

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

: 05 December 2025 at 16:00 (walk-in) and 23:59 (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 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)

ERRATUM: Please note the ESSA link provided for directing applications to the advertised post of Senior Administration Clerk, Head Office, Pretoria with a Ref No: GAP-PRET-26365014-20251028-1 was incorrect. The post was advertised on Public Vacancy Circular 41 dated 07 November 2025 with a closing date of 21 November 2025. Here is the correct link: <https://essa.labour.gov.za/EssaOnline/WebBeans/> please direct your applications. The closing date has been extended to 05 December 2025.

OTHER POSTS

<u>POST 43/39</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/4/11/01 (X2 POSTS)</u> (Re-advertisement, applicants who previously applied must re-apply)
<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 Environmental Health/ 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
<u>POST 43/40</u>	:	<u>SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/11/02</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. /Accounting/Law/Policing/Forensic Investigation/CFE qualification. Two (2) years functional experience in anti-fraud and corruption environment. ACFE membership will be an added advantage. Prepared to travel nationally (In possession of a at least a Code 8 driver's license). Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical Skills, Investigation skills, Computer Literacy, Presentation skills, Communication skills, Report writing Skills.
<u>DUTIES</u>	:	Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.
<u>ENQUIRIES</u>	:	Ms SI Tyantsi Tel No: (011) 853 0899
<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-GP @labour.gov.za
<u>POST 43/41</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/1/201</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Mdantsane, Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate. 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: Planning and organising,

<u>DUTIES</u>	:	Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
	:	Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Mr LB Mduduma Tel No: (043) 285 0400
<u>APPLICATIONS</u>	:	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. Email: Jobs-ECMDS@Labour.gov.za

GRADUATE INTERNSHIP PROGRAMME FOR A PERIOD OF 24 MONTHS

The Department of Employment and Labour would like to invite qualifying graduates to apply to participate in an internship programme for a period of 24 months. Applicants must be unemployed graduates, should not have participated in an internship programme previously and must be a South African citizen. The Department of Employment and Labour is an equal opportunity employer. Equity Considerations: Priority will be given to applicants from previously disadvantaged background, in line with the Department's Employment Equity Plan. Qualifying South African Youth and People living with disability will be given advantage.

<u>APPLICATIONS</u>	:	Applications must be submitted through the link: LINKSHIELD PROTECTED sayouth.mobi/Home/Index/EN Search for Project 20K
<u>CLOSING DATE</u>	:	05 December 2025 at 16:00 (walk-in) and 23:59 midnight (online)
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.Labour.gov.za . Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). 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. Applicants wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The Department reserves the right not to make an appointment. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

<u>POST 43/42</u>	:	<u>INTERN: REMOTE ICT TECHNICIANS REF NO: HRP20KRIT/HO (X4 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office. Pretoria
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology. A+ and or N+ Certificate will be an advantage.
<u>DUTIES</u>	:	Assist in providing telephonic and remote end-user device support. Install and troubleshoot desktop applications. Provide support on user account requests and issues (create user, unable to logon, etc.). Monitor and update call escalations until the call is resolved. Conducts call management on Information

		Technology Service Management System (ITSM). Follow up and update troubleshooting activity on active calls.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/43</u>	:	<u>INTERN: ICT SERVICE DESK AGENTS REF NO: HR/P20K/ISDA/HO (X4 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria Head Office: Laboria
<u>REQUIREMENTS</u>	:	National Higher Certificate/College Diploma (NQF5) as recognized by SAQA in Information Technology (ICT)/ A+ certificate.
<u>DUTIES</u>	:	Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and requests. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable. Provide call management for all incidents logged on the system.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/44</u>	:	<u>INTERN: CONTRACT AND LICENCE CONTROLLER (ICT) REF NO: HR/P20K/CLC/HO (X5 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria Head Office: Laboria
<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Business Management / Administration / Logistics / Financial Management / LLB / Commercial Law / Information Technology.
<u>DUTIES</u>	:	Assist in coordinating and developing ICT service level agreements. Assist in monitoring the implementation of service level agreements. Assist to coordinate information to ensure improvement on management of contracts and service level management. Assist to coordinate software procurement lifecycle. Assist to administer software throughout the software lifecycle.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/45</u>	:	<u>INTERN: ASSET MANAGEMENT OFFICER (ICT) REF NO: HR/P20K/AMO/HO (X3 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Supply Chain Management / Asset Management / Public Management / Public Administration / Business Management / Business Administration / Financial Management / Accounting / Taxation/Internal Auditing.
<u>DUTIES</u>	:	Assist in provide Store administration. Assist in management of ICT inventory and assigning tasks to engineers. Assist in liaise with Supply Chain Management in relation to procurement and disposal.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/46</u>	:	<u>INTERN: ADMINISTRATION CLERK (ICT) REF NO: HR/P20K/IADC/HO</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Management/ Public Management/ Public Administration/ Business Management/Business Administration/ Management Assistant/ Office Management and Technology/Administrative Management/ Public Management and Governance.
<u>DUTIES</u>	:	Provide administrative duties. Identify order and issue stationery to the directorate. Administer and file documents and submissions within the directorate accordingly. Update users' database. Type submissions, letters and memoranda as per instructions.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

