

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>	:	31 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 38/11</u>	:	<u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/8/961</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Provincial Office: Free State

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development studies/ Social Sciences. Five (5) years' experience of which three (3) must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial/ and two (2) years' experience at managerial level. Valid driver's license. Knowledge: Departmental and the Funds Policies and Procedures, Public Financial Management Act (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, 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 cooperation with the Unit Communications within the Fund and the Provincial Office. Manage resources (Human, Finance, Equipment/Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Zama at 072 984 0837
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs10@labour.gov.za
<u>POST 38/12</u>	:	<u>PRINCIPAL COID EMPLOYERS AUDITOR REF NO: HR 4/4/6/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Provincial Office: Limpopo
	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Accounting/ BCOM Accounting/ Internal Auditing. A valid driver's license. Four (4) years functional experience in Compliance Management/ Auditing/ Accounting/ Inspections and Enforcement Environment, of which two (2) years at a supervisory level. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislations, Financial Risk Management and Internal Controls, Department policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), Public Service Regulations, OHS Act and Regulations, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Promotion of Access to Personal Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Labour Relations Act (LRA), Generally Recognized Accounting Principles (GRAP), Extensive knowledge of auditing principles. Skills: Analysing & Interpreting Information (Data Analytics), Analysing and Interpreting of Financial Statements, Employer Assessment and Auditing, Revision of Assessment, Coaching and mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/ Project Planning & Management, Monitoring and assurance, Research and Development, Advanced use of computer systems and software.
<u>DUTIES</u>	:	Manage the implementation of SOPs" s and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TE Maluleke Tel No: (015) 290 1768
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-LP@labour.gov.za
<u>POST 38/13</u>	:	<u>ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/8/960</u> (Re-advertisement)
<u>SALARY CENTRE</u>	:	R468 549 per annum
	:	Provincial Office: Free State

<u>REQUIREMENTS</u>	:	A relevant 3 years' qualifications in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property Management and Real Estate Management. Two (2) years Supervisory experience. Two (2) years functional experience in administration environment. Driver's License. Knowledge: Relevant Departmental policies and procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.
<u>DUTIES</u>	:	Manage the office accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective records management services in the Province. Monitor and ensure that all ITC equipment is operational.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Tokwe Tel (051) 505 6204
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 38/14</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER II PES REF NO: HR4/4/5/83</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Richmond - KZN
	:	Three (3) year relevant qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Mtolo Tel No: (033) 212 2768
	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 38/15</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/82</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Richmond - KZN
	:	Senior Certificate plus a 3 year recognised qualification in the relevant field, ie. Mechanical Engineering, Mechatronic 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.
<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 APPLICATIONS</u>	:	Mr P Mtolo Tel No: (033) 212 2768
	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za
<u>POST 38/16</u>	:	<u>OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/5/81</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Kokstad - KZN
	:	Senior Certificate plus a 3-year recognised qualification in the relevant field, ie. Civil Engineering/Construction. 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.
<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 APPLICATIONS</u>	:	Mr S Ngqoza Tel No: (039) 201 0501
	:	Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Application: Jobs-KZN15@labour.gov.za
<u>POST 38/17</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/25/10/01HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Head Office: Pretoria
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Human Resources Management. One (1) year functional experience in Human Resources Management. Knowledge: All labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public service regulations, Batho Pele Principles, PERSAL, CORE. Skills: Computer literacy, Planning and organising, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accuracy, Data capturing, Problem solving, Supervisory.
<u>DUTIES</u>	:	Administer Recruitment and Selection processes within the Department. Administer Service Benefits of employees such as leave, service termination and housing. Handle human resource administration enquiries. Supervise all the resources of the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Z Mdebuka Tel No: (012) 309 4830
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. or email: Jobs-HQ12@Labour.gov.za
<u>POST 38/18</u>	:	<u>UIF CLIENT SERVICE OFFICER (X454 POSTS)</u> (Re-advertisement, applicants who previously applied must re-apply)
<u>SALARY</u>	:	R269 499 per annum

