

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

: 29 September 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's technical and generic requirements. 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 contract 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: These posts were advertised on Public Service Vacancy Circular 31 dated 29 August 2025 with a closing date of 12 September 2025. Please note the link provided for responses for the application of the Departmental Trainee Employment Counsellors Programmes for the years 2025-2026 is incorrect consequently applicants are unable to direct applications. Here is the attached correct link:

https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html

Therefore, the Department encourages qualified graduates to follow the link to send their applications. The program initially offered 130 available positions

which now increased to 150 positions allocations as follows: Provincial Office: Gauteng– Ref No: GP/2025/08/91206022 (X18 posts), Provincial Office: KwaZulu-Natal-Reference No: ZN/2025/08/91204620 (X19 posts), Provincial Office: Eastern Cape-Reference No: EC/2025/08/91206037 (X19 posts), Provincial Office: Western Cape- Ref No: WC/2025/08/90894267 (X20 posts), Provincial Office: Mpumalanga- Ref No: MP/2025/08/91206044 (X10 posts), Provincial Office: North West- Ref No: NW/2025/08/91206018 (X16 posts), Provincial Office: Northern Cape- Ref No: NC/2025/08/91201065 (X15 posts), Provincial Office: Limpopo- Ref No: LP/2025/08/91206054 (X19 posts) and Provincial Office: Free State- Ref No: FS/2025/08/91205363 (X14 posts). Therefore, the closing date for these posts is extended to 29 September 2025. Apologies for inconveniences. Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 086 010 1018

OTHER POSTS

<u>POST 33/23</u>	:	<u>DEVELOPER REF NO: HR4/4/3/2D/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification in Information Technology/ Computer Science/ Information Systems at NQF Level 6 as recognized by SAQA. Five (5) years functional experience of which three (3) years must be functional experience in Information Technology (IT) environment (Java System Development, Support Maintenance).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). Java Application Tool. Skills: Meticulous attention to detail. People Management. Conflict Management. Strong Analytic Skill Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity The ability to prioritize tasks. Driving.
<u>DUTIES</u>	:	Manage the interpretation of compiled business requirements and technical specification documents. Develop the system solutions for the Fund utilising the Java Application Tools. Manage system fault diagnosis and fix bugs Optimise Enterprise application. Integrate 3rd party applications internal and external. Manage resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr KR Makweya Tel No: (012) 337 1482/ 1422
<u>APPLICATIONS</u>	:	email: Jobs-UIF1@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 33/24</u>	:	<u>SYSTEM ANALYST REF NO: HR4/4/3/2SA/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology/ Computer Science/ Information Systems at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) year must be functional experience in Information Technology (IT) environment (System Analyst/Business Analyst/ Software Developer) and two (2) years at supervisory level. Knowledge: Public Finance 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. Technical Communication Skills. Both Written and Verbal. Ability to influence. Computer Literacy Computer. Systems Report Writing. Project Management.
<u>DUTIES</u>	:	Examine the current and new systems of the Fund. Facilitate the compilation of technical specification document. Facilitate the compilation of system prototype for the existing and new systems of the Fund. Quality assure the Systems. Manage Resources in the Sub-Directorate.

