

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.

CLOSING DATE

: 14 November 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: 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. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below [link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/](https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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)

MANAGEMENT ECHELON

<u>POST 40/13</u>	:	<u>CHIEF DIRECTOR: LABOUR RELATIONS REF NO: HR4/25/10/07HO</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all -inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification at (NQF7) as recognized by SAQA in Labour Relations/Human Resources Management/ Law. Valid driver's license. Five (5) years' experience at Senior Managerial level in Labour Relations Services. Knowledge: The South African Labour Market, Public Finance Management Act, Public Service Regulations, Public Service Act, Departmental Policies and Procedures, Corporate Governance, Batho Pele Principles, Minimum Information Security Standards, All Labour Relations, Public Service Code of Conduct. Skills: Financial Management, Leadership, Verbal and written Communication, Computer Literacy, Project Management, Strategic management, Interpersonal relations, Conflict management, Decision making.
<u>DUTIES</u>	:	Develop Strategies to promote equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director-General and Executive Authority on an ongoing basis regarding Labour Relations matters and trends within the country. Promote sound Labour Relations in various Industries within the country. Manage the process of promoting equity in Labour Market. Manage the resources within the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms MM Matyila Tel No: (012) 309 4026
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For online applications email: Jobs-HQ25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

<u>POST 40/14</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR 4/4/4/10/01 (X2 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Parktown
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Analytical Chemistry/ Occupational Health/ Hygiene/ Chemical engineering. Four years' functional experience in Health and Hygiene inspection/ Services. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, OHS Standards, OHS Management System, OHS act, OHS Regulation, OHSAS, Inspectors appointment certificate, Appointment certificate ex-officio. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Safety within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Tshabalala Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP22@labour.gov.za For attention: sub-directorate: Human Resources Management, Provincial Office: Gauteng.
<u>POST 40/15</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/4/10/02</u>
<u>SALARY</u>	:	R582 444 per annum

**CENTRE
REQUIREMENTS**

- : Provincial Office: Parktown
- : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Four years' functional experience in Health and safety inspections focusing on Mechanical engineering. Valid driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.

DUTIES

- : Provide inputs into the development of Mechanical Engineering policies and ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends on Mechanical Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES
APPLICATIONS**

- : Mr M Tshabalala Tel No: (011) 853 0300
- : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP21@labour.gov.za For attention: sub-directorate: Human Resources Management, Provincial Office: Gauteng