

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** : 23 May 2025 at 16:00 (walk-in) and 00:00 (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. JPEG (picture/snapshot) application will not be accepted. 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. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. 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 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)
- ERRATUM:** Kindly take note that the advertised post of Senior Manager: Medical Services (Non-Clinical) with Ref No: HR 4/4/7/30, post of Deputy Director: Beneficiary Services with Ref No: HR 4/4/7/27 and post of Employer Audit Officer with Ref No: HR 4/4/7/24 at the Provincial Office: Mpumalanga is being withdrawn. These posts are advertised on the Public Service Vacancy Circular 13 dated 11 April 2025 with closing date of 30 April 2025. Sorry for inconvenience. Enquiries: Rev MG Sibanyoni Tel No: (013) 655 8700 / Ms E Baholo Tel No: (013) 655 8700/ Mr ABM Mampuru Tel No: (013) 655 8700. Kindly note the advertised post of Deputy Director: Labour Centre Operations with a Ref No: HR4/4/10/801 for Labour Centre Cape Town (Western Cape) is a re-advertisement, applicants who applied previously must re-apply), the post is advertised on Public Service Vacancy Circular 14 dated 25 April 2025 with a closing date of 14 May 2025. Enquiries: Mr Q Bowman Tel No: (021) 441 8120. Kindly note correct number of posts to the filled by the advert of Administration Clerk: Vocational Rehabilitation (12 Months Fixed Term Contract) with Ref No: HR 5/1/2/3/10, for Compensation Fund, is (X9 Posts) advertised on Public Service Vacancy Circular 14 of 2025 dated 25 April 2025 with a closing date 14 May 2025. Enquires: Mr LK Fani at 082 886 9452

MANAGEMENT ECHELON

- POST 15/02** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/3/DES/UIF**
(1 Year Contract)
- SALARY** : R1 216 824 per annum, (all- inclusive)
- CENTRE** : Unemployment Insurance Fund, Pretoria

- REQUIREMENTS** : A qualification at NQF level 7 (as recognized by SAQA) in Project Management/ Public Management/ Public Administration or Business Administration/ Office Administration. Senior Management Leadership Programme Certificate. Five (5) years' experience at a middle/senior management level. Knowledge: Departmental policies and procedures. Public Service Regulation (PSR). Public Service Act (PSA). Labour relations Act (LRA). Employment Equity Act (EEA). Project management principles and methodologies. Project management information technology e.g PMBOK, MS projects etc. Skills: Computer literacy. Change management. People development and empowerment. Strategic management and leadership. Financial Management. Project management. Communication. Report Writing. Presentation. Interpersonal relations.
- DUTIES** : Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner's engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.
- ENQUIRIES** : Mr SS Pheeha Tel No: (012) 337 1847
- APPLICATIONS** : email: Jobs-UIF22@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

OTHER POSTS

POST 15/03 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/926**

- SALARY** : R1 059 105 per annum, (all-inclusive)
- CENTRE** : Ficksburg Labour Centre
- REQUIREMENTS** : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management. Civil and /or Construction Engineering. Electrical Engineering. Mechanical Engineering. Environment Health. Analytical Chemistry. Chemical Engineering. Chemistry. Explosives Management. Explosives Engineering. Developmental Studies. Social work. Nursing. Industrial Psychology/Psychology. Qualification with Research, Economics, and Statistics as major subjects. Management/ Public Management/Administration/Human Resource Management. Administrative Management. Three years legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal & written), Interpersonal, Conflict Management, Leadership, Project management, Diversity Management, Change Management, Monitoring and Evaluation.
- DUTIES** : Manage the service delivery objectives as per mandate of the Department of Labour (daily). Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).
- ENQUIRIES** : Ms E Maneli Tel No: (051) 505 6203
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

POST 15/04 : **DEPUTY DIRECTOR: LABOUR MARKET INFORMATION AND STATISTICS REF NO: HR4/4/7/39**

- SALARY** : R1 059 105 per annum, (all-inclusive)
- CENTRE** : Mpumalanga Provincial Office
- REQUIREMENTS** : Three (3) years tertiary qualification at NQF6 as recognized by SAQA in Social Sciences/Economics/Statistics. Two (2) years management experience and three (3) years functional experience in Labour market analysis, data processing and research field. Valid driver's licence. Knowledge: Research processes, Project management, Labour economics, Statistics software applications, Labour legislation, Financial management, PFMA, Public Service Administration and Batho Pele principles Skills: Report writing, Advanced computer (MS Office, Statistical software), Stakeholder relations, Communication, Presentation, Leadership, Problem solving and decision making, Project management, Statistical analysis, Analytical and Innovative.
- DUTIES** : Provide Performance Information Management Services. To monitor and evaluate the impact of legislation through research. Provide data and information service. Manage all resources of the Sub-Directorate.
- ENQUIRIES** : Rev MG Sibanyoni Tel No: (013) 655 8702
- APPLICATIONS** : The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-LMIS@LABOUR.gov.za

FOR ATTENTION : The Chief Director: Provincial Operations

POST 15/05 : **BUSINESS ANALYST REF NO: HR4/4/3/2BA/UIF (X3 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all -inclusive)
: Unemployment Insurance Fund, Pretoria
: A three year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems/ Business Analysis. BA Certificate in Business Analysis or Business Process Re- engineering. Five (5) years' experience of which three (3) years must be functional experience in Information Technology (IT) environment (Business Analyst) and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Communication skills-Both written and verbal. Ability to influence. Computer Literacy. Report Writing. Project Management. Driving