<u>POST 43/47</u>	:	<u>INTERN: FIELD ICT TECHNICIANS (X50 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria Ref No: HR/P20K/FIT/HO (X5 Posts)
	:	Provincial Office: Gauteng Ref No: HR/P20K/FITGP (X5 Posts)
	:	Provincial Office: KwaZulu-Natal Ref No: HR/P20K/FIT/KZN (X5 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/P20K/FIT/EC (X5 Posts)
	:	Provincial Office: Western Cape Ref No: HR/P20K/FIT/WC (X5 Posts)
	:	Provincial Office: Limpopo Ref No: HR/P20K/FIT/LP (X5 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/P20K/FIT/MP (X5 Posts)
	:	Provincial Office: North-West Ref No: HR/P20K/FIT/NW (X5 Posts)
	:	Provincial Office: Free State Ref No: HR/P20K/FIT/FS (X5 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/P20K/FIT/NC (X5 Posts)
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology / Information Systems / Computer Engineering / Computer Science.
<u>DUTIES</u>	:	Assist to provide Desktop, technical and Printer support to end-users. Assist to provide Call management on Information Technology Service Management System (ITSM). Accept, update, resolve or reassign incident and task calls on ITSM. Assist to provide Local Area Network (LAN) Support. Assist to handle device install, move, add, change and DE install (IMACD) task calls. Assist to install and troubleshoot desktop applications. Assist to provide troubleshooting for desktop and printer hardware faults.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/48</u>	:	<u>INTERN: LABOUR MARKET INFORMATION AND STATISTICS REF NO: HR/P20K/LMIS/HO (X2 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year Qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in: Economics/ Statistics/ Data analytics/ Social Sciences.
<u>DUTIES</u>	:	Assist with data collection at provincial and national level. Facilitate the compilation of data (Collating, verifying, analysing, coding, interpreting data trends). Produce statistical report on labour market information. Dissemination of the labour market information data. Liaise and coordinate with all relevant stakeholders to facilitate collaboration & partnership.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/49</u>	:	<u>INTERN: LABOUR MARKET MONITORING AND LABOUR MARKET INFORMATION REF NO: HR/P20K/LMM & LMI/HO (X2 POSTS)</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) in: Economics/ Statistics/ Data analytics/ Social Sciences.
<u>DUTIES</u>	:	Assist with data collection at provincial and national level. Facilitate the compilation of data (Collating, verifying, analysing, coding, interpreting data trends). Produce statistical report on labour market information. Dissemination of the labour market information data. Liaise and coordinate with all relevant stakeholders to facilitate collaboration & partnership.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/50</u>	:	<u>INTERN: LIBRARY REF NO: HR/P20K/IL/HO</u> (Sub-unit in LMIS) (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification National Diploma (NQF6) or Degree in Library and Information Science (NQF7) or relevant field.
<u>DUTIES</u>	:	Assist with daily library operations. Processing and maintaining library collections through cataloguing, classifying and shelving. Updating library

		databases and managing digital and physical materials. Providing customer service and assisting patrons with inquiries.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/51</u>	:	<u>INTERN: DIGITAL CONTENT CREATOR REF NO: HR/P20K/DCC/HO</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification National Diploma (NQF level 6) in Graphic Design, Multimedia, Visual Communication, or equivalent qualification.
<u>DUTIES</u>	:	Assist in designing digital posters, banners, and templates for campaigns and reports. Adapt existing designs for web or mobile formats. Support layout adjustments for presentations and documents using approved. templates. Ensure content accuracy and CI compliance in design outputs. Help prepare visuals for digital content and marketing campaigns. Assist with capturing and editing photos or videos for communication purposes. Upload graphics and videos to platforms and help monitor engagement. Maintain a task list and keep up with design trends. Apply brand guidelines in all content produced.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 43/52</u>	:	<u>INTERN: RESEARCHER REF NO: HR/P20K/RSC/HO</u> (24 Months)
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification National Diploma (NQF6)/ Undergraduate Degree (NQF7) Public Administration / Social Sciences / Economics.
<u>DUTIES</u>	:	Assist reviewing research reports. Facilitate the compilation of data (Collating, verifying, analysing, coding, interpreting data trends). Analyse historical reports produced by the Branch and develop required reports. Produce analytical reports on the effectiveness of historical research output. Dissemination of research and analytical outputs. Liaise and coordinate with all relevant stakeholders to facilitate collaboration & partnership.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272