CENTRE

: Labour Centre: Barberton Ref No: HR4/4/7/200 (X16 Posts)
Labour Centre: Bethal Ref No: HR4/4/7/201 (X16 Posts)
Labour Centre: Morgenzon Satellite Ref No: HR4/4/7/202 (X12 Posts)
Labour Centre: Carolina Ref No: HR4/4/7/203 (X15 Posts)
Labour Centre: Badplaas Satellite Ref No: HR4/4/7/204 (X12 Posts)
Labour Centre: Eerstehoek Ref No: HR4/4/7/205 (X16 Posts)
Labour Centre: Ermelo Ref No: HR4/4/7/206 (X14 Posts)
Labour Centre: Breyton Satellite Ref No: HR4/4/7/207 (X12 Posts)
Labour Centre: Lothair Satellite Ref No: HR4/4/7/207 (X12 Posts)
Labour Centre: Malelane Ref No: HR4/4/7/208 (X9 Posts)
Labour Centre: Komatipoort Satellite Ref No: HR4/4/7/209 (X12 Posts)
Labour Centre: KwaMhlanga Ref No: HR4/4/7/210 (X10 Posts)
Labour Centre: Mbibane Satellite Ref No: HR4/4/7/211 (X12 Posts)
Labour Centre: Mdutjana Satellite Ref No: HR4/4/7/212 (X11 posts)
Labour Centre: Mokobola Satellite Ref No: HR4/4/7/213 (X12 Posts)
Labour Centre: Siyabuswa Satellite Ref No: HR4/4/7/214 (X12 Posts)
Labour Centre: Mashishing Ref No: HR4/4/7/215 (X14 Posts)
Labour Centre: Waterval Boven Satellite Ref No: HR4/4/7/216 (X10 Posts)
Labour Centre: Middelburg Office Ref No: HR4/4/7/217 (X8 Posts)
Labour Centre: Belfast Satellite- Ref No: HR4/4/7/218 (X10 Posts)
Labour Centre: Hendrina Satellite Ref No: HR4/4/7/219 (X10 Posts)
Labour Centre: Machadodorp Satellite Ref No: HR4/4/7/220 (X12 Posts)
Labour Centre: Mbombela Ref No: HR4/4/7/221 (X4 Post)
Labour Centre: Hazyview Satellite Ref No: HR4/4/7/222 (X12 Posts)
Labour Centre: Whiteriver Satellite Ref No: HR4/4/7/223 (X12 Posts)
Labour Centre: Mkhondo Ref No: HR4/4/7/224 (X16 Posts)
Labour Centre: Amersfoort Satellite Ref No: HR4/4/7/225 (X12 Posts)
Labour Centre: Volksrust Ref No: HR4/4/7/226 (X17 Posts)
Labour Centre: Sabie Ref No: HR4/4/7/227 (X15 Posts)
Labour Centre: Graskop Satellite Ref No: HR4/4/7/228 (X12 Posts)
Labour Centre: Casteel Satellite Ref No: HR4/4/7/229 (X13 Posts)
Labour Centre: Secunda Ref No: HR4/4/7/230 (X11 Posts)
Labour Centre: Leandra Satellite Ref No: HR4/4/7/231 (X12 Posts)
Labour Centre: Standerton Ref No: HR4/4/7/232 (X14 Posts)
Labour Centre: Balfour Ref No: HR4/4/7/233 (X12 Posts)
Labour Centre: Emalahleni Ref No: HR4/4/7/234 (X1 Posts)
Labour Centre: Delmas Satellite Ref No: HR4/4/7/235 (X10 Posts)
Labour Centre: Ogies Satellite Ref No: HR4/4/7/236 (X6 Posts)
Labour Centre: Ga-Nala Satellite Ref No: HR4/4/7/237 (X8 Posts)

REQUIREMENTS

: Matriculation/Grade 12/Senior Certificate. Knowledge: 0 to 6 months' experience. Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES

: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

Mr N Makgaba Tel No: (013) 712 3066/3353
Mr C Motanyane Tel No: (017) 647 2383/5212
Mr R Mokoena Tel No: (017) 8431077/2111
Mr Rathipe Tel No: (017) 819 7623/3010
Mr Ndimande Tel No: (013) 947 3173/2484/2278
Ms N Ndhlovu Tel No: (013) 790 1528/1682/1359
Mr L Mokhasi Tel No: (013) 235 2368/9
Mr T Milanzi Tel No: (013) 2833600
Ms J Thwala Tel No: (013) 753 2844/5/6 755 2640
Ms L Mashego Tel No: (017) 826 1883/4
Ms L Mashego Tel No: (013) 764 2105/6
Mr S Ndimande Tel No: (017) 631 2585/2652
Mr L Ledwaba Tel No: (017) 712 1351/4809
Mr E Masemola Tel No: (013) 653 3800/656 1422-8

APPLICATIONS

: Deputy Director Labour Centre Operations: Barberton LC Private Bag X1634, Barberton, 1300 or hand deliver at Eureka Centre Shop no11, Nourse Street, Barberton. Or Email: Jobs-BBN@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Bethal LC, Morgenzon Satellite Private Bag X1029, Bethal, 2310 or hand deliver at 9 Vuyisile Mini Street, Bethal Or Email: Jobs-BTH@LABOUR.gov.za
Deputy Director Labour Centre Operations: Carolina LC, Badplaas and Eerstehoek Satellite Private Bag X718 Carolina 1185, Physical Address: No 9 Goud Street, Carolina 1185 Or Email: Jobs-CRL@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Ermelo LC, Breyten and Lothair Satellite Private Bag X9054 Ermelo 2350, or deliver at Merino Trust Building, CNR De Jager and Joubert Street, Ermelo or Email: Jobs-EML@LABOUR.gov.za
Deputy Director Labour Centre Operations: Malelane LC and Komatipoort Satellite P.O Box 1112, Sidlamafa, 1332 or hand deliver at 1st Floor ABSA Building, 19 Lorenzo Road, Malelane, Or Email: Jobs-MLE@LABOUR.gov.za
Deputy Director: Labour Centre Operations: Kwamhlanga LC, Mbibane, Mdujana, Mokobola and Siyabuswa Satellite Private Bag X4016, Kwamhlanga, 1022 or hand deliver at: Government Complex, Old Parliament, Building, Nr 6 KwaMhlanga or email: Jobs-KGA@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Mashishing LC and Waterval Boven Satellite Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing or Email: Jobs-LDB@LABOUR.gov.za
Deputy Director Labour Centre Operations: Middelburg LC, Belfast, Hendrina and Machadodorp Satellite Private Bag X251833, Middelburg, 1050 or deliver at Emily Hobhouse Building, 175 Cowen Ntuli Street, Middelburg. Or Email: Jobs-MDB@LABOUR.gov.za
The Deputy Director: Labour Centre Operations: Mbombela LC, Hazyview and Whit River Satellite Private Bag X 11298, Mbombela, 1200. Or hand deliver at: Standard Bank Building, 29 Brown Street, Mbombela or via Email: Jobs-MBO@LABOUR.gov.za
For attention Acting Deputy Director: Labour Centre Operations: Mkhondo LC, Amersfoort and Volksrust Satellite Private Bag X34, Mkhondo, 2380 or hand deliver at: Balalas Building 42, Kotze Street, Mkhondo. Or Email: Jobs-PRT@LABOUR.gov.za
For attention Deputy Director: Labour Centre Operations: Sabie LC, Graskop and Casteel Satellite Private Bag X523, Sabie, 1260 or hand deliver at: Old Spar Centre 10th Avenue Sabie Or Email: Jobs-SBI@LABOUR.gov.za
Deputy Director Labour Centre Operations: Secunda LC and Leandra Satellite Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda Or Email: Jobs-SCU@LABOUR.gov.za
Deputy Director: Labour Centre Operations: Standerton LC and Balfour Satellite Private Bag X2001 Standerton 2430 or hand deliver at: 14C Vry Street Standerton 2430 Or Email: Jobs-STN@LABOUR.gov.za
Chief Director: Provincial Operations: Emalahleni LC, Delmas, Ogies and Gana Satellite Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-WTB@LABOUR.gov.za

POST 38/19

: **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES)**
REF NO: HR/4/4/7/57 (X5 POSTS)
(Re-advertisement, applicants who previously applied must re-apply)

SALARY CENTRE

: R269 499 per annum
: Labour Centre: Eerstehoek Ref No: HR4/4/7/245 (X1 Post)
: Labour Centre: Ermelo Ref No: HR4/4/7/246 (X1 Post)
: Labour Centre: Carolina Ref No: HR4/4/7/247 (X1 Post)
: Labour Centre: Sabie Ref No: HR4/4/7/248 (X1 Post)

REQUIREMENTS

: Matriculation/Grade 12/Senior Certificate. 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, Ability to interpret legislation.