DUTIES : Manage the documentation of Business requirements. Manage the Joint Application Design sessions. Monitoring of initiatives and processes to enhance the delivering of Business Solutions. Manage resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr KR Makweya Tel No: (012) 337 1422
: email: Jobs-UIF23@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 15/06 : **DATABASE ADMINISTRATOR REF NO: HR4/4/3/2DA/UIF**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all- inclusive)
: Unemployment Insurance Fund, Pretoria
: A three-year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems. Oracle 11 G Certification. Five (5) years' experience of which three (3) years must be functional experience in Information Technology (IT) environment and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Meticulous attention to detail. Conflict Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. The ability to prioritize tasks. Driving.

DUTIES : Manage the installation and upgrading of Oracle Server Databases. Optimize the Database performance, troubleshooting and problem resolution. Provide inputs in database design/ PL/SQL code reviews for projects and enhancements. Manage the import, clone and back-up databases for testing. Monitor the database production services in the Fund. Manage resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr KR Makweya Tel No: (012) 337 1422
: email: Jobs-UIF24@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 15/07 : **DEPUTY DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2DDLPA/UIF (X2 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all- inclusive)
: Unemployment Insurance Fund, Pretoria
: Three year (3) tertiary qualification (NQFL 6) in Accounting Science/ Financial Management/ Commerce. Five (5) years' experience of which three (3) years must be functional experience in Financial Management and governance and two (2) years' experience at management level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem

- Solving. Computer Literacy. Time Management. Report writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.
- DUTIES** : Monitor the reconciliation of payments for Employability Initiatives for the unemployed, Temporary Employer-Employee Relive Scheme and Business Turnaround and Recovery Programme. Monitor, follow-up and report on invoices received by the UIF for LAP projects. Compile financial report on invoices paid and commitment schedule for LAP projects. Manage and Monitor the Implementation of internal controls. Manage Resources (Human, Finance, Equipment, Assets) in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms PP Duma Tel No: (012) 337 1767
email: Jobs-UIF25@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 15/08** : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT (X2 POSTS)**
- SALARY CENTRE** : R896 436 per annum, (all-inclusive)
SEE- Ndabeni Cape Town (Responsible for Northern Cape, Eastern Cape, Western Cape) Ref No: HR 4/25/04/04 (X1 Post)
SEE- Pietermaritzburg (Responsible for Mpumalanga, Kwa-Zulu Natal, Free State) Ref No: HR 4/25/04/05 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant tertiary qualification at NQF6 in Business Administration / Marketing. Valid driver's Licence. Two years (2) Management Experience and three (3) year's functional experience in business development / marketing. Knowledge: Business development, Professional Sales, Understanding Products, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Time management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.
- DUTIES** : Research and keep abreast with developments in the Industry. Develop and Implement Marketing and Sales Plan. Grow existing business and provide after sales support. Develop and manage business projects of the enterprises. Manage resources of the unit.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria for attention: Sub-directorate: Human Resources Operations, Head Office Email: **For Ndabeni use:** Jobs-SEE4@labour.gov.za Email: **For Pietermaritzburg use:** Jobs-SEE5@labour.gov.za
- POST 15/09** : **ASSISTANT DIRECTOR: RESEARCH MONITORING AND EVALUATION REF NO: HR4/4/7/41**
- SALARY CENTRE** : R582 444 per annum
Mpumalanga Provincial Office
- REQUIREMENTS** : Three (3) years tertiary qualification at NQF6 in Social Sciences/Economics/Statistics (Sociology, Demography). Four (4) years functional experience in Labour market research field services. Valid driver's licence. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele principles, Labour market dynamics, Research Methodology, Project management Skills: Analytical, Communication, Interpersonal, Innovative, creative and leadership, Management, planning and organising, Stress management, Team management, data analysis, Statistical software skills, Research, monitoring and Evaluation.
- DUTIES** : Monitor and evaluate the impact of labour legislation. Monitor and conduct the national provincial research studies. Contribute and participate in the development of Research Monitoring and Evaluation (RME) agenda. Manage all the resources of the Sub-Unit.
- ENQUIRIES APPLICATIONS** : Mr RH Moloabi Tel No: (013) 655 8700
The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-LMIS@LABOUR.gov.za
- FOR ATTENTION** : The Chief Director: Provincial Operations
- POST 15/10** : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/7/29**
- SALARY CENTRE** : R468 459 per annum
Mpumalanga Provincial Office
- REQUIREMENTS** : Three (3) National Diploma (NQF6/Undergraduate Bachelor/BCOM (NQF7) in Accounting/Financial Management/Cost Management Accounting/Internal Audit. Four (4) years` experience of which two (2) years at supervisory level or as a Senior/Admin Office/Practitioner and two (2) years functional experience in the supply chain environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum information

Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the iRequest System to suppliers details, Treasury instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury Regulations, Knowledge of Intranet system, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and responsiveness, Developing others, Planning and Organizing, Problem Solving and decision Making, Project Management, Team Leadership, Impact and Influence, Compute literacy, Diversity Management, Networking and Building Bonds, Managing Interpersonal Conflict.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc. Manage user access to financial & personnel systems (BAS, PERSAL, safely web, etc). Coordinate, review, analyse and Provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the province. Manage expenditure in the province. Manage all resources of the section.

