

## 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** : 30 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](http://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 post's technical and generic requirements. 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. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contact and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

**ERRATUM:** Kindly take note that the advertised posts Employment Service Practitioner (X2 Posts) for Labour Centre: Volkrust (X1 Post) with Ref No: HR 4/4/7/4 and Labour Centre: Barberton (X1 Post) with Ref No: HR 4/4/7/5 at the Provincial Office: Mpumalanga are withdrawn. These posts were advertised on the Public Service Vacancy Circular 15 dated 09 May 2025 with closing date of 23 May 2025. Sorry for inconvenience. Enquiries: Mr Oko Mpongwana Tel No: (013) 655 8805

#### OTHER POSTS

<b><u>POST 16/96</u></b>	:	<b><u>DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/05/01</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (all -inclusive)
<b><u>CENTRE</u></b>	:	Gauteng Provincial Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Operations Management/ Operational Research/ Public Management/ Public Administration/ Business Administration/ Business Administration/ Business Management/ Finance at NQF Level 7 as recognised by SAQA. Pre-entry certificate into Senior Management Leadership Services. Five (5) year experience at a middle/senior management level in Operations/ Social security/ Insurance operations. Knowledge: Public service act (PSA), Public Service Regulations (PSR), Public Finance Management Act, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA), Promotional of Access to Information Act (PAIA), Protection of Personal Information (POPIA, Unemployment Insurance Act, UI Contribution Act. Skills: Communication (verbal and written), Computer literacy, Presentation, Report writing, Policy development, Planning and Organizing, Financial Management, Problem solving, Interpersonal. Assertive, Flexible, Supportive, Team player, Innovative/creative, Visionary, Responsiveness, Committed, Persuasives communicator.
<b><u>DUTIES</u></b>	:	Management the provision of operations services and Labour Centres. Lead the provision of a comprehensive financial administration in the province and Labour Centre. Manage the provision of Unemployment Insurance Services within the Province and Labour Centres. Manage all resources within the Directorate (Human, Finance and Equipment/Assets).
<b><u>ENQUIRIES</u></b>	:	Mr Tshepo Mkomatsidi Tel: 082 778 6326
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 For online applications email: <a href="mailto:Jobs-GP25@labour.gov.za">Jobs-GP25@labour.gov.za</a> , Hand delivered at 47 Empire Road, Parktown.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng

#### OTHER POSTS

<b><u>POST 16/97</u></b>	:	<b><u>DEPUTY DIRECTOR: UI OPERATIONS REF NO: HR 4/4/7/27</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all- inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/Management/Financial Accounting/Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Five (5) years' experience of which two years must be functional and three (3) years at Assistant Director level in Operations or Insurance environment. Knowledge: Public Service Regulation (PSR), Public Finance Management Act (PFMA). Batho Pele Principles. Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Services Regulations (PSR), Public Service Act (PSA), Treasury Regulations and Operations System Skills: Leadership, Management, Report writing, Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
<b><u>DUTIES</u></b>	:	Manage Employer Services functions. Manage assessment services and local appeals and complaints. Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration. Manage resources (Human, Financial, Equipment/Assets).

**ENQUIRIES** : Ms E Baholo Tel No: (013) 655 8700  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni [Jobs-MP-BS@LABOUR.gov.za](mailto:Jobs-MP-BS@LABOUR.gov.za)

**POST 16/98** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/914**

**SALARY** : R1 059 105 per annum, (all-inclusive)  
**CENTRE** : Labour Centre: Welkom  
**REQUIREMENTS** : Three-year National Diploma (NQF6)/undergraduate Bachelor Degree (NQF7) 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 (5) years' experience of which two (2) at an Assistant Director level and Three (3) 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 X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: [jobs-fs5@labour.gov.za](mailto:jobs-fs5@labour.gov.za)

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

**POST 16/99** : **DEPUTY DIRECTOR: RESEARCH POLICY AND PLANNING REF NO: HR 4/25/05/44HO**

**SALARY** : R1 059 105 per annum, (all-inclusive)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : Three (3) year degree qualification at NQF6/7 in Social Science with specialization in Sociology/Psychology/Economics/statistics with research. Two (2) management experience. Three years (3) functional experience in conducting research. Knowledge: Labour legislations, Research processes, National Development Plan, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Public Finance Management Act, Corporate governance, Batho Pele Principles, Knowledge of SPSS (related Software e.g. STATA. Skills: Administration and financial management, Communication (verbal and written), Computer literacy, Project management, Strategic management, Analytical, Problem solving, General management, Innovative, Research, Economic analysis, Interpersonal.

**DUTIES** : Manage the execution of research studied on the labour market (Proactive and reactive. Coordinate the process of commissioning research to external service providers. Coordinate and manage research studies conducted internally. Prepare briefing notes, position papers and speeches for the Minister and Senior Management. Manage all resources of the Sub-Directorate including HR, equipment and etc.

**ENQUIRIES** : Ms T Ramulongo Tel No: (012) 309 4167

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ1@labour.gov.za](mailto:Jobs-HQ1@labour.gov.za)

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

**POST 16/100** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR 4/25/05/41HO**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)  
: Head Office: Pretoria  
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Change management, Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management.

**DUTIES** : Manage organizational design processes and activities for improvement and maintenance of the organization structure within the Department. Manage the development and reviewal of Job Profiles. Manage the Job Evaluation processes. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.

**ENQUIRIES APPLICATIONS** : Mr. S Nkhabelane Tel No: (012) 309 4611  
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ2@labour.gov.za](mailto:Jobs-HQ2@labour.gov.za)

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

**POST 16/101** : **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT REF NO: HR 4/25/05/42HO**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)  
: Head Office: Pretoria  
: Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Computer Science/ Informatics. Valid driver's license. Five (5) years functional experience at an Assistant Director level in the ICT Network/ Application complex environment as application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle. Knowledge: Software languages and association development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software developments methodologies, IT service management principles for Incident, Change, Problem and Release Management, Technical standards/ procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem Solving, Communication, Time Management, Project Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.