<u>ENQUIRIES</u>	:	Mr SK Skhosana Tel No: (012) 337 1613
<u>APPLICATIONS</u>	:	email: Jobs-UIF2@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 33/25</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2ASDOSS/UIF (X4 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognised by SAQA in Administration/ Public Management/ Public Administration/ Administrative Management/ Operations Management/ Business Administration/ Operations Research/ Finance. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years' experience at Practitioner level. Knowledge: Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report writing. Planning and Organizing.
<u>DUTIES</u>	:	Facilitate provincial operational performance. Coordinate the implementation of new operational policies and procedures. Provide operational services in provincial offices to ensure consistency. Manage resources.
<u>ENQUIRIES</u>	:	Mr AP Ragavaloo Tel No: (012) 337 1882
<u>APPLICATIONS</u>	:	email: Jobs-UIF3@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 33/26</u>	:	<u>SENIOR PRACTITIONER: COMPLIANCE SERVICES REF NO: HR4/4/3/1SPCS/UIF (X5 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R397 116 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification (NQF level 6) in Internal Audit / Auditing / Accounting / Financial Management. Two (2) years functional experience in Financial / Auditing / Compliance environment. Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act. Public Finance Management Act. Treasury Regulations. Public Service Regulations and Act. Generally Accepted Accounting Practices (GAAP). Generally Recognized Accounting Practices. Protection of Personal Information Act (POPI Act). Skills: Communication. Listening. Computer literacy (MS Office Suite. Interpersonal. Time Management. Report Writing. Planning and organizing Numeracy. Financial.
<u>DUTIES</u>	:	Verify employers' information on the operational system. Identify employers' non-compliance. Provide support in declaration reconciliation and contribution information.
<u>ENQUIRIES</u>	:	Mr SN Gumede Tel No: (012) 337 1448
<u>APPLICATIONS</u>	:	email: Jobs-UIF5@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 33/27</u>	:	<u>SENIOR PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: HR4/4/3/1SPTD/UIF</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management / Development / Training and Development / Training and Development / Management of Training / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Two (2) years functional experience in Training/ Learning and Development environment. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR). Public Finance Management Act (PFMA) Human Resource Development Policies. Human Resource Systems (PERSAL). Skills Development Act (SDA). Skills Development Levies Act (SDLA). Labour Relation Act (LRA). Basic Condition of Employment Act.

		Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Project Management. Diversity Management. OD-ETDP. Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organizing and Planning. Problem Solving.
<u>DUTIES</u>	:	Implement Human Resource Development Programmes. Provide support in the implementation of the workplace skills plan programmes. Compile and update training manuals. Provide Bursary Administrative Support Services. Render Compulsory Induction and orientation programmes. Supervise Resources (Human, Finance, Equipment / Assets).
<u>ENQUIRIES</u>	:	Mr VG Kegakilwe Tel No: (012) 337 1710
<u>APPLICATIONS</u>	:	email: Jobs-UIF4@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>NOTE</u>	:	African Females, Coloured Males, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
<u>POST 33/28</u>	:	<u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR/4/4/6/07</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: East London
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification at NQF 6 in Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. MC Njamela Tel No: (043) 702 7500
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London; Email: Jobs-ECELN@Labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations
<u>POST 33/29</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR/4/4/10/52</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Nqanqarhu Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification (NQF6) in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving,

		Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Mvanyashe Tel No: (045) 932 1424
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, P.O. Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5780. Email: Jobs-ECMCR@labour.gov.za
<u>POST 33/30</u>	:	<u>SENIOR ASDMINISTRATION CLERK: OPERATIONS SUPPORT SERVICES NO: HR4/4/3/1SACOSS/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R228 321 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience required. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Labour Relation Act (LRA). Skills: Computer Literacy. Minutes Writing. Communication (verbal and written). Planning and Organising. Time Management.
<u>DUTIES</u>	:	Render general clerical support services. Provide personnel administration clerical support services within the Sub-Directorate. Provide supply chain support services within the Sub-Directorate. Provide financial administration support services in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms Y Nambviluwa Tel No: (012) 337 1821
<u>APPLICATIONS</u>	:	email: Jobs-UIF6@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 33/31</u>	:	<u>SENIOR ASDMINISTRATION CLERK: FLEET MANAGEMENT REF NO: HR4/4/3/1SACFM/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R228 321 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate/Senior Certificate or equivalent. A valid code 8 EB driving license. No experience required. Knowledge: Public Finance Management Act (PFMA). Departmental policies and procedures. National Road Transport Act. Basic Administration. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Skills: Computer Literacy. Problem Solving. Planning and Organizing. Time Management. Report Writing.
<u>DUTIES</u>	:	Allocate vehicles booked on the vehicle distribution board. Provide effective fleet administration for the Fund. Render support service in the maintenance and repair of fleet. Safe keep all fleet documents/records (petrol cards and vehicle keys-both originals and spares).
<u>ENQUIRIES</u>	:	Mr RM Mathebula Tel No: (012) 337 1655
<u>APPLICATIONS</u>	:	email: Jobs-UIF7@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF