

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>	:	07 November 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 39/21</u>	:	<u>PSYCHOMETRIST/ REGISTERED COUNSELLOR REF NO: HR4/4/08/141</u>
<u>SALARY</u>	:	Grade 1: R712 599 - R789 489 per annum, (OSD) Grade 2: R811 662 - R899 085 per annum, (OSD) Grade 3: R916 437 - R1 014 705 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Kimberley

<u>REQUIREMENTS</u>	:	A 4-year B-Psych degree/ Honours degree in Psychology/Honours degree in Industrial Psychology, Registration with HPCSA as Psychometrics/Registered Counsellor (Independent Practice). Minimum experience required for appointment of this post: Grade 1: 0 years' experience, Grade 2: 8 years' experience, Grade 3: 16 years' experience. Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA, POPI Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide technical support to labour centres for the delivery of Employment Counselling services. Facilitate the referral of work- seekers to relevant Employment Services and Active Labour Market Interventions. Co-ordinate the dissemination of Career and Labour Market information to Labour centres. Establish and maintain relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment, Supervise Administrative Personnel.
<u>ENQUIRIES</u>	:	Ms S Kleinsmith Tel No: (053) 8381707
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Priel & Compound Street, Kimberley. Applications: Deputy Director: Labour Centre Operations: Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 39/22</u>	:	<u>ASSISTANT DIRECTOR: HR & ER REF NO: HR 4/4/4/10/05</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Parktown
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF6)/ undergraduate bachelor's degree (NQF7) in Human Resources/ Labour Relations/ Labour Law. Two years' Supervisory experience. Two years' functional experience in Human Resources Operations/Employment Relations. 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: Report writing, Presentation, Interpersonal, Communication (both verbal and written), Computer Literacy, Analytical, Problem solving, Conflict management.
<u>DUTIES</u>	:	Co-ordinate and monitor the implementation of Human Resources Management Policies in the Province, Monitor and provide advice on the implementation of Employment Relations Policies and transcripts, Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits, Supervision of resources in the Unit.
<u>ENQUIRIES</u>	:	Ms MH Rampou 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-GP17@labour.gov.za
<u>POST 39/23</u>	:	<u>TEAM LEADER REF NO: HR 4/4/4/10/06</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Bronkhorstspuit
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) 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 M Mojapelo Tel No: (013) 932 0198
<u>APPLICATIONS</u>	:	47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town or For online applications email: Jobs-GP18@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 39/24</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Temba Labour Centre Ref No: HR 4/4/4/10/07 (X1 Post)
	:	Johannesburg Labour Centre Ref No: HR 4/4/4/10/08 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.
<u>ENQUIRIES</u>	:	Ms G Malungana Tel No: (012) 727 1364 (Temba)
<u>APPLICATIONS</u>	:	Ms F Tshabalala Tel No: (011) 843 4000 (Johannesburg)
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP19@labour.gov.za (Temba), Jobs-GP21@labour.gov.za (Johannesburg)
<u>POST 39/25</u>	:	<u>MSS ADMINISTRATION CLERK REF NO: HR 4/4/4/10/09</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Carletonville Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. No experience required. 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. Provide a Finance and Office Management service to the Labour Centre. Render a Human Resource Management service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Mr BP Mosoeu Tel No: (018) 788 3281
<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-GP20@labour.gov.za