ENQUIRIES APPLICATIONS : Ms. NE Mashibini Tel No: (013) 655 8700
: Chief Director Provincial Operations: Private Bag X7263, Witbank, 1035 or hand deliver at Corner Hofmeyer and Beauty Avenue, Labour Building. Jobs-MPU-FIN@LABOUR.gov.za

POST 15/11 : **ASSISTANT DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2ASDLPA/UIF (X5 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: Three year (3) tertiary qualification (NQFL 6) in Accounting Science/ Financial Management/ Commerce. Four (4) years' experience in financial Management and governance of which two (2) years must be functional and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.

DUTIES : Reconcile payments for Employability Initiatives for the unemployed, Temporary Employer-Employee Relive Scheme and Business Turnaround and Recovery Programme. Process invoices received by the UIF for LAP projects. Provide inputs into financial report on invoices paid and commitment schedule for LAP projects. Implement internal controls. Serve as a Secretariat of all LAP Committees Directorate.

ENQUIRIES APPLICATIONS : Ms PP Duma Tel No: (012) 337 1767
: email: Jobs-UIF26@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

POST 15/12 : **ASSISTANT DIRECTOR: SERVICE LEVEL AGREEMENT (SLA) REF NO: HR4/4/3/2ASDSL/ UIF (X2 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: A three year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems/ Digital Systems/Electronic Engineering. Four (4) years' experience of which two (2) years must be functional experience in Information Technology (IT) Service Level Management/ Contracts/ Projects Administration environment and two (2) years must be supervisory experience. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Meticulous attention to detail. Conflict Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. The ability to prioritize tasks. Driving.

DUTIES : Coordinate the Service Level Agreement (SLA) services for the Fund. Facilitate the contract administration support services. Facilitate the cellphone contract services in the Fund. Coordinate the Service Desk support services. Manage resources in the Sub-Directorate.

ENQUIRIES : Mr VL Kwinika Tel No: (012) 337 1621

APPLICATIONS : email: Jobs-UIF27@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 15/13 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/3/2ASDOD/UIF (X2 POSTS)**

SALARY : R468 459 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three (3) year qualification (NQF Level 6) in Management Services / Operations Management / Production Management / Organisational Development. Four (4) years functional experience of which two (2) years functional experience in Organisational Development (OD) environment and two (2) years' experience at a supervisory level. Knowledge: Public Service Act (PSA), Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA) Organisational Design. Job Evaluation System. Work Study Techniques. Job Profile Skills: Financial Management, Communication. Computer Literacy, Time Management, Interpersonal. Report Writing Planning and Organizing. Analytical, Creativity, Facilitation, Presentation Duties: Facilitate the design and review of the organisational structure. Coordinate Job Evaluation Process within the fund. Coordinate the implementation of Organisational structure, Legislations/Directives. Facilitate the development and signing of job profiles. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.

ENQUIRIES : Mr SE Mokoena Tel No: (012) 337 1912

APPLICATIONS : email: Jobs-UIF28@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

NOTE : African Females, Coloured Males, Coloured Females, Indian Males, White Males, White Females, and Persons with disabilities are encouraged to apply.

POST 15/14 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**

SALARY : R468 459 per annum

CENTRE : Provincial Office: East London Ref No: HR 4/4/1/102 (X1 Post)
Provincial Office: Mpumalanga Ref No: HR4/4/7/40 (X1 Post)

REQUIREMENTS : Three- years (3) National Diploma (NQF6)/ undergraduate Bachelor Degree/BCOM (NQF7) in Financial Management, Supply Chain Management, Accounting, Finance, Purchasing, Internal Auditing, Public Administration, Logistics, Economics. Valid driver's License. Four (4) years' experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. Knowledge: Public Service Transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and Procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication, Problem-solving, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organizing, Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict, Impact and influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.

DUTIES : Manage demand of goods and services in the province. Provide and monitor acquisition/procurement services in the province. Manage logistics in the Province, Manage and monitor the assets in accordance with the relevant policy and procedure. Render and monitor contract administration support service and compliance. Manage all resources in the section.

ENQUIRIES : Mr MM Nohesi Tel No: (043) 701 3029
Ms NE Mashibini Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No. 3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, East London
The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni For Attention: The Chief Director: Provincial Operations. Email: Jobs-MPU-SCM@LABOUR.gov.za

POST 15/15 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/8/924**

SALARY : R468 459 per annum

CENTRE : Provincial Office: Free State

REQUIREMENTS : A relevant 3 years' qualifications at NQF6/7 in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property Management and Real Estate Management. Driver's License. Knowledge: Relevant Departmental policies and

procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.

DUTIES : Manage the office accommodation and maintenance operations for the province. Facilitate the administration functions on security services within the province. Manage and monitor effective records management services in the province. Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/16 : **FIELD ICT TECHNICIAN REF NO: HR 4/4/8/925/**

SALARY : R397 116 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : A Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Systems plus a valid code 8 driver's license. 2 years' functional experience in the ICT field/ environment/ technical support with understanding of network connectivity technologies. Knowledge Technical standards/ procedures, End user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Processes, Departmental Policies and Procedures, Batho Pele Principles. Skills: Communications. Analytical Thinking. Process improvement. Leadership. Good interpersonal relation.