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

**ENQUIRIES APPLICATIONS** : Mr. V Pillay Tel No: (012) 309 4550  
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ3@labour.gov.za](mailto:Jobs-HQ3@labour.gov.za)

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

**POST 16/102** : **DEPUTY DIRECTOR: SAP APPLICATION MAINTENANCE AND SUPPORT**  
**REF NO: HR 4/25/05/43HO**

**SALARY** : R896 436 per annum, (all-inclusive)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Computer Science/ Informatics. SAP ABAP Certificate will an advantage. Valid driver's license. Five (5) years functional experience at an Assistant Director level or Middle Management level in a complex ICT Application environment as SAP ABAP Develop. Solid experience in ABAP, BADI, ALV, Interfaces and Reports. Experience in SAP PO/PI interfaces. Knowledge: Working knowledge of SAP ERP, CRM, BI, GRC, PO and SolMan, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, SAP Software developments methodologies, standards and procedures, IT service management principles for Incident, Change, Problem and Release Management, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes, Public Finance Management Act (PFMA), Minimum Information Security Standards (MISS) policy, Government Communication and Information System (GCIS). Skills: Technical skill in SAP software and tools, Standard SAP Software Development Life Cycle, Relational and in-memory databases (Oracle, SQL and HANA, etc), IT standards in the SAP area, SAP architecture, Negotiation skill, Project management.

**DUTIES** : Implement enhancements for all SAP Applications. Monitor all SAP related applications. Engage with other ICT teams to deliver ICT solutions. Maintain and support SAP systems authorizations for users and process owners. Manage and supervise resources within the sub-directorate.

**ENQUIRIES** : Mr. V Pillay Tel No: (012) 309 4550  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ4@labour.gov.za](mailto:Jobs-HQ4@labour.gov.za)

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

**POST 16/103** : **DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: HR 4/25/05/44HO**

**SALARY** : R896 436 per annum, (all-inclusive)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Asset Management/ Acquisition Management/ Public Management/ Public Administration/ Internal Audit/ Taxation/ Financial Information System/ Financial Accounting/ Accountancy/ Bachelor of Administration. Valid driver's license. Five (5) years' experience of which three (3) years at Middle Management level (Assistant Director level) and two (2) years functional experience in Assets Management. Knowledge: Public Service Act, Ability to convert policy into action, 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, Computer literacy, Project management, Strategic management, Communication, Analytical, Problem solving, People management.

**DUTIES** : Develop and review policy of assets management. Monitor the implantation of new and movement assets process in the department. Provide technical advice to the relevant stakeholders. Manage the implementation of assets disposal and donations system. Manage all resources of the Directorate (Daily).

**ENQUIRIES** : Ms K Maholwana Tel No: (012) 309 4670  
**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](mailto:Jobs-HQ5@labour.gov.za)

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

**POST 16/104** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: HR 4/25/05/45HO**

**SALARY** : R896 436 per annum, (all-inclusive)  
**CENTRE** : Head Office: Pretoria

<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management. Valid driver's license. Five (5) years' experience at which two (2) years in Middle Management level (Assistant Director level) and three (3) years of functional experience in the Financial Management Sector. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practices (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.
<b><u>DUTIES</u></b>	:	Manage the Financial compliance within the DEL. Manage Financial Reporting for the Department. Manage the Departments statutory reporting system. Manage and supervise the resources of the directorate.
<b><u>ENQUIRIES</u></b>	:	Ms K Maholwana Tel No: (012) 309 4659
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ6@labour.gov.za">Jobs-HQ6@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 16/105</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL CONTROL, SYSTEMS, ACCOUNTING</u></b> <b><u>REF NO: HR4/25/05/46HO</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management. Five (5) years' experience of which two (2) years at Middle Management level (Assistant Director level) and three (3) years functional experience in Accounting/ Financial Management. Knowledge: Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems, Corporate governance, Batho Pele Principles, National Treasury Regulations, Knowledge of Word, Excel, Powerpoint and Outlook, Knowledge of transversal financial systems (BAS, PERSAL, Logis and Safetynet), Knowledge of Internal Control prescripts. Skills: Leadership, Interpersonal, Presentation, Planning and Organising, Computer Literacy, Financial Management, Project Management, Innovative, Analytical, Negotiation, Communication (both verbal and written), People Management/ Diversity facilitation.
<b><u>DUTIES</u></b>	:	Manage the Financial Accounting for the Department. Manage the Implementation of Financial Systems (BAS) and Safety net for the Department. Revise, implement and monitor plans to recover all funds due to the Department. Coordinate the process of surrendering surplus funds to National Treasury. Manage all resources of the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms K Maholwana Tel: (012) 309 4659
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ7@labour.gov.za">Jobs-HQ7@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 16/106</u></b>	:	<b><u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO:</u></b> <b><u>HR4/4/3/2/DDAS/UIF</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R896 436 per annum, (all- inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three (3) year tertiary qualification or equivalent. Five (5) years' experience of which three (3) years must be functional experience in actuarial services and two (2) years must be managerial experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Services Act (PSA). Treasury Regulations. Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). MS Office. Actuarial projections and reporting methodologies and techniques. Skills: Leadership.

		Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.
<b><u>DUTIES</u></b>	:	Provide technical guidance and actuarial functions in the UIF. Manage accounting and disclosure of Actuarial estimates services in the UIF. Maintain the working relationship with external actuarial advisors. Manage resources in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms ASC Fourie Tel No: (012) 337 1420/ 1599
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF03@labour.gov.za">Jobs-UIF03@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 16/107</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) OSD REF NO: HR 4/4/3/2SLAO/UIF</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R586 956 - R1 386 972 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A four (4) year tertiary qualification (NQF Level 8) in Law (LLB). At least eight (8) years' legal services experience (OSD. Knowledge: Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication, Listening, Computer Literacy. Time Management. Report writing. Planning and Organising. Liaison. Diplomacy. Policy Development. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.
<b><u>DUTIES</u></b>	:	Monitor the provision of professional legal advice and support in the Fund. Manage litigation for and on behalf of the Fund. Manage drafting of legal documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc.). Manage processing of sections for benefit applications. Monitor oversight of the Litigation Management. Manage resources (Human, Financial, Equipment/ Assets) in the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Adv. LD Mkhonto Tel No: (012) 337 1411/ 1775
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF04@labour.gov.za">Jobs-UIF04@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 16/108</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING REF NO: HR4/25/05/50HO</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) tertiary qualification in Labour Relations/Human Resources Management/Business Management/ Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in Labour Relations/ Employment Equity/Human Resources. Knowledge: Employment Equity Act, Employment Equity Regulations, National Minimum Wage Act, Labour Relations Act, Basic Conditions Employment Act, Public Financial Management Act, Departmental policies and procedures, Batho Pele principles. Skills: Project Management, Computer Literacy, IT System, Verbal and written communication, Interpersonal relations, Statistical analysis, Presentation and facilitation.
<b><u>DUTIES</u></b>	:	Maintain and develop an efficient and effective EE database system (EE System). Coordinate and prepare the EE Public Register for approval and publication. Facilitate the provision of EE System training to provincial trainers and development of training tools. Provide technical support to employers through the EE helpline, webmaster services, EE Reporting Portal and EE Roadshows. Supervise in managing the resources in the Sub-Directorate (Human, Financial and Equipment/Assets).

**ENQUIRIES APPLICATIONS** : Mr I Makwarela Tel No: (012) 309 4056  
 : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ8@labour.gov.za](mailto:Jobs-HQ8@labour.gov.za)

**POST 16/109** : **PRINCIPAL INSPECTOR: CIVIL AND CONSUTRUCTION ENGINEERING REF NO: HR 4/4/1/101**

**SALARY CENTRE REQUIREMENTS** : R582 444 per annum  
 : Qonce Labour Centre  
 : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.

**DUTIES** : Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr K Mbande Tel No: (043) 605 9223  
 : Deputy Director Labour Centre Operations: PO Box 260, King William's Town, 5600 or hand deliver at No 34 Arthur Street, King William's Town.  
 : Sub-directorate: Human Resources Management

**POST 16/110** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF NO: HR4/25/05/49HO**

**SALARY CENTRE REQUIREMENTS** : R582 444 per annum  
 : Head Office, Pretoria  
 : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/Human Resources Management/Law/ Public Administration/ Public Management. Four (4) years functional experience in Labour Relations/ Employment Equity services of which two (2) years must be at supervisory level. Knowledge: 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, Batho Pele principles, Minimum Information Security Standard, Access Recognition and Licensing Committee, South African Development Community, Basic Conditions of Employment Act, Constitute of South Africa Act, Occupational Health and Safety Act, Skills Development Act, Public Financial Management Act. Skills: Verbal and written communication, Interpersonal relations, Computer literacy, Analytical, Statistical analysis, Labour Economic Analysis.

**DUTIES** : Coordinate the logistical and administrative support required by the commission for Employment Equity (CEE). Provide technical support required by the CEE to execute its mandate. Provide technical support in relation to employment equity policy matters required by the Employment Equity Directorate to meet its strategic objectives. Ensure the budget of the CEE based on the work plans, expenditure and the PFMA. Manage the performance of reporting staff in order for them to execute their duties.

**ENQUIRIES APPLICATIONS** : Mr N Singh Tel No: (012) 309 4034  
 : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ9@labour.gov.za](mailto:Jobs-HQ9@labour.gov.za)

**POST 16/111** : **ASSISTANT DIRECTOR: FACTORY PRODUCTION (X4 POSTS)**

**SALARY CENTRE** : R582 444 per annum  
 : See: Bloemfontein Ref No: HR 4/25/04/01 (X1 Post)  
 : See: Epping (Cape Town) Ref No: HR 4/25/04/02 (X1 Post)  
 : See: Seshego (Polokwane) Ref No: HR 4/25/04/03 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	See: Pretoria Ref No: HR 4/25/04/06 (X1 Post) Three (3) year National Diploma (NQF 6) in Operations Management / Production Management / Industrial Engineering. Three years' functional experience in Production / operations environment. Two years' supervisory experience. Valid driver's licence will be an added advantage. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and selection, Disability Act, Basic research, public Service Regulations, UI Act, COIDA, EEA, Occupational Health and Safety Act. Skills: Planning and organizing, Communication and presentations Skills: Computer Skills, Analytical, Facilitation, Interpersonal, Leadership and Problem Solving, Innovative, Stakeholder management, Project Management.
<b><u>DUTIES</u></b>	:	Manage and monitor production within the factory. Monitor and oversee the operational functions of the factory. Develop and provide sound relations with internal and external clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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. For Attention: Sub-directorate: Human Resources Operations, Head Office email: <b>For Bloemfontein use:</b> <a href="mailto:Jobs-SEE1@labour.gov.za">Jobs-SEE1@labour.gov.za</a> email: <b>For Epping use:</b> <a href="mailto:Jobs-SEE2@labour.gov.za">Jobs-SEE2@labour.gov.za</a> email: <b>For Seshego use:</b> <a href="mailto:Jobs-SEE3@labour.gov.za">Jobs-SEE3@labour.gov.za</a> Email: <b>For Pretoria use:</b> <a href="mailto:Jobs-SEE06@labour.gov.za">Jobs-SEE06@labour.gov.za</a>
<b><u>POST 16/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUDIT COORDINATOR REF NO: HR4/4/3/2ASDAC/UIF</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional. experience in Internal Audit environment and two (2) years' experience at supervisory level. Knowledge: Auditor General Processes and Procedures, Internal Audit Manual and Methodology. 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 Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication skills, Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<b><u>DUTIES</u></b>	:	Facilitate internal and external audit coordination. Coordinate requests from internal and external auditors. Facilitate the implementation of Audit Action Plans. Facilitate the implementation of PROBITY process. Manage resources (Human, Finance, Equipment / Assets).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr SW Nkosi Tel No: (012) 337 1962 email: <a href="mailto:Jobs-UIF05@labour.gov.za">Jobs-UIF05@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>POST 16/113</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/2ASDES/UIF</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three (3) year tertiary qualification (NQF level 6) in Office Administration / Public Management / Public Administration. Four (4) years' experience of which two (2) years must be functional experience in executive support environment and two (2) years' experience at 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). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Protection of Personnel Information Act Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation Communication skills, Computer Literacy. Time

Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.

**DUTIES** : Coordinate response to Parliamentary Correspondence. Facilitate the implementation of the oversight structures resolutions. Provide secretariat support services. Manage resources (Human, Financial, Equipment / Assets).

**ENQUIRIES** : Mr SW Nkosi Tel No: (012) 337 1962

**APPLICATIONS** : email: [Jobs-UIF06@labour.gov.za](mailto:Jobs-UIF06@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 16/114** : **ASSISTANT DIRECTOR: LOSS CONTROL REF NO: HR4/4/3/2ASDLC/UIF**  
(1 Year Contract)

**SALARY** : R468 459 per annum, plus 37% in lieu of benefits

**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting/ Financial Management/ Risk Management. Four (4) years' experience of which two (2) years must be functional experience in Loss Control or Internal control and compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Standards of Generally Recognised Accounting Practice (GRAP). Standards of Generally Accepted Accounting Practice (GAAP). International Financial Reporting Standards (IFRS). Protected Disclosure Act. Financial Management. Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation. Financial Management. Research. People Management.

**DUTIES** : Review policies and procedures regarding the treatment of irregular expenditure in line with the PFMA and Treasury Regulations. Facilitate the implementation of the Loss Control Framework. Conduct a determination test to establish the facts and losses. Manage resources (Human, Financial, Equipment/Assets).

**ENQUIRIES** : Mr SW Nkosi Tel No: (012) 337 1962

**APPLICATIONS** : email: [Jobs-UIF07@labour.gov.za](mailto:Jobs-UIF07@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 16/115** : **ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF**  
(1 Year Contract)

**SALARY** : R468 459 per annum, plus 37% in lieu of benefits

**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional experience in compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.

**DUTIES** : Facilitate the implementation of the Compliance universe. Conduct the compliance risks and provide advice. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).

**ENQUIRIES** : Mr SW Nkosi Tel No: (012) 337 1962

**APPLICATIONS** : email: [Jobs-UIF08@labour.gov.za](mailto:Jobs-UIF08@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 16/116** : **ASSISTANT DIRECTOR: BUDGET REF NO: HR4/4/3/2ASDB/UIF**  
(1 Year Contract)
- SALARY** : R468 459 per annum, plus 37% in lieu of benefits  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year Tertiary Qualification (NQF level 6) in Accounting Sciences / Financial Management /Commerce. Four (4) years functional experience in financial management environment of which two (2) years must be at supervisory level. Knowledge: Public Finance Management Act (PFMA). National Treasury MTEF Guidelines. Public Service Regulations (PSR) Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principle(GRAP). International Financial Reporting Standards (IFRS). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Communication. Computer literacy. Time Management. Report Writing. Planning and organizing. Analytical. Creative. Numeracy.
- DUTIES** : Facilitate budget process of the Fund. Coordinate budget governance and Compliance. Facilitate compilation of budgets reports. Facilitate compilation of external / Internal reports. Manage resources in the section.
- ENQUIRIES** : Ms MT Ramanyimi Tel No: (012) 337 1513  
**APPLICATIONS** : email: Jobs-UIF09@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 16/117** : **ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT**  
**REF NO: HR4/4/3/2ASDBSCM/UIF (X2 POSTS)**  
(1 Year Contract)
- SALARY** : R468 459 per annum, plus 37% in lieu of benefits  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification (NQF Level 6) in Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years' at supervisory level. Four (4) years' experience of which two (2) years must be functional experience in Board Services and Secretariat environment and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relation Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
- DUTIES** : Facilitate investigations on national appeal cases referred by Provinces. Coordinate the administration support services to the Board. Facilitate the provision of technical support on enquiries referred to the Fund E.G. Minister's Office Public Protector Director General and Commissioner. Manage all resources (Human, Financial Equipment/Assets) in the Sub-Directorate.
- ENQUIRIES** : Ms. LJ Van Wyk Tel No: (012) 337 1950  
**APPLICATIONS** : email: Jobs-UIF10@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 16/118** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO:**  
**HR4/4/3/2ASDDM/UIF**  
(1 Year Contract)
- SALARY** : R468 459 per annum, plus 37% in lieu of benefits  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification (NQF Level 6) in Logistic Management/ Supply Chain Management/ Public Management. Four (4) years' experience of which two (2) years must be functional experience in demand Management environment and two (2) years supervisory experience. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic

Empowerment (BBBE). Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.

**DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/ quotation specification as required. Develop, implement and maintain the supplier database. Manage resources (Human, Financial, Equipment / Assets) in the section.

**ENQUIRIES APPLICATIONS** : Mr V Moodley Tel No: (012) 337 1834  
: email: [Jobs-UIF22@labour.gov.za](mailto: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.

**POST 16/119** : **ASSISTANT DIRECTOR: SALARY PREPARATION REF NO: HR 4/25/05/51HO**

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum  
: Head Office, Pretoria  
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management or equivalent. Four (4) years' experience of which two (2) years Supervisory experience and two (2) years functional experience. Knowledge: Departmental policies and procedures, Financial Management, Batho Pele Principles, Budgeting, Delegations of Authority, Transversal Financial systems, Treasury Regulations. Skills: Computer literacy, Analytical, Communication, Interpersonal, Supervisory, Problem solving, Report writing, Mentoring and Coaching.

**DUTIES** : Manage payments of service benefits and affecting of deductions against service benefits. Maintain the Suspense accounts. Manage the payroll and Counter. Manage debt of officials against the Department. Maintain of entities on Persal and BAS. Manage resources in the section.

**ENQUIRIES APPLICATIONS** : Ms. K Sibanyoni Tel No: (012) 309 4103  
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ10@labour.gov.za](mailto:Jobs-HQ10@labour.gov.za)

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

**POST 16/120** : **ASSISTANT DIRECTOR: OFFICE SUPPORT REF NO: HR4/25/05/52 HO**

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum  
: Head Office, Pretoria  
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF 7) in Public Management/ Public Administration/ Information Management. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Records Management. Knowledge: Records Management, National Archives Act, Project Management, Contract Management, Supply Chain Management Framework, Public Finance Management Act, Promotion of Administrative Justice Act. Skills: Leadership, Management, Computer, Presentation, Analytical, Communication (both verbal and written), Facilitation, Organizing and planning.

**DUTIES** : Assist in the formulation, implementation and review of Records Management Policy, Guideline and procedures. Monitor registry services in the Department. Monitor Postal Services in the Department. Monitor cleaning services in the Department. Manage all the resources within the Division.

**ENQUIRIES APPLICATIONS** : Ms. R Maloka Tel No: (012) 309 4659  
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ10@labour.gov.za](mailto:Jobs-HQ10@labour.gov.za)

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

**POST 16/121** : **APPLICATION DEVELOPER (JAVA) REF NO: HR4/25/05/53HO (X2 POSTS)**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) National Diploma (NQF 6)/ Undergraduate Degree (NQF 7) in Information Technology/ Computer Science or Information PLUS ITIL Certificate. Four (4) years' experience in the ICT environment providing application software development services. Knowledge: Software languages and associated development platforms and tools, Java enterprise Architecture Development and Deployments, Java Enterprise Java Bean (EJB) Technologies, JavaScript/Son and JBOSS/Tomcat Web deployments, Service Orientated Architecture Implementations and Linux Operating Systems (preferably RHEL), Backend Oracle Systems and Java Integration (JDBC, OLE etc), Multi-tier Software architectures and interfaces, ASP.NET, SQL Server, HTML5, CSS3 and C#/VB.NET, SQL Server 2008 and upwards, Development and maintenance of Oracle Stored Procedures, Packages and functions, Data loads and imports from different sources including files, XML and other database including SQL server, SharePoint Development, Software development lifecycle (SDLC), IT service management principles for Incident, Change, Problem and Release process, Software development methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Management of Microsoft OS based solution, Development for template based web content management solution, Web application architecture integration into Oracle, Designing of Database Architecture Documentation including ERD's and Data Flow Diagrams, Enterprise level Oracle Database Administration with multiple of users, Software testing including unit integration and acceptance testing etc, SharePoint Object Model, SharePoint Designer, Visio, InfoPath, Visual Studio and PowerShell, Problem Solving, Communication, Time Management, Planning and Organizing, Multi-tier architecture, Project management.

**DUTIES** : Develop and Document technical design for customized software Applications as Java, ASP.NET, MS SharePoint and PL/SQL. Provide support and maintenance of customized software Applications as Java, ASP.NET, MS SharePoint and PL/SQL. Develop applications according to the defined standards and best practice principles.

**ENQUIRIES** : Mr. V Pillay Tel No: (012) 309 4636  
**APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ11@labour.gov.za](mailto:Jobs-HQ11@labour.gov.za)

**POST 16/122** : **ASISTANT DIRECTOR: GENDER, DISABILITY AND YOUTH REF NO: HR4/25/05/55 HO**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Social Sciences/ Gender Studies/ Youth Studies/ Psychology/ Social Work. Four (4) years' functional experience in Gender, Disability and Youth at a (Senior Practitioner/Practitioner) level. A valid drivers' license. Knowledge: Gender Equity and Women Empowerment Programmes, Promotion of the rights of people with disabilities, Mainstreaming and implementation of youth developmental programmes, Job access strategy. Skills: Communication, Interpersonal, Negotiation, Decision making, organisational, Computer Literacy, Problem solving.

**DUTIES** : Provide inputs towards the development policies, strategies and guideline to promote mainstreaming, development and empowerment of women, persons with disabilities and youth. Coordinate and implement Gender Equality and Women Empowerment programmes. Coordinate and implement Disability Mainstreaming programmes. Coordinate and implement Youth empowerment programmes. Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects focusing on GDY.

**ENQUIRIES** : Mr C Kanama Tel No: (012) 309 4238  
**APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ12@labour.gov.za](mailto:Jobs-HQ12@labour.gov.za)

**POST 16/123** : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR4/4/8/925**

**SALARY** : R468 459 per annum  
**CENTRE** : Provincial Office: Bloemfontein  
**REQUIREMENTS** : A three-year relevant tertiary qualification at NQF6/7 in communication Science/ Marketing/ Public Relations/Media studies and Journalism. Minimum experience: Two (2) years supervisor experience, Two (2) years functional experience in a media/ public relations/marketing/ communication services. Knowledge: Departmental Polies and Procedures, Public Finance Management Act (PFMA), Basic Knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication skills, Problem Solving, Listening and observation, Negotiation, Event Management.

**DUTIES** : Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DeL in the province (daily). Organize take holder briefings exhibitions for the whole province (Bi-weekly). Market the services of DeL at Provincial level (monthly). Manage DeL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as imbizo outreach. Programmes, outside broadcasts, national commemorative days etc. (yearly).

**ENQUIRIES** : Ms. E Maneli Tel No: (051) 505 6203  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300  
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.  
Email: Email: [jobs-fs2@labour.gov.za](mailto:jobs-fs2@labour.gov.za)

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

**POST 16/124** : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/928**

**SALARY** : R397 116 per annum  
**CENTRE** : Provincial Office: Bloemfontein  
**REQUIREMENTS** : BPROC/ LLB/ BCOM LAW. A valid driver's license. Minimum experience: 1 year in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service act, Treasury regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytic, Verbal and written communication.

**DUTIES** : to plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law, assist the AS: SS in the enforcement processes for IES, assist in the strategy for Statutory Services, assist in facilitating the implementation of capacity development programmes for the inspectors the provinces, compile stats for the unit.

**ENQUIRIES** : Mr M Luxande Tel No: (051) 505 6325  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300  
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.  
Email: Email: [jobs-fs2@labour.gov.za](mailto:jobs-fs2@labour.gov.za)

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

**POST 16/125** : **OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR4/4/5/3**

**SALARY** : R397 116 per annum  
**CENTRE** : Labour Centre: Verulam (KZN)  
**REQUIREMENTS** : Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field, ie. Construction Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : Mr B Zondi Tel No: (032) 541 5600  
: Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: [Jobs-KZN3@labour.gov.za](mailto:Jobs-KZN3@labour.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 16/126** : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/10/121**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum  
: Butterworth Labour Centre  
: Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
- DUTIES** : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request 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-Scheme. Supervise the administration of employer services at the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms N Getyeza Tel No: (047) 491 0656  
: Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: [Jobs-EC4@labour.gov.za](mailto:Jobs-EC4@labour.gov.za)
- POST 16/127** : **SENIOR PRACTITIONER: DEMAND MANAGEMENT REF NO: HR4/4/3/1SPDM/UIF (X2 POSTS)**  
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum, plus 37% in lieu of benefits  
: Unemployment Insurance Fund, Pretoria  
: A three (3) years' tertiary qualification in Logistic Management/ Supply Chain Management /Public Management. Two (2) years functional experience in demand management environment. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBE). Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.

- DUTIES** : Establish and ensure that a needs analysis is conducted. Facilitate the quotation process. Conduct the evaluation and compliance thereafter of vendors' / suppliers performance. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
- ENQUIRIES APPLICATIONS** : Mr J Parsotam Tel No: (012) 337 1726  
: email: [Jobs-UIF23 @labour.gov.za](mailto: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.
- POST 16/128** : **SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF (X4 POSTS)**  
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum, plus 37% in lieu of benefits  
: Unemployment Insurance Fund, Pretoria  
: Three (3) year's tertiary qualification (NQF Level 6) in Purchasing Management/ Facility Management/ Logistic Management/ Management. Two (2) years' functional experience in Acquisitions Management environment. Knowledge: Public Finance Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR). Public Service Act (PSA). Preferential Procurement Policy Framework Act (PPPFA). Skills: Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Financial Management. Analysis. Time Management. Numeracy.
- DUTIES** : Render administration of contracts of the UIF. Provide technical support on bidding processes. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committees. Supervise resources (Human, Financial, Equipment/ Assets) in the unit.
- ENQUIRIES APPLICATIONS** : Ms WE Kruger Tel No: (012) 337 1876  
: email: [Jobs-UIF23@labour.gov.za](mailto: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.
- POST 16/129** : **EMPLOYMENT EQUITY INSPECTOR REF NO: HR4/4/4/03/03 (X3 POSTS)**
- SALARY CENTRE** : R397 116 per annum  
: Germiston Labour Centre stationed at Provincial Office Parktown (X1 Post)  
: Pretoria Labour Centre stationed at Provincial Office, Parktown (X1 Post)  
: Johannesburg Labour Centre stationed at Provincial Office, Parktown (X1 Post)
- REQUIREMENTS** : National Diploma in Labour Law NQF6/ Advanced Labour Law NQF7/ Post Grad in Labour Law NQF8/ Law Degree/ BCOM Law. 1- 2 Years' functional experience in Employment Equity inspections as an added advantage. Valid driver's licence. Knowledge: Batho Pele Principles, Departmental policies and procedures, COIDA, Employment Services Act, BCEA, UI Contributions Act, UIA, Employment Equity Act. Skills: Planning and Organizing, Computer literacy, Interpersonal, Communication (Verbal and written), Problem solving, Interviewing, Conflict handling, Analytical and Presentation.
- DUTIES** : Conduct EE Procedural Inspections and DG reviews with the aim of ensuring compliance EE legislations. Deal with non-compliant employers to enforce compliance with EE regulation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of Provincial inspections. Assist in ensuring that quality inspections files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.
- ENQUIRIES APPLICATIONS** : Mr M Tshabalala Tel No: (012) 309 0500  
: Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to [Jobs-GP8@labour.gov.za](mailto:Jobs-GP8@labour.gov.za)
- NOTE** : Coloureds, Indians, Whites and Persons with disabilities are encouraged to apply.

**POST 16/130** : **BCEA INSPECTOR REF NO: HR4/4/03/04 (X2 POSTS)**

**SALARY** : R397 116 per annum  
**CENTRE** : Sandton Labour Centre stationed at Provincial Office, Parktown (X1 Post)  
 Johannesburg Labour Centre stationed at Provincial Office, Parktown (X Post)

**REQUIREMENTS** : Grade 12 certificate and three years (3) tertiary qualification at NQF6/7 in Labour relations/ BCOM Law/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.

**DUTIES** : Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including preparing for appearing in Court as the State witness. Plan and conduct allocated pro- active (BLITZ) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct Advocacy campaigns on all labour legislations independently analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr M Tshabalala Tel No: (012) 309 0500  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to [Jobs-GP16@labour.gov.za](mailto:Jobs-GP16@labour.gov.za)

**POST 16/131** : **OHS INSPECTOR REF NO: HR 4/4/8/929**

**SALARY** : R397 116 per annum  
**CENTRE** : Zastron Labour Centre Free State

**REQUIREMENTS** : Senior Certificate plus three (3) year recognised qualification at NQF6/7 in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid driver's license. Knowledge: Departmental policies and procedures. Occupational Health and Safety Regulations (21). South African National Standards (Codes). Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm legislations of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including, execution of analysis and compilations of consolidates statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr C Van Niekerk Tel No: (051) 673 1471  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: [jobs-fs3@labour.gov.za](mailto:jobs-fs3@labour.gov.za)

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

**POST 16/132** : **PRACTITIONER: LEGAL SERVICES REF NO: HR4/4/3/1PLS/UIF (X2 POSTS)**  
(1 Year Contract)

**SALARY** : R325 101 per annum, plus 37% in lieu of benefits  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) in Paralegal / Bcom Law / BA Law / Law (LLB). One (1) year in Legal environment. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principles. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA Promotion of Access to Information Act (PAIA). Law evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Litigation Procedures. Skills: Computer Literacy, PowerPoint and typing skills. Good communication skills. Interpersonal relations skill. Effective communication. Report writing. Planning and organizing. Problem solving. Delta phone. Numeric skill. Bookkeeping.

**DUTIES** : Render support services in contract management. Provide administrative support in Litigations. Provide support in implementing Promotion of Access to Information (PAIA), Protection of Personal Information (POPI), Intergovernmental administration. Render support in management of legal opinion. Render general clerical support services.

**ENQUIRIES** : Ms T Mokoena Tel No: (012) 337 1441/ 1775  
**APPLICATIONS** : email: [Jobs-UIF24@labour.gov.za](mailto: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,

**POST 16/133** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/122**

**SALARY** : R325 101 per annum  
**CENTRE** : Qonce Labour Centre  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. A valid driver's license. One (1) year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines, Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Batho Pele principles. Skills: Interpersonal skills, Telephone etiquette, Interviewing skills, Computer literacy, Listening skills, Communication skills, Ability to interpret legislation, Problem solving skills, Basic mediation skills, Report writing skills, Tactical Skills

**DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance, office services including fleet management within a Labour Centre. Render a Human Resource management service at a Labour center. Responsible for training and performance Management in a Labour Center. Render general administrative work for the Labour Center as and when required.

**ENQUIRIES** : Mr K Mbande Tel No: (043) 642 2049  
**APPLICATIONS** : Deputy Director: Labour Centre Operations, P O Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: [Jobs-EC4@labour.gov.za](mailto:Jobs-EC4@labour.gov.za)

**POST 16/134** : **ADMINISTRATION OFFICER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/4/03/05**

**SALARY** : R325 101 per annum  
**CENTRE** : Gauteng Provincial Office  
**REQUIREMENTS** : A Three-year tertiary relevant qualification in Labour Relations/ Human Resource Management/ Public/ Business Management. One (1) year functional experience in Inspection/ Administration. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

**DUTIES** : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA), Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes, Collect, compile and consolidate IES statistical reports and submit to Supervisor, Coordinate and monitors local and provincial Blitz inspections, Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.

**ENQUIRIES APPLICATIONS** : Mr M Tshabalala at 072 337 2654  
47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town for Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng Email: [Jobs-GP26@labour.gov.za](mailto:Jobs-GP26@labour.gov.za)

**POST 16/135** : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/7/24 (X2 POSTS)**  
Re-advertisement, applicants who previously applied must re-apply.

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum  
Provincial Office: Mpumalanga  
Three- year National Diploma (NQF 6)/ Undergraduate Degree (NQF7) in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. One (1) year functional experience in Auditing. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.

**DUTIES** : Perform Monitor the implementation of UIA and COIDA Programmes, Analyse the systems that provide expert advice on sector specific UIA & COIDA matter. Coordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

**ENQUIRIES APPLICATIONS** : Mr ABM Mampuru Tel No: (013) 655 8700  
Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email: [Jobs-MP-IES@LABOUR.gov.za](mailto:Jobs-MP-IES@LABOUR.gov.za)

**POST 16/136** : **CLIENT SERVICE OFFICER: IES (X5 POSTS)**

**SALARY CENTRE** : R269 499 per annum  
Bethlehem Labour Centre: Ref No: HR/4/4/8/917 (X1 Post)  
Harrismith Labour Centre: Ref No: HR4/4/8/918 (X1 Post)  
Kroonstad Labour Centre: Ref No: HR4/4/8/919 (X1 Post)  
Phuthaditjhaba Labour Centre: Ref No: HR4/4/8/920 (X1 Post)  
Botshabelo Labour Centre: Ref No: HR4/4/8/921 (X1 Post)

**REQUIREMENTS** : Grade 12/ Matriculation; No experience required. Knowledge: All relevant Labour Legislations and Regulations, 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, Listening, Computer Literacy, Ability to interpret legislation, Problem solving.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required (Daily).

**ENQUIRIES** : Mr T Moholi Tel No: (058) 303 5293  
Ms T Mvelase Tel No: (058) 623 2977  
Mr S Malope Tel No: (056) 811 3043  
Mr A Kutuka Tel No: (058) 713 0373  
Mr. MJ Ngono Tel No: (051) 933 2299

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: [jobs-fs1@labour.gov.za](mailto:jobs-fs1@labour.gov.za)

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

<b><u>POST 16/137</u></b>	:	<b><u>INSPECTOR: IES (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre Petrusburg (Free State) Ref No: HR 4/4/8/922 (X1 Post)
	:	Labour Centre: Zastron- (Free State) Ref No: HR 4/4/8/923 (X1 Post)
	:	Labour Centre: Benoni Ref No: HR4/4/4/03/13 (X1 Post)
	:	Labour Centre: Boksburg Ref No: HR4/4/4/03/14 (X1 Post)
	:	Labour Centre: Johannesburg Ref No: HR4/4/4/03/16 (X1 Post)
	:	Labour Centre: Sandton Ref No: HR4/4/4/103/17 (X1 Post)
	:	Labour Centre: Atteridgeville Ref No: HR4/4/4/03/20 (X1 Post)
	:	Labour Centre: Temba Ref No: HR4/4/4/03/21 (X1 Post)
	:	Labour Centre: Butterworth Ref No: HR 4/4/1/123 (X1 Post)
	:	Labour Centre: Komani Ref No: HR 4/4/1/151 (X4 Posts)
	:	Labour Centre: Komani Ref No: HR 4/4/1/151(X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr D Namane Tel No: (053) 574 0932 Mr C van Niekerk, Tel No: (051) 673 1471 Mr R Reddy Tel No: (011) 747 9609 Mr V Motaung Tel No: (011) 898 3340 Ms FS Tshabalala at (079) 511 3178 Mr M Tsautse Tel No: (011) 444 7631 Ms N Khoza Tel No: (012) 373 4434 Ms G Malungana Tel No: (012) 727 1364 Ms N Getyeza Tel No: (047) 491 0656 Mr U Thambo Tel No: (045) 807 5400
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: 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: <a href="mailto:jobs-fs1@labour.gov.za">jobs-fs1@labour.gov.za</a> Chief Director: Provincial Office: Private bag x4560 JHB 2001, or hand delivered at 47 Empire Road, Parktown, or Email <a href="mailto:Jobs-GP17@labour.gov.za">Jobs-GP17@labour.gov.za</a> (Benoni Labour Centre), <a href="mailto:Jobs-GP18@labour.gov.za">Jobs-GP18@labour.gov.za</a> (Boksburg Labour Centre), <a href="mailto:Jobs-GP19@labour.gov.za">Jobs-GP19@labour.gov.za</a> (Johannesburg Labour Centre), <a href="mailto:Jobs-GP20@labour.gov.za">Jobs-GP20@labour.gov.za</a> (Sandton Labour Centre), <a href="mailto:Jobs-GP23@labour.gov.za">Jobs-GP23@labour.gov.za</a> (Atteridgeville Labour Centre), <a href="mailto:Jobs-GP24@labour.gov.za">Jobs-GP24@labour.gov.za</a> (Temba Labour Centre) Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: <a href="mailto:Jobs-EC9@labour.gov.za">Jobs-EC9@labour.gov.za</a> For Attention: Deputy Director Labour Centre Operations Deputy Director: Labour Centre Operations: Private Bag X 323, Queenstown, 5320 or hand deliver at No 10 Ronison Road, Queenstown Email: <a href="mailto:Jobs-EC7@labour.gov.za">Jobs-EC7@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, Queenstown
<b><u>POST 16/138</u></b>	:	<b><u>ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum
	:	Provincial Office (Gauteng) Ref No: HR4/4/4/03/06 (X2 Posts)
	:	Labour Centre: Pretoria (Gauteng) Ref No: HR4/4/4/03/07 (X2 Posts)
	:	Labour Centre: Johannesburg but stationed at Carletonville L/C (Gauteng) Ref No: HR4/4/4/03/08 (X1 Post)

Labour Centre: Johannesburg but stationed at Soweto L/C (Gauteng) Ref No: HR4/4/4/03/09 (X1 Post)  
Labour Centre: Johannesburg but stationed at Mamelodi L/C (Gauteng) Ref No: HR4/4/4/03/10 (X1 Post)  
Labour Centre: Johannesburg but stationed at Bronkhorspruit L/C (Gauteng - Ref No: HR4/4/4/03/11 (X1 Post)  
Labour Centre: Johannesburg but stationed at Gauteng Provincial Office Ref No: HR4/4/4/03/12(X2 Posts)

**REQUIREMENTS** : Matriculation/ Grade 12/Senior Certificate. Knowledge: Administrative procedures relating to an office, filing and retrieval ability to operate fax machine and a photocopier, data capturing. Skills: Planning, communication, computer literacy.

**DUTIES** : Render administration support services to the Directorate, control the movement of documents and files in the Directorate, provide Supply Chain Management support in the Directorate, render Human Resource Services support for the Directorate

**ENQUIRIES** : Mr MR Tshabalala at 072 337 2654

**APPLICATIONS** : 47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town For Attention: Sub-directorate: Human Resources Management, Provincial Office: **Gauteng Email:** [Jobs-GP10@labour.gov.za](mailto:Jobs-GP10@labour.gov.za) **(Provincial Office) Email:** [Jobs-GP11@labour.gov.za](mailto:Jobs-GP11@labour.gov.za) **(Pretoria) Email:** [Jobs-GP12@labour.gov.za](mailto:Jobs-GP12@labour.gov.za) **(Carletonville) Email:** [Jobs-GP13@labour.gov.za](mailto:Jobs-GP13@labour.gov.za) **(Soweto) Email:** [Jobs-GP14@labour.gov.za](mailto:Jobs-GP14@labour.gov.za) **(Mamelodi) Email:** [Jobs-GP15@labour.gov.za](mailto:Jobs-GP15@labour.gov.za) (Bronkhorspruit)

**POST 16/139** : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)**

**SALARY CENTRE** : R228 321 per annum  
: Kroonstad Labour Centre Free State Ref No: HR 4/4/8/915 (X1 Post)  
: Botshabelo Labour Centre Free State Ref No: HR 4/4/8/916 (X1 Post)  
: Verulam Labour (KZN) Ref No: HR4/4/5/25 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.

**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 Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.

**ENQUIRIES** : Mr. S Malope Tel No: (056) 215 1812  
: Mr M Ngono Tel No: (051) 534 3789  
: Mr B Zondi Tel No: (032) 541 5600

**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](mailto:jobs-fs2@labour.gov.za) For Attention: Sub-directorate: Human Resources Operations, Free State  
: Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam, 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: [Jobs-KZN25@labour.gov.za](mailto:Jobs-KZN25@labour.gov.za) For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 16/140** : **SENIOR ADMINISTRATION CLERK: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/3/1ACLAP/UIF (X3 POSTS)**  
(1 Year Contract)

**SALARY CENTRE** : R228 321 per annum, plus 37% in lieu of benefits  
: Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : Grade 12 Certificate. No experience required. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Unemployment Insurance Amendment Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Service Act (PSA), Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Treasury Regulations. Batho Pele Principles. Skills: Minutes taking. Communication. Computer Literacy. Planning and Organizing.

**DUTIES** : Render general clerical support services on Temporary Employer- Employee Relief Scheme, Business Turnaround and recovery Programme and Employability of the Unemployed projects. Provide supply chain clerical support services. Provide administrative support services. Provide financial administration support services.

**ENQUIRIES** : Ms NR Taukobong Tel No: (012) 337 1646

**APPLICATIONS** : email: [Jobs-UIF25@labour.gov.za](mailto: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 16/141** : **OFFICE AID (X3 POSTS)**

**SALARY** : R163 680 per annum

**CENTRE** : Ficksburg Labour Centre: Ref No: HR 4/4/8/926 (X1 Post)  
Kroonstad Labour Centre: Ref No: HR 4/4/8/927 (X1 Post)  
Harrismith Labour Centre: Ref No: HR 4/4/8/931 (X1 Post)

**REQUIREMENTS** : Standard 8/ Grade 10. No experience. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.

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

**ENQUIRIES** : Mr S Malope Tel No: (056) 215 1812  
Mr A Kutuka Tel No: (058) 713 0373  
Ms T Mvelase Tel No: (058) 623 2977

**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](mailto:jobs-fs2@labour.gov.za)

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