

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>	:	28 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 in full as it is on the advert not abbreviations 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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. 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 42/43</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 4/4/1/04</u>
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: East London

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma NQF6/Undergraduate Degree NQF7 qualification in Human Resource Management/ Labour Relations/ Labour Law/ Training and Development. Valid driver's licence. Five (5) years' experience of which two (2) years at the Middle Management level (Assistant Director) and three (3) years functional experience in HRM environment. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the province. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. To effectively manage the employee health and wellness Programmes. To Provide Sound Employee Relations. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Mbongwana Tel No: (043) 701 3128
	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, East London
<u>POST 42/44</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDIT) REF NO: HR4/25/11/07HO</u> (Re-advertisement, those who previously applied should not re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Auditing / Accounting / Financial Information System / BCom Information Management / Information Systems/ BSc IT / Computer Science. Four (4) years' experience of which two (2) years at Supervisory level as (Senior Internal Auditors (ITC) and two (2) years' experience in Information Communication and Technology Audit. Valid driver's license. Registration with Institute of Internal Auditors (IIA). Knowledge: Internal Audit Methodology, Information Technology Frameworks (CoBiT, ITIL, ISO, Public Finance and Management Act (PFMA) and Treasury Regulation, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Frameworks, King Report on Corporate Governance (II and III), Framework for Managing Performance Information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental Legislative and regulatory framework (LRA,BCEA,PAIA etc.)
<u>DUTIES</u>	:	Plan the allocated audit assignment according to the approved Internal Audit Plan. Conduct Audit Projects according to the approved Internal Audit Plan. Manage resource of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Mangaye Tel No: (012) 309 4205
	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
<u>POST 42/45</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP 2) REF NO: HR4/4/1/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Mdantsane
	:	Three (3) year relevant qualification 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 APPLICATIONS</u>	:	Mr LB Mduduma Tel No: (043) 285 0400
	:	Deputy Director Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. E-mail: Jobs-EC10@labour.gov.za
<u>POST 42/46</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/60</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Labour Centre: Mthatha
	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Plan and independently conduct occupational inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Zaula Tel No: (047) 501 5600
	:	No 18 Corner of Madeira & Elliot Streets, Old Manpower Building, Mthatha, 5100 Labour Centre. Operations Private Bag X5080, Umtata, 5100. Email: Jobs-ECUTT@labour.gov.za
<u>POST 42/47</u>	:	<u>CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Graaff-Reinet Labour Centre
	:	Grade 12/ National Senior Certificate. No experience required. 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: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
<u>DUTIES</u>	:	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. S Mshumpela Tel No: (049) 892 2142

<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street, Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za
<u>POST 42/48</u>	:	<u>DRIVER REF NO: HR 4/4/1/154</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Provincial Office: East London, Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 10. Valid Driver's license and PDP. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles, Interpersonal relations, Courier services. Skills: Driving skills, Interpersonal, Communication (verbal and written), Computer literacy, Telephone etiquette, Organisation, Negotiation.
<u>DUTIES</u>	:	Provide effective and efficient Messenger Driver Services. Assist in the process of maintenance, repairing and servicing of vehicles. Render registry and office administration support services in the office.
<u>ENQUIRIES</u>	:	Mr. MM Nohesi Tel No: (043) 701 3029
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email: Jobs-EC10@labour.gov.za