ANNEXURE F

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.

APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE	:	22 December 2025 at 16:00 (walk-in) and 23:59 midnight (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. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 soley 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 expected to sign 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

POST 45/35	:	**ICT PROJECT MANAGER REF NO: HR 4/25/12/01HO (X2 POSTS)**
SALARY	:	R896 436 per annum, (all inclusive)
CENTRE	:	Head Office: Pretoria

REQUIREMENTS	:	An undergraduate qualification at (NQF6) as recognized by SAQA in Information Technology/ Information Systems/ Computer Science. Five years (5) years' experience in the information and communication Technology (ICT)/Communication Project environment using project/change management concepts and methodologies e.g PRINCE2, MSP, LEAN, (or equivalent), and the project development lifestyle. Knowledge: Project Management Methodologies, Software Development Methodologies, Software Development Life Cycle, ICT standards, policies and procedures, Public Financial Management Act, HR policy, Public Service Act, Public Service regulations, Basic conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Planning, Communication, Team Management, Analytical thinking, Risk