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

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6351
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/17 : **SENIOR STATE ACCOUNTANT REF NO: HR 4/4/8/923**

SALARY : R397 116 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) years tertiary or equivalent qualification at NQF6/7 in Finance/ Accounting. Two (2) years functional in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict. Skills: Planning and Organizing skills, Computer Literacy Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). (Daily), Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province, Proper control of Petty cash. (Daily), Clear suspense accounts and unallocated accounts before month closure. (Monthly)

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/18 : **TEAM LEADER (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Bethlehem Labour Centre Ref No: HR 4/4/8/928 (X1 Post)
Petrusburg Labour Centre Ref No: HR4/4/8/932 (X1 Post)
REQUIREMENTS : Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation 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, Performance Management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, 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) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on 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.

ENQUIRIES : Mr T Moholi Tel No: (058) 303 5293
Mr D Namane Tel No: (053) 574 0932
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs2@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/19 : **SENIOR PRACTITIONER: IT PROJECTS REF NO: HR4/4/3/1SPITP/UIF (X3 POSTS)**
(1 Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Information Technology / Project Management/ Public Administration / Public Management / Operations Management. Two (2) years functional experience in ICT Project Management/ administration environment. Knowledge: Public Financial Management Act (PFMA). Promotion of access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Project Management Principles and Methodologies (e.g. PMBOK). Project Administration and Management. Project Management Computerized Systems (MS project etc.). Customer Services. Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic skill. Technical. Communication skills-Both written and verbal. Ability to influence. Computer Literacy. Project Management. Report writing. Collaboration. Driving.

DUTIES : Render project communication in the Fund. Provide project administration service. Provide project support in terms of project tracking and monitoring.

ENQUIRIES : Ms S Ntoyi-Baba Tel No: (012) 337 1784
APPLICATIONS : email: Jobs-UIF29@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 15/20 : **SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/1LAP/UIF (X5 POSTS)**
(1 Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) years' tertiary qualification (NQF Level 6) in Public Administration/ Public Management/ Business Administration/ Development Studies. Two (2) years functional experience in Projects. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.

DUTIES : Implement deliverables of LAP Projects. Collate and arrange project information. Provide administrative support on project contracts. Supervise resources in the Sub-directorate.

ENQUIRIES : Ms NR Taukobong Tel No: (012) 337 1646
APPLICATIONS : email: Jobs-UIF30@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 15/21 : **SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/3/1SPER/UIF**

SALARY : R397 116 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification n at NQF 6/7 as recognized by SAQA in Labour Relations / Human Resources Management / LLB. Two (2) years functional experience in Labour Relations environment. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA).

PSCBC and CCMA Procedure. Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.

DUTIES : Provide support in handling Labour Relations cases in the fund (i.e. grievances, misconduct and Labour disputes). Implement Labour Relations Act, policies, guidelines, procedures and provide advice therefore. Represent the department in disciplinary hearings, conciliations, arbitration and bargaining chambers (under supervision). Supervise staff.

ENQUIRIES : Mr TD Modise Tel No: (012) 337 1976

APPLICATIONS : email: Jobs-UIF1@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

NOTE : African Females, Coloured Males, Indian Males, White Males, Coloured Males, Indian Males Indian Females, White Males and Persons with disabilities are encouraged to apply.

POST 15/22 : **EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Volkrust Ref No: HR4/4/7/4 (X1 Post)
Labour Centre: Barberton Ref No: HR4/4/7/5 (X1 Post)

REQUIREMENTS : Three (3) year qualification in Social Science (Psychology, Industrial Psychology)/Public Administration/Business Management/Public Management. Experience: Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Mr JRM Makate Tel No: (017) 735 2994
Mr N Makgaba Tel No: (013) 712 3066

APPLICATIONS : Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volkrust. Email: Jobs-PRT@LABOUR.gov.za
Deputy Director Labour Centre Operations: Private Bag X1634 or hand deliver at Eurika Centre, Shop no11, Nourse Street, Barberton Email: Jobs-BBN@LABOUR.gov.za

POST 15/23 : **SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT AND SYSTEMS REF NO: HR 4/25/04/14**

SALARY : R397 116 per annum

CENTRE : SEE, Silverton, Pretoria

REQUIREMENTS : Three-year tertiary qualification at NQF6 in Accounting and Financial Management Two years' functional experience in finance environment. Knowledge: Financial Systems (Syspro), Public Service Act and Regulations, Asset Management Policy, Manufacturing environment, Developmental Policies and Procedures, Analytical methods and statistical theories. Skills: Problem Solving, Interpersonal, Communication, Time management, Analytical, Planning and organising, Computer literacy.

DUTIES : Manage all asset of the Factories. Manage and monitor the payments of debtors in the SEE. Administer financial system within the SEE. Compile financial reports of SEE. Supervise all resources of all the section.

ENQUIRIES : Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE14@labour.gov.za

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

POST 15/24 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: HR 4/24/04/15**

SALARY : R397 116 per annum

CENTRE : SEE, Silverton, Pretoria

REQUIREMENTS : Three years National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Accounting, Financial Management, Cost and Management Accounting, Financial Accounting or Auditing. Two years' functional experience in a finance or accounting field. Knowledge: Generally recognized Accounting Practise, Treasury Regulations and its prescripts, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures, Batho Pele Principle, Public Finance Management Act. Skills: Writing, Analytical, Communication, Supervisory, Decision making, Computer literacy.

- DUTIES** : Administer all the payable accounts within SEE (including payments on petty cash/cashbook and EFT). Control and review payroll administration within SEE e.g. salaries, wages and 3rd party payments. administer all the receivable accounts within SEE and VAT accounts. Review and monitor revenue transactions within SEE (Including transfers, subsidies, donations etc.). Monitor all resources of the Directorate.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE15@labour.gov.za
Sub-directorate: Human Resources Operations, Head Office
- POST 15/25** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT (X3 POSTS)**
- SALARY CENTRE** : R397 116 per annum
SEE: Port Elizabeth Ref No: HR4/25/04/27 (X1 Post)
SEE: East London Ref No:HR4/25/04/28 (X1 Post)
SEE: Seshego (Polokwane) Ref No:HR4/25/04/29 (X1 Post)
- REQUIREMENTS** : Three-year tertiary qualification at NQF6 in Human Resource Management. Two (2) years functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
- DUTIES** : Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: **For Port Elizabeth use:** Jobs-SEE27@labour.gov.za EMAIL: **For East London use:** Jobs-SEE28@labour.gov.za EMAIL: **For Seshego use:** Jobs-SEE29@labour.gov.za
- POST 15/26** : **FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/7/29**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
Mpumalanga Provincial Office
A relevant 3-year tertiary qualification in Transport/Fleet management. One (1) year functional experience in Fleet/Transport Management Services. Valid driver's licence. Knowledge: procurement, servicing, operation, maintenance and repair of Country vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and suppliers. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Skills: Communication, Coordination, Planning and organization, Report writing, Computer, Monitoring and evaluation and Time management.
- DUTIES** : Conduct inspection on Provincial fleet vehicles, Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the province. Perform general administrative tasks in respect of fleet operations.
- ENQUIRIES APPLICATIONS** : Ms NE Mashibini Tel No: (013) 655 8700
The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-FLT@LABOUR.gov.za
- FOR ATTENTION** : The Chief Director: Provincial Operations
- POST 15/27** : **OFFICE ADMINISTRATOR REF NO: HR4/4/7/02**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
Mpumalanga Provincial Office
Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQFL7) in Office Management /Information Management and Technology/Public Administration/Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures,

- Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
- DUTIES** : Provide a receptionist support to the Provincial Chief Inspector including diary management for the Provincial Chief Inspector. Render a secretariat service for the Office of the Provincial Chief Inspector. Assist in Monitoring and maintaining the budget including the supply chain for the Provincial Chief Inspector. Facilitate and coordinate all logistical and resource requirements of the Provincial Chief Inspector. Provide Management information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.
- ENQUIRIES APPLICATIONS** : Mr. ABM Mampuru Tel No: (013) 655 8700
: Chief Director Provincial Operations: Private Bag X 7263, Witbank, 1035 or hand deliver at Corner Hoffmeyer and Beauty Avenue, Labour Building Email: Jobs-MPU-IES@LABOUR.gov.za
- POST 15/28** : **FACTORY INSTRUCTOR: WOOD (X3 POSTS)**
- SALARY CENTRE** : R325 101 per annum
: Supported Employment Enterprise- Pietermaritzburg Ref No: HR4/25/04/09 (X1 Post)
: Supported Employment Enterprise Springfield (Johannesburg) Ref No: HR4/25/04/10 (X1 Post)
: Supported Employment Enterprise Bloemfontein Ref No:HR4/25/04/11 (X1 Post)
- REQUIREMENTS** : Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
- DUTIES** : Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius/Ms BP Thwala Tel No: (012) 843 7300
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: **For Pietermaritzburg use:** Jobs-SEE9@labour.gov.za Email: **For Springfield use:** Jobs-SEE10@labour.gov.za Email: **For Bloemfontein use:** Jobs-SEE11@labour.gov.za
- POST 15/29** : **FACTORY INSTRUCTOR: STEEL REF NO: HR 4/25/04/12**
- SALARY CENTRE** : R325 101 per annum
: SEE, Kimberley
- REQUIREMENTS** : Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.
- DUTIES** : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE12@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- POST 15/30** : **FACTORY INSTRUCTOR: TEXTILE REF NO: HR4/25/04/13**
- SALARY CENTRE** : R325 101 per annum
: Supported Employment Enterprise, Pietermaritzburg
- REQUIREMENTS** : Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06). Two (2) years functional experience in textile environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
- DUTIES** : Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE13@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 15/31 : **STATE ACCOUNTANT SALARIES AND WAGES REF NO: HR 4/25/04/18**

SALARY : R325 101 per annum
CENTRE : SEE, Silverton, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification at NQF6. 1-2 years' functional experience. Knowledge: Administrative procedures relating to an office, Public Financial Management Act, Ability to operate fax machine and a photocopier, Data capturing, VIP system, Analytical methods and statistical theories, Departmental Policies. Skills: Planning and organizing, Communication, Computer literacy, Interpersonal, Analytical, Time Management, Problem Solving.

DUTIES : Render salaries and wages admin support services within the Factories. Process all VIP payments within the SEE. Compile EE, Cost Centre and union statistics.

ENQUIRIES : Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE18@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 15/32 : **FACTORY STORE ADMINISTRATOR REF NO: HR 4/25/04/21**

SALARY : R325 101 per annum
CENTRE : SEE, Potchefstroom
REQUIREMENTS : National Diploma / B Degree in Purchasing Management / Assets Management / Facility Management / Logistic Management or relevant qualifications (NQF 6). Six months' relevant experience. Knowledge: Public Service Regulation, Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment, Treasury Regulations, Supply Chain Management Systems and Processes, Assets Management. Skills: Financial Management, Analysis, Problem solving, Planning and Organizing, Communication (verbal and written), Computer literacy, Report Writing.

DUTIES : Maintain and update the stock register. Capture stock details on both manual and electronic procurement systems. Maintain the warehouse. Provide stock taking and issuing of items. Administer the receiving of goods/ items for the stores and warehouse.

ENQUIRIES : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE21@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 15/33 : **FACTORY INSTRUCTOR: WOOD REF NO: HR4/25/04/22**

SALARY : R325 101 per annum
CENTRE : Supported Employment Enterprise Kimberley
REQUIREMENTS : Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE22@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 15/34 : **FACTORY INSTRUCTOR: STEEL REF NO: HR 4/25/04/23**

SALARY : R325 101 per annum
CENTRE : SEE, Ndabeni (Cape Town)
REQUIREMENTS : Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE23@labour.gov.za

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

POST 15/35 : **BCEA INSPECTOR (X4 POSTS)**

SALARY CENTRE : R269 499 per annum
 : Volkrust Labour Centre: HR 4/4/7/15 (X1 Post)
 : Kwa Mhlanga Labour Centre: HR4/4/7/36 (X1 Post)
 : Mashishing Labour Centre: HR4/4/7/37 (X1 Post)
 : Sabie Labour Centre: HR 4/4/7/38 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation 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 plan, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr JRM Makate Tel No: (017) 735 2994
 : Mr S Ndimande Tel No: (013) 946 2484 (Kwa Mhlanga Labour Centre)
 : Ms L Mokhasi Tel No: (013) 235 2368/9 (Mashishing Labour Centre)
 : Ms L Mshogo Tel No: (013) 764 2105/6 (Sabie Labour Centre)

APPLICATIONS : Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volkrust. Email: Jobs-PRT@LABOUR.gov.za
 : Deputy Director Labour Centre Operations: Private Bag X4016, 1022 Kwa Mhlanga or hand deliver at Government Building, Nr 6, Kwa Mhlanga. Email: Jobs-KGA@LABOUR.gov.za
 : Acting Deputy Director Labour Centre Operation's: Private Bag X20081, 1120 Mashishing or hand delivery at 51 De Klerk, Street, Mashishing. Email: Jobs-LDB@LABOUR.gov.za
 : Deputy Director Labour Centre Operation's: Private Bag X523, 1260 Sabie or hand delivery at 10th Avenue (old spar centre) Sabie. Email: Jobs-SBI@LABOUR.gov.za

POST 15/36 : **INSPECTOR REF NO: HR4/4/5/27 (X7 POSTS)**

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Durban Ref No: HR4/4/5/27 (X4 Posts)
 : Labour Centre: Petrusburg Ref No: HR 4/4/8/916 (X2 Posts)
 : Labour Centre: Zastron Ref No: HR 4/4/8/981 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's 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.

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 : Mr SA Mchunu Tel No: (031) 336 1500
 : Mr D Namane Tel No: (053) 574 0932
 : Mr C Van Niekerk Tel No: (051) 673 1471

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. Alternatively e-mail to Jobs-KZN16@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
 : Chief Director: Provincial Office: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State. Email: jobs-fs1@labour.gov.za

<u>POST 15/37</u>	:	<u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Butterworth Labour Centre Ref No: HR4/4/1/01 (X1 Post) eMaxesibeni Labour Centre Ref No: HR4/4/1/02 (X1 Post) Fort Beaufort Labour Centre Ref No: HR4/4/1/03 (X1 Post) Gqeberha Labour Centre Ref No: HR4/4/1/04 (X1 Post) Graaf-Reinet Labour Centre Ref No: HR4/4/1/05 (X1 Post) Kariega Labour Centre Ref No: HR4/4/1/06 (X1 Post) Komani Labour Centre Ref No: HR4/4/1/07 (X1 Post) Mdantsane Labour Centre Ref No: HR4/4/1/08 (X1 Post) Mthatha Labour Centre Ref No: HR4/4/1/09 (X1 Post) Nqanqarhu Labour Centre Ref No: HR4/4/1/10 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms N Getyeza Tel No: (047) 491 0656 Ms L Nongena Tel No: (039) 254 7201 Mr T Mgudane Tel No: (046) 645 7700 Mr M Nqolowa Tel No: (041) 506 5000 Mr S Mshumpela Tel No: (049) 892 2142 Mr S Thambo Tel No: (045) 807 5477 Mr L Mduduma Tel No: (043) 761 3151 Ms Z Zaula Tel No: (047) 501 5600 Ms N Mvanyashe Tel No: (045) 932 1077 Ms W Koba Tel No: 041 9924627
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-EC9@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: Jobs-EC9@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530 Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort, 5720. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, Hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha, 6000. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-EC4@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X19, Mdantsane, 5219, Hand deliver at Mzaule Street NU 1 Mdantsane, 5219. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, Hand deliver at Manpower Building CNR Elliot and Madeira Street Umtata, 5100. Email: Jobs-EC7@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-EC7@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X5080, Kariega, 6230, Hand deliver at 15A Chase Street Kariega, 6230. Email: Jobs-EC3@labour.gov.za for attention: Deputy Director: Labour Centre Operations
<u>POST 15/38</u>	:	<u>CLIENT SERVICE OFFICER: UIF (X32 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Butterworth Labour Centre Eastern Cape Ref No: HR4/4/5/01 (X3 Posts) Cradock Labour Centre Ref No: HR4/4/5/02 (X3 Posts) eMaxesibeni Labour Centre Ref No: HR4/4/5/03 (X3 Posts) Fort Beaufort Labour Centre Ref No: HR4/4/5/04 (X2 Posts) Lusikisiki Labour Centre Ref No: HR4/4/5/05 (X3 Posts) Graaf-Reinet Labour Centre Ref No: HR4/4/5/06 (X3 Posts) Komani Labour Centre Ref No: HR4/4/5/07 (X3 Posts) Makhanda Labour Centre Ref No: HR4/4/5/08 (X3 Posts) Maletswai Labour Centre Ref No: HR4/4/5/09 (X3 Posts) eQonce Labour Centre Ref No: HR4/4/5/10 (X3 Posts) Nqanqarhu Labour Centre Ref No: HR4/4/5/11 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act

(PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES : Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms N Getyeza Tel No: (047) 491 0656
Ms L Nongena Tel No: (039) 254 7201
Mr T Mgudane Tel No: (046) 645 7700
Ms N Mkonto Tel No: (048) 881 3010
Mr S Mshumpela Tel No: (049) 892 2142
Mr S Thambo Tel No: (045) 807 5477
Ms N Ntlokwana Tel No: (046) 622 2104
Ms N Mvanyashe Tel No: (045) 932 1077
Mr R Mbali Tel No: (051) 633 2633
Ms N Mtwana Tel No: (039) 253 1996
Mr Mbande Tel No: (043) 718 8380

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-EC4@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: Jobs-EC4@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort, 5720. Email: Jobs-EC2@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-EC3@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-EC9@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-EC10@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-EC7@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki, 4820. Email: Jobs-EC8@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-EC6@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-EC7@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-EC9@labour.gov.za For Attention: Deputy Director: Labour Centre Operations

POST 15/39 : **SENIOR ADMINISTRATION CLERK: HUMAN RESOURCE PRACTICES REF NO: HR4/4/3/1SACHRP/UIF (X6 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R228 321 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: Grade 12 Certificate. No experience required. Knowledge: Unemployment Insurance Amendment Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Protection of Personal Information Act (POPIA). Promotion of access to Information Act (PAIA). PERSAL and other Human Resource Information Management Systems. Public Service Act (PSA), Public Service Regulations (PSR). Public Finance Management Act (PFMA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). White paper on Transformation. Batho Pele Principles. Skills: Communication (verbal and written). Computer Literacy. Interpersonal. Time Management. Planning and Organizing. Responsive.

DUTIES : Provide clerical support to the recruitment and selection process. Provide personnel administration support services. Render general clerical support services.

ENQUIRIES : Mr SS Pheeha Tel No: (012) 337 1847/1972

APPLICATIONS : email: Jobs-UIF2@labour.gov.za. Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 15/40 : **SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/35**

SALARY CENTRE : R228 321 per annum
: Emalahleni Labour Centre

- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Act, Public Service Regulation, Treasury Regulations. Departmental Policies and Procedures. Skills: Computer literacy, Verbal and Written Communication Skills, Problem solving Skills, Planning and organizing Skills and interpersonal relations skills.
- DUTIES** : To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre Daily, Render a Human Resource Management, Responsible for training and performance activities in a Labour Centre Daily, Responsible for the records Management in a Labour Centre Daily.
- ENQUIRIES APPLICATIONS** : Mr Masemola E.A Tel No: (013) 653 3800/3801/3825
Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035, 38 Mandela Ave or Corner Escumbe & Mandela Ave Emalahleni. Email: Jobs-EML@LABOUR.gov.za
- POST 15/41** : **ACCOUNTING CLERK: FINANCE REF NO: HR4/4/1/104**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
Provincial Office Eastern Cape
Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis.
- DUTIES** : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.
- ENQUIRIES APPLICATIONS** : Mr MM Nohesi Tel: (043) 701 3029
Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
- POST 15/42** : **ACCOUNTING CLERK: INTERNAL CONTROL AND FINANCIAL REPORTING REF NO: HR 4/25/04/16**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
SEE, Silverton, Pretoria
Senior Certificate. Experience: 0 to 6 months. Qualification in the financial field will be an added advantage. Knowledge: Financial Accounting, Sound commercial judgement, Microsoft Excel, Word and Power point, Accrual basis of accounting, GRAP, PFMA and Treasury Regulations. Skills: Numeracy, Attention to detail and the ability to work logically, consistently, accurately and under pressure, Accounting and auditing skills, Analytical, Computer literacy.
- DUTIES** : Assist in the review of the general ledger and the preparation of the financial reports. Assist in managing the audit process. Assist in the process of irregular, fruitless and wasteful expenditure and administration. Assist in managing the Leases. Provide administration support to the Division.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE16@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- POST 15/43** : **DEBTORS CLERKS REF NO: HR 4/25/04/17 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
SEE, Silverton, Pretoria
Senior Certificate. Experience: 0 to 6 months. Qualification in the finance or accounting field will be an added advantage. Knowledge: Basic Accounting system, Treasury Regulations, Preferential Procurement Policy Framework Act, PFMA, Financial Regulations. Skills: Writing, Analytical, Communication, Computer.
- DUTIES** : Monitor and control debtor's payments. Reconcile debtor's accounts within factories. Create new orders or accounts for clients. Provide debtors admin support services within SEE.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE17@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- POST 15/44** : **ADMINISTRATION CLERK (WAGES) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
SEE: Port Elizabeth Ref No: HR4/25/04/19 (X1 Post)
SEE: Rand (Johannesburg) Ref No: HR4/25/04/20 (X1 Post)
Senior Certificate. Experience: 0 to 6 months. Qualification in the Human Resource Management will be an added advantage. Knowledge: Administrative procedures relating to an office, Filing

		and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system. Skills: Planning and organizing, Communication, Computer literacy.
<u>DUTIES</u>	:	Administer earnings and deductions from the Factories. Administer leaves within the SEE. Monitor the Pension Fund of Personnel within the Factories. Monitor the Provident Fund within the SEE. Render administrative support services within Salaries.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office Email: For Port Elizabeth use: Jobs-SEE19@labour.gov.za Email: For Rand use: Jobs-SEE20@labour.gov.za
<u>POST 15/45</u>	:	<u>SENIOR ADMIN CLERK STORES (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	SEE: Port Elizabeth Ref No: HR4/25/04/24 (X1 Post) SEE: Potchefstroom Ref No: HR4/25/04/25 (X1 Post) SEE: East London Ref No: HR4/25/04/26 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate. Experience: 0 to 6 months. Qualification in the stores/warehouse will be an added advantage. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier. Skills: Computer literacy, Communication, Planning and organizing, Problem solving, Time management.
<u>DUTIES</u>	:	Maintain the warehouse. Preparation of stores for stock take. Provide support with the administration functions of the factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office Email: For Port Elizabeth use: Jobs-SEE24@labour.gov.za Email: For Potchefstroom use: Jobs-SEE25@labour.gov.za Email: For East London use: Jobs-SEE26@labour.gov.za
<u>POST 15/46</u>	:	<u>REGISTRY CLERK REF NO: GAP-PRET-23521830-20250424-1 (X3 POSTS)</u> (One (1) year renewable contract)
<u>SALARY</u>	:	R228 321 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. No experience required. Knowledge: Departmental Policies and Procedures, Public Service Regulation Act, Public Finance Management Act, Management Information Systems, National Archive and Records Services of South Africa Act no 43 of 1996. Skills: Communication, Interpersonal relations, Problem solving, Organizing, Computer Literacy, Coordination.
<u>DUTIES</u>	:	Maintain the smooth, efficient and effective flow of documents (receive and distribute) between the office of the Director General, the Department and other structures like cluster committees, external role players etc. File all documents in accordance with the File Plan Office of the Director-General and relevant prescripts i.e the National Archives Act and Management of Information System prescripts. Provide general administrative support function in the office of the Director-General and relevant prescripts i.e the National Archives Act and Management of Information System prescripts. Provide general administrative support function in the office of the Director-General. Study the relevant Public Service and Departmental prescripts and other document and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms Z Mdebuka Tel No: (012) 309 4830
<u>APPLICATIONS</u>	:	applications must be submitted electronically online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps
<u>POST 15/47</u>	:	<u>MESSENGER/DRIVER REF NO: GAP-PRET-23521830-20250424-2 (X3 POSTS)</u> (One (1) year renewable contract)
<u>SALARY</u>	:	R193 359 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 10. Valid driver's license. No experience required. Knowledge: Departmental policies and procedures, Public Service Act, Public Service Act, all legislations relevant to the Post, Working knowledge of Ministry operations. Skills: Interpersonal, Computer literacy, Communication both (verbal and written), Driving, Time Management, Conflict.
<u>DUTIES</u>	:	Collect and deliver documents, correspondences from different place e.g Post Office, Other Departmental Offices. Transport employees in the office of the Minister and guests and special advisors of the Minister to and from different areas. Render general support function into the office of the Minister. Maintain knowledge on the policies and procedures that applies in the work environment.
<u>ENQUIRIES</u>	:	Ms Z Mdebuka Tel No: (012) 309 4830
<u>APPLICATIONS</u>	:	applications must be submitted electronically online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps

POST 15/48 : **CLEANER: MAINTENANCE MANAGEMENT REF NO: HR4/4/3/1/CMM/UIF**

SALARY : R163 680 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Abet. No experience required. Knowledge: Cleaning Procedures. General Hygiene Practices. Batho Pele Principles. Cleaning Products and Applications. Skills: Planning. Communications (verbal and written). Listening.

DUTIES : Provide cleaning services (offices, corridors, elevators and bathrooms etc.). Provide general kitchen cleaning services Clean restrooms and maintain tidiness. Keep and maintain cleaning materials and equipment's.

ENQUIRIES : Ms HT Masemola Tel No: (012) 337 1502
APPLICATIONS : email: Jobs-UIF3@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Male, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 15/49 : **OFFICE SERVICE AID REF NO: GAP-PRET-28298004-20250424-1 (X3 POSTS)**
(One (1) year renewable contract)

SALARY : R138 486 per annum, plus 37% in lieu of benefits
CENTRE : Head Office: Pretoria
REQUIREMENTS : Grade 10/ABET certificate. No experience required. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations.

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

ENQUIRIES : Ms Z Mdebuka Tel No: (012) 309 4830
APPLICATIONS : applications must be submitted electronically online following link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps