough understanding of the Global and South African Labour Market, Knowledge of Public Service transformation and management issues. Skills: Superior leadership, Excellent written and verbal communication, Ability to interact with people at all levels; Strong public speaking; Proven change management and capability; Analytical, organizational, and interpersonal; Complex stakeholder management skills, especially at the intergovernmental level; Innovative and creative thinking; Strategic coordination; Project management; Policy formulation and computer literacy. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Thorough understanding of the global and South African labour market; Understanding of public service transformation and management issues; Good understanding of the workings of parliament and statutory bodies.
<u>DUTIES</u>	:	Provide strategic leadership and direction in delivering the Department's mandate. Provide strategic leadership on administration, executive support and corporate services. Oversee the provision and management of Inter-Governmental Relations, strategic management, governance and risks services. Oversee the delivery of Inspection and Enforcement Services (IES) nationwide. Implementation Public Employment Services (PES) across the Country and oversee implementation of strategy on co-ordination of government wide public employment programmes. Lead Labour Policy and Industrial Relations (LP&IR) to support the Department's mandate. Oversee the formulations, implementation and evaluation of Unemployment Insurance Act (UIA) and the Unemployment Insurance Contribution Act (UICA), including the implementation of poverty alleviation schemes or programmes/strategy. Oversee the formulation, implementation, and evaluation of the Compensation for Occupational Injuries and Diseases Act (COIDA), including poverty alleviation schemes and programmes.
<u>ENQUIRIES</u>	:	Ms B Matebesi Tel No: (012) 309 4865
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ3@labour.gov.za
<u>POST 11/18</u>	:	<u>DEPUTY DIRECTOR-GENERAL: LABOUR POLICY AND INDUSTRIAL RELATIONS REF NO: HR4/25/03/08HO</u>
<u>SALARY</u>	:	R1 741 770 per annum, (all -inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 8 as recognized by SAQA in Economics/Labour Economics/Research/Labour Relations/Labour Law/ International Relations. A valid driver's license. Eight (8) years of experience at a Senior Managerial level. Knowledge: The South African Labour Market, Public Service transformation and management issues, White paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, International Politics and relations, South African Foreign policy, International Labour Organisations, Access recognition and Licensing Committee, South African Development Community, African Union, Minimum Information Security, Public Finance Management Act. Skills: Financial management, Leadership, Verbal and written Communication, Computer literacy, Project management, Strategic management, Strategic management, Research, Conflict management, Problem solving, Strong leadership, Diplomatic and tactful.
<u>DUTIES</u>	:	Develop strategy to promote equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound Labour Relations in various Industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the impact on Legislations.
<u>ENQUIRIES</u>	:	Ms. MM Matyila Tel No: (012) 309 4026

APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za

POST 11/19 : **COMMISSIONER (DEPUTY DIRECTOR-GENERAL) REF NO: HR4/25/03/31HO**

SALARY : R1 741 770 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A qualification at NQF Level 8 as recognized by SAQA in Business Management/Finance/ Accounting/ Operational Management. Eight (8) years of experience at a Senior Managerial Level. Knowledge: Del and Compensation Fund strategies and Goals. Del and Compensation Fund Service Delivery Models. Labour Relations Act. Risk Management and Corporate Governance. Budgeting and Financial Management. Employment Equity Act. Basic Conditions of Employment Act. Relevant stakeholders. Customer Service (Batho Pele) Principles. COIDA. Legislative requirements: (COIDA). Public Finance Management Act. National Treasury Regulation. Occupational Health and Safety Act (OHSA). Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Constitution of SA. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Competencies and Skills: Communication (verbal and written). Computer Literacy. Strategic leadership and planning. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Managing inter-personal conflict and problem solving. Decision Making. Accountability. People Management and Empowerment. Internal and external environmental awareness.

DUTIES : Determine the Fund Strategy, Vision, Mission and Value of the Fund and develop strategic plans. Leads and strategically direct the operations of the Fund. Apply a broad Legal understanding in regulatory compliance. Represent the Fund at relevant internal and external structure as well as maintaining stakeholder's relations to enhance the value of Fund. Establish and maintain appropriate internal controls and corporate governance. Champion institutional transformation and organisational change in order to deliver on service delivery commitments. Strengthen the institutional capacity of the Fund. Manage senior management team.

ENQUIRIES : Ms. SBN Mhlungu at 060 975 8803
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ5@labour.gov.za

POST 11/20 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/03/16HO**

SALARY : R1 436 022 per annum, (all- inclusive)
CENTRE : Provincial Office: Eastern Cape
REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Public/ Administration/ Public Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior managerial level in a relevant operational environment. A valid driver's license. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms. MM Matyila Tel No: (012) 309 4026
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za

POST 11/21 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HR5/1/2/3/1**
Re-advertisement and applicants who previously applied are encouraged to re-apply.

SALARY : R1 436 022 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A qualification at NQF Level 7 & SAQA recognized in Human Resources Management/ Business Management or in any other field related to the job. Five (5) years' functional experience at Senior Managerial level in a Corporate Services / Support environment (Human Resource Management or Organisational Effectiveness or Communication or Legal Services). Knowledge: HRM Methodology, Principles and Strategies. Digital Acumen / Relevant HRM systems. Stakeholders Development and Management.

Grievance and Dispute Resolution. Organisational effectiveness methods and principles. HR Planning (Demand & supply of posts). Change Management Methodology and principles. Litigation Management. Legislative and Contract Development. Internal Communication information system guidelines (Corporate identity Guideline). Compliance, Governance and Risk Management. Knowledge of relevant legislation and regulations (Constitution Act, COIDA, LRA, EE Act, SDA, BCEA, PAIA, PFMA, OHS Act, National Treasury Regulations, etc.). Legislative Requirement: Public Service Act. Public Service Regulations. Promotion of Administrative Justice Act. Government Communication Framework. Skills: Strategic Capability and Leadership. Monitoring and Evaluation. Project / Programme Management. Budgeting and Financial Management. Strategy Development and Strategic Reporting. Communication. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction Setting. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.

DUTIES : Provide strategy direction and oversee Human Resource Management services for the Fund (including COID Provinces). Oversee organisational effectiveness services. Oversee the development and implementation for optimised strategies for Communication, Marketing and stakeholder Engagement. Oversee the provision of Legal Services. Manage the operations and resources (Human, Finance, Equipment, Assets) of the Chief Directorate.

ENQUIRIES : Ms. F Fakir at 083 706 5863
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or direct your applications to: Jobs-CF18@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 11/22 : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/25/03/09HO**

SALARY : R1 216 824 per annum, (all- inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A qualification at NQF Level 7 & SAQA recognized in Human Resources Management/ Public Administration/ Public Management. Valid driver's License. Five (5) years' experience at Middle/ Senior managerial level in Human Resources Management. Knowledge: Public Service transformation and management issues, White paper on transformation of public service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Access Recognition and licensing Committee, Human Resource development, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions of Employment Act, Public Financial Management Act, Employment Equity Act, Skills development Act. Skills: Planning and Organizing, Interpersonal, Computer Literacy, Ability to convert policy into action, Communication, Problem Solving, Listening and observation, Strategic management, Negotiation, Analysis, People Management, Presentation.

DUTIES : Provide guidance on the development and implementation of policies, research and monitoring objectives. Manage recruitment and selection processes, service benefits and employment equity. Manage the Employee Health and Wellness programmes and ensure proper planning of GDY matters within the Department. Manage MTEF Human Resource Plan submitted to DPSA. Manage all resources of the Directorate.

ENQUIRIES : Ms. MM Matyila Tel No: (012) 309 4026
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ6@labour.gov.za

POST 11/23 : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/25/03/13HO**

SALARY : R1 216 824 per annum, (all- inclusive)
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : A qualification at NQF Level 7 & SAQA recognized in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/ Auditing. A valid driver's license. Five (5) years of experience at a middle/senior managerial level in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and

		Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.
<u>DUTIES</u>	:	Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.
<u>ENQUIRIES</u>	:	Ms. A Moiloa Tel No: (012) 309 4389
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>POST 11/24</u>	:	<u>DIRECTOR: PROJECT MANAGEMENT (ICT) REF NO: HR4/25/03/10HO</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all- inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 & SAQA recognized in Computer Science/Information Systems/Information Technology. Certification in Project and Programme, Support Offices, Management of Portfolios, Management of value, and Management of Risk will be an added advantage. Five (5) years' experience at Middle/ Senior managerial level. Knowledge: Programme Management, ICT Systems and Development process, Change management frameworks, Quality assurance framework, Departmental policies and procedures, Batho Pele principles, Public Financial Management Act, Technical ICT standards and procedures, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Ability to convert policy into action, Skills Development. Skills: Project and programme management, Interpersonal, Analytical thinking, Process improvement, Communication Planning, Strategic management, Leadership, Facilitation, Negotiation, Change management, Team Management, Presentation, risk and issue management, Financial management, Quality management, Contract management, Integration management, Conflict Resolution, Schedule management, Multi-tasking.
<u>DUTIES</u>	:	Provide ICT business solution delivery frameworks and direction to the Programme Management Services. Manage the overall programmes of ICT projects design and implementation in DeL. Manage the implementation of effective and efficient business and system processes to ensure improved service delivery for DeL. Manage the implementation of an effective and efficient ICT quality framework on all business solutions. Manage all resources in the Directorate.
<u>ENQUIRIES</u>	:	Mr. A Maholela Tel No: (012) 309 4551
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
<u>POST 11/25</u>	:	<u>DIRECTOR: FINANCIAL COMPLIANCE AND REPORTING REF NO: HR4/25/03/11HO</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all- inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 & SAQA recognized in Auditing/Internal Audit/ Public Finance/ Financial Management/Accounting/Corporate Governance. A valid driver's license. Five (5) years' experience at Middle/senior managerial level in Auditing/Internal Audit/Financial Management/Accounting/Corporate Governance environment. Knowledge: Finance, Technical standards/procedures, HR matters, Managerial functions, financial regulations, Budget framework systems, Government Accounting Methods, Medium Term Expenditure Framework, Preferential Procurement Policy Framework Act, Supply Chain Management prescripts, Generally, Recognized Accounting Practice, Basic Accounting System, Personnel Salary System, Treasury Guidelines on the compilation of budgetary submission, Framework on Performance Information, Manual on the Financial Planning and Budgeting Systems, Strategic Planning Management. Skills: Strong Analytical, Problem solving, Communication, Training, Strategic Leadership, Planning, Budgeting, Public Finance, Financial oversight, Research, Computer Utilization, Strategic Financial management, Adaptability during changes to meet goals, Strategic management, Financial leadership, Policy formulation and analysis, People management, Risk management, Programme and Project management, Self-management.
<u>DUTIES</u>	:	Monitor and assess financial compliance and reporting with the Department and overseeing financial investigations, advisory and awareness (advocacy) on all matters relating to financial compliance within the Department. Oversee and guide on the preparations of Departmental Financial Reporting and Departmental Financial Statements. Monitor compliance with regard to financial reporting as well as corporate governance of SOES and the implementation of their work plans and Annual Performance Plans as prescribed by chapter 6 of the PFMA, King reports on good

governance and Treasury Regulations. Evaluate Financial Statements of industries falling within the Ministerial Minimum Wage Determination and decide on the affordability of such applications. Manage Human Resources in the Directorate.

ENQUIRIES
APPLICATIONS

- : Mr. BE Maduna Tel No: (012) 309 4285
- : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za