

## 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.*

<b><u>CLOSING DATE</u></b>	:	17 October 2025 at 16:00 (walk-in) and 00:00 (online)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 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

<b><u>POST 36/01</u></b>	:	<b><u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/8/142</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all- inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Kimberley
<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 (2) 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 Service Regulation (PSR). Public Service Act (PSA). Treasury Regulations Operations Systems. Skills: Leadership. Management. Report writing (Advance). Computer literacy. Team Building. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative.
<b><u>DUTIES</u></b>	:	Manage Employer Services Functions. Manage assessment services and local appeals and complaints. Monitor the provision of General Support and Registry Services. Manage the provision of comprehensive Financial administration. Manage resources (Human, Financial, Equipment/Assets)
<b><u>ENQUIRIES</u></b>	:	Mr Z Albanie Tel No: (053) 838 1502
<b><u>APPLICATIONS</u></b>	:	Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley or email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>

<b><u>POST 36/02</u></b>	:	<b><u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR4/4/5/84</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: KwaZulu-Natal
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at (NQF 6) as recognized by the South African Qualifications Authority (SAQA) in Social Sciences (Psychology) / Bachelor of Arts (Psychology) /Public Administration / Public Management / Business Administration/ Business Management. Two (2) years' functional experience in Public Employment Services/Programmes. Two (2) years at Supervisory experience. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge management. Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information Management. Assertive, Client focused, Sense of responsibility, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.
<b><u>ENQUIRIES</u></b>	:	Ms Z Maseko Tel No: (031) 366 2010
<b><u>APPLICATIONS</u></b>	:	Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. email to: <a href="mailto:Jobs-ZN15@Labour.gov.za">Jobs-ZN15@Labour.gov.za</a>
<b><u>POST 36/03</u></b>	:	<b><u>BCEA INSPECTORS REF NO: HR4/4/5/79 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Durban Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification NQF6 in Labour Relation/ B-Tech Degree in Labour Relations/ LLB (NQF7). Two (2) years' functional experience in Inspection and Enforcement Services (BCEA). Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation skills, Planning and Organising, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). 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 and conduct allocated proactive (Blitz) inspection 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, grafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr S Mchunu Tel No: (031) 336 1501
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade 4056 or hand deliver at 16 Beach Grove, Durban or Email to <a href="mailto:Jobs-KZN28@labour.gov.za">Jobs-KZN28@labour.gov.za</a>
<b><u>POST 36/04</u></b>	:	<b><u>TECHNICIAN ACCIDENT, LOSSES AND MAINTENANCE REF NO: HR4/4/5/83</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: KwaZulu-Natal
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification (NQF6) in Transport/Fleet Management. Two (2) years' functional experience in Transport Environment. Valid drivers' license. Knowledge: Public Service Financial Management, Departmental Policies and Procedures, Motors Mechanics background, Transport prescripts, Vehicle Inspection. Skills: Fix Minor problems on vehicles, Computer Literacy, Presentation, Innovative, Analytical, Communication (verbal & written), Assertiveness, Attention to detail, Honest, Customer Care focused, working under pressure, Working independently.
<b><u>DUTIES</u></b>	:	Collect information on incident scenes for Provincial Office. Liaise with relevant stakeholders to gather information to avoid losses and investigate losses of fleet assets in the province. Provide vehicle maintenance support to ensure that all vehicles in the Department are in good condition. Disseminate information to the relevant stakeholders, e.g. newly developed policies, new prescripts pertaining to transport etc.
<b><u>ENQUIRIES</u></b>	:	Mr M Mwelase Tel No: (031) 366 2316

<b><u>APPLICATIONS</u></b>	:	Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. Email to: <a href="mailto:Jobs-KZN14@Labour.gov.za">Jobs-KZN14@Labour.gov.za</a>
<b><u>POST 36/05</u></b>	:	<b><u>FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/08/113</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Kimberley
<b><u>REQUIREMENTS</u></b>	:	A three (3) year relevant tertiary qualification at NQF6 on Transport/ Fleet Management. A valid driver's license. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Technical aspects of field of specialty Skills: Communication. Coordination. Planning and Organization. Report Writing. Computer. Monitoring and evaluation. Time Management.
<b><u>DUTIES</u></b>	:	Conduct inspection on Provincial Office fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the province. Perform general administrative tasks in respect of fleet operations.
<b><u>ENQUIRIES</u></b>	:	Ms S Kleinsmith Tel No: (053) 8381626
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley or email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>
<b><u>POST 36/06</u></b>	:	<b><u>BCEA INSPECTOR REF NO: HR4/4/5/81</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Durban
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's license. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr S Mchunu Tel No: (031) 336 1501 (Durban)
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade, 4056 or hand deliver hand deliver at 16 Beach Grove, Durban Email to: <a href="mailto:Jobs-KZN16@labour.gov.za">Jobs-KZN16@labour.gov.za</a>
<b><u>POST 36/07</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/17 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Prospecton Labour Centre, KwaZulu-Natal
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification (NQF 6) in Labour Relations/BCom Law/LLB. A valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr K Naidoo Tel No: (031) 065 0100
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini, 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: <a href="mailto:Jobs-KZN24@Labour.gov.za">Jobs-KZN24@Labour.gov.za</a>
<b><u>POST 36/08</u></b>	:	<b><u>CLIENT SERVICE OFFICER: COID REF NO: HR 4/4/8/962</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Sasolburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Knowledge: Public Service Act. Public Service Regulation Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance

requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Skills: Computer Literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.

**DUTIES**

: Receive and verify documents for registration. Register the claims on the Operational system. Assist employer services at the kiosk, online system and service centre. Handle all service related queries and complaints.

**ENQUIRIES**

: Ms M Lelope Tel No: (016) 976 2270

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein or email: [jobs-fs5@labour.gov.za](mailto:jobs-fs5@labour.gov.za)