DUTIES

: Render registration services of work-seekers on ESSA. Render registration services 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 R Mokoena Tel No: (017) 8431077/2111 Mr M Rathipe Tel No: (017) 819 7623/3010 Ms L Mashego Tel No: (013) 764 2105/6
<u>APPLICATIONS</u>	: Deputy Director Labour Centre Operations: Carolina and Eerstehoek LC, Private Bag X718 Carolina 1185 Physical Address: No 9 Goud Street, Carolina 1185 or Email: Jobs-MPU-CSO-PES1@LABOUR.gov.za Acting Deputy Director Labour Centre Operations: Ermelo LC, Private Bag X9054 Ermelo 2350, or deliver at Merino Trust Building, CNR De Jager and Joubert Street, Ermelo or Email: Jobs-MPU-CSO-PES2@LABOUR.gov.za For attention Deputy Director: Labour Centre Operations: Sabie LC Private Bag X523, Sabie, 1260 or hand deliver at: Old Spar Centre 10th Avenue Sabie or Email: Jobs-MPU-CSO-PES4@LABOUR.gov.za
<u>POST 38/20</u>	: <u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) REF NO: HR/4/4/7/56 (X8 POSTS)</u> (Re-advertisement, applicants who previously applied must re-apply)
<u>SALARY CENTRE</u>	: R269 499 per annum Labour Centre: Barberton Ref No: HR4/4/7/238 (X1 Post) Labour Centre: Bethal Ref No: HR4/4/7/239 (X1 Post) Labour Centre: Carolina Ref No: HR4/4/7/240 (X1 Post) Labour Centre: Ermelo Ref No: HR4/4/7/241 (X1 Post) Labour Centre: Mkhondo Ref No: HR4/4/7/242 (X1 Post) Labour Centre: Sabie Ref No: HR4/4/7/242 (X1 Post) Labour Centre: Secunda Ref No: HR4/4/7/243 (X1 Post) Labour Centre: Standerton Ref No: HR4/4/7/244 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. 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, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	: Render services at help desk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	: Mr N Makgaba Tel No: (013) 712 3066/3353 Mr C Motanyane Tel No: (017) 647 2383/5212 Mr R Mokoena Tel No: (017) 8431077/2111 Mr Rathipe Tel No: (017) 819 7623/3010 Ms L Mashego Tel No: (017) 826 1883/4 Ms L Mashego Tel No: (013) 764 2105/6 Mr S Ndimande Tel No: (017) 631 2585/2652 Mr L Ledwaba Tel No: (017) 712 1351/4809
<u>APPLICATIONS</u>	: Deputy Director Labour Centre Operations: Barberton LC Private Bag X1634, Barberton, 1300 or hand deliver at Eureka Centre Shop no11, Nourse Street, Barberton. Or Email: Jobs-MPU-CSO-IES1@LABOUR.gov.za Acting Deputy Director Labour Centre Operations: Bethal LC, Private Bag X1029, Bethal, 2310 or hand deliver at 9 Vuyisile Mini Street, Bethal or Email: Jobs-MPU-CSO-IES2@LABOUR.gov.za Deputy Director Labour Centre Operations: Carolina LC, Private Bag X718 Carolina 1185, Physical Address: No 9 Goud Street, Carolina 1185 Email: Jobs-MPU-CSO-IES3@LABOUR.gov.za Acting Deputy Director Labour Centre Operations: Ermelo LC, Private Bag X9054, Ermelo 2350, or deliver at Merino Trust Building, CNR De Jager and Joubert Street, Ermelo Or Email: Jobs-MPU-CSO-IES4@LABOUR.gov.za For attention Acting Deputy Director: Labour Centre Operations: Mkhondo LC, Private Bag X34 Mkhondo, 2380 or hand deliver at: Balalas Building 42, Kotze Street, Mkhondo. Or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za For attention Deputy Director: Labour Centre Operations: Sabie LC Private Bag X523, Sabie, 1260 or hand deliver at: Old Spar Centre 10th Avenue Sabie or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za

Deputy Director Labour Centre Operations: Secunda LC, Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson street, Sunset Park, Secunda Or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za
Deputy Director: Labour Centre Operations: Standerton LC and Balfour Satellite Private Bag X2001 Standerton 2430 or hand deliver at: 14C Vry Street Standerton 2430 Or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za