

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>	:	10 October 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	<p>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 post'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 that 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)</p>

OTHER POSTS

<u>POST 35/126</u>	:	<p><u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/140</u> Re-advertisement, applicants who previously applied are encouraged to re-apply</p>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Kimberley
	:	Three (3) years tertiary qualification at NQF6 in Public Administration/ Business Administration/ Development studies/ Social Sciences. A valid driver's license. Five (5) years' experience of which three (3) years must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two (2) years' experience at managerial level. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer literacy. Skills Development Act. Event Management and Contract Management. Coordination. Facilitation. Project Management.
<u>DUTIES</u>	:	Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on Labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund and the Province Office. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Albanie Tel No: (053) 838 1502
	:	Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley or email to Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management.
<u>POST 35/127</u>	:	<u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/4/03/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Provincial Office: Gauteng, Parktown
	:	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 APPLICATIONS</u>	:	Mr M Tshabalala Tel: 011 853 0457
	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or email to Jobs-GP3@labour.gov.za
<u>FOR ATTENTION</u>	:	sub-directorate: Human Resources Management, Provincial Office: Gauteng.
<u>POST 35/128</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/200 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Komani Labour Centre, Eastern Cape
	:	Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration service of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general

		administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Mr U Thambo Tel No: (045) 807 5400
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X323, Queenstown, 5320 or hand deliver at No.10 Ronison Road, Queenstown or email to Jobs-ECQTN@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Queenstown
<u>POST 35/129</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/7/45</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
<u>DUTIES</u>	:	Control access in and out if the Labour Centre and a provincial Office. Secure the flow of information and assets within the Labour Centre and a Provincial Office. Conduct security patrols of the building and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
<u>ENQUIRIES</u>	:	Ms N Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or email to Jobs-SEC-@LABOUR.gov.za