

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.

<u>CLOSING DATE</u>	:	06 October 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	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)

OTHER POSTS

<u>POST 34/01</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape Ref No: HR 4/4/1/140 (X1 Post) Labour Centre: Gqeberha Ref No: HR 4/4/1/150 (X1 Post)

<u>REQUIREMENTS</u>	:	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. Four (4) years' experience of which two (2) years' must be functional experience in Operations environment, and two (2) years must be supervisory experience. Plus, Valid Driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulation (PSR). Skills: Communication (Both verbal and written), Time Management, Customer Relations, Computer literacy, Supervisory Skills, Report Writing, People Management, Coaching Skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Mr TM Ramatsetse Tel No: (043) 701 3000. Mr M Nqolowa Tel No: (041) 506 5000
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, or hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha 6000. Email: Jobs-EC6@labour.gov.za
<u>POST 34/02</u>	:	<u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/10/901</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	LLB Degree /Four (4) year legal qualification at NQF7 SAQA recognised. Admission as an Attorney/Advocate. A valid driver's licence. Two (2) years functional experience in legal environment. Knowledge: Public service transformation and management issues; Public Service Act; Ability to convert to policy into action; Treasury Regulations; Public Service Regulations and relevant prescripts; Departmental policies and procedures; Accounting systems and Internal Control; Corporate governance; Enforcement manual; Batho Pele Principles. Skills: Computer literacy; Verbal and written communication; Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management; Research; Litigation.
<u>DUTIES</u>	:	Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement Advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring programme for enforcement files. Oversee administration for statutory services in the province.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email Jobs-WC@LABOUR.gov.za
<u>POST 34/03</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/8/140</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office Kimberley
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6 in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.

<u>DUTIES</u>	:	Coordinate and monitor the implementation of human resources management policies in the province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ZL Albanie Tel No: (053) 838 1502
	:	Chief Director: Provincial Operations, Private Bag X5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 34/04</u>	:	<u>PERSONAL ASSISTANT REF NO: HR4/25/09/16HO</u> Branch: Office of the DDG: Public Employment Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	An undergraduate qualification at NQF6 as recognized by SAQA in Office Management/ Information Management/ Public Administration/Business Administration. Four (4) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures, Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.
<u>DUTIES</u>	:	Provide administrative support to the Deputy Director-General. Manage the Deputy Director-General's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Deputy Director-General's Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Deputy Director-General's Projects and monitors the Branch Budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Kekana Tel No: (012) 309 4656
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or Email: Jobs-HQ30@labour.gov.za
<u>POST 34/05</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: HR4/25/9/11HO</u> Directorate: Supply Chain and Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	Undergraduate qualification at NQF6 as recognized by SAQA in Asset Management/ Supply Chain Management/Public Management/ Public Administration/ Finance/Taxation/Bcom Accounting/Bcom Supply Chain Management Two (2) years at a supervisory experience. Two (2) years functional experience in Asset Management. Knowledge: Asset Management Framework, Risk Management, Departmental policies and procedures, international standards for the professional practice of Internal Auditing, Public Service Regulations, Supply Chain Management prescripts. Project Management. Basic Accounting Systems (BAS). Logis. Skills: Leadership. Computer literacy. Presentation. Analytical. Communication (both verbal and written). Facilitation. Innovative.
<u>DUTIES</u>	:	Maintain Asset register and the issuing of stores. Provide technical guidelines to the asset's users. Implement and monitor asset reversals, disposals and donations. Supervise staff in the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Maholwana Tel No: (012) 309 4670
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or Email: Jobs-HQ23@labour.gov.za
<u>POST 34/06</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/10/902</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Provincial Office: Western Cape
	:	BPROC/LLB/BCOM LAW at NQF7 and SAQA recognised. A valid driver's licence. One (1) year in 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, Skills Development Levi

		Act (SDLA). Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of no compliance under employment law. Assist the ASD: 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 in the provinces. Compile stats for the Unit.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email Jobs-WC1@LABOUR.gov.za
<u>POST 34/07</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR4/4/10/120</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Butterworth Labour Centre
<u>REQUIREMENTS</u>	:	An 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. A valid driver's license. Two (2) years functional experience in Client Service environment/ Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>	:	Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Ms N Getyeza Tel No: (047) 491 0656
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960 or hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
<u>POST 34/08</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Nqanqarhu Ref No: HR4/4/10/50 (X1 Post) Labour Centre: KwaMaqoma Ref No: HR4/4/10/51 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including

		execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms N Mvanyashe Tel No: (045) 932 1424
		Mr T Mgodane Tel No: (046) 645 7700
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, P.O. Box 397, Nqanqarhu, 5480 or hand deliver at 1 Royal Road Nqanqarhu, 5780. Email: Jobs-ECMCR@labour.gov.za
		Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735 or hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
<u>POST 34/09</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY ACQUISITION AND LEASING</u>
		<u>REF NO: HR 4/4/09/01</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton Park, Gauteng
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Management/ Facilities Management/ Property Management/ Bachelor of Arts in Disaster and Safety Management. 1-2 years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment. Skills: Strong sense of urgency and accountability, Computer literacy with knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem Solving skills, Decision making.
<u>DUTIES</u>	:	Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
<u>ENQUIRIES</u>	:	Mr S Mthethwa Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP25@labour.gov.za
<u>POST 34/10</u>	:	<u>PROFESSIONAL NURSE (MEDICAL ADJUDICATION) GRADE 1-3 REF NO: HR 4/4/6/02</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre, Modimolle
<u>REQUIREMENTS</u>	:	Four (4) years' degree (NQF7)/ three (3) years' Diploma in Nursing (NQF6). Post Graduate Diploma (NQF8) in Occupational Health / Theatre Technique / Critical Care will be an advantage. Grade 1: 2-9 Years' experience gained after registration, Grade 2: 10-19 Years' experience gained after registration, Grade 3: 20 Years' – above experience gained after registration. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public hospital level or private hospital. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupation Health knowledge, Regulatory Knowledge & Implementation, Del and Compensation Fund objectives and business functions, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public Service Act, Health Professions Act, Health Act. Skills: Post claims management and settlement, Claims handling, Claims settlement management, Medical Policy Management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical Systems (IT Systems Control Designs), Clinical Coding, Quality Assurance and Improvement, Research and Benchmarking.

<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval for medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Mr MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-MOD@labour.gov.za
<u>POST 34/11</u>	:	<u>BCEA INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Malelane Ref No: HR4/4/7/44 (X1 Post) Labour Centre: Durban Ref No: HR4/4/5/80 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plan, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms N Ndhlovu Tel No: (013) 791 6000/6008 (Malelane) Mr S Mchunu Tel No: (031) 3361501 (Durban)
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X517, Malelane 1320 or hand deliver at Old ABSA Building, Ground Floor, 19 Lorenzo Road, Malelane or Email: Jobs-INSP-MAL-@LABOUR.gov.za Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade 4056 or hand deliver at 16 Beach Grove, Durban or Email to: Jobs-KZN16@labour.gov.za
<u>POST 34/12</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Alberton Ref No: HR4/4/4/09/02 (X1 Post) Labour Centre: Garankuwa Ref No: HR4/4/4/09/03 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at 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, UI Insurance Contributions Act, Skills: Facilitation skills, Planning and Organizing (own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<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>	:	Mr M Nkutha Tel No: (010) 700 0290 Mr P Rangwashe Tel No: (012) 700 0290
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP11@labour.gov.za (Alberton) Jobs-GP13@labour.gov.za (Garankuwa)

<u>POST 34/13</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/7</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Mthatha
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, planning and organising.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre. Render a Human Resource management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms Zawula Tel No: (047) 501 5600
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, or hand deliver at Manpower Building CNR Elliot and Madeira Street, Umtata, 5100. Email: Jobs-ECMCR@labour.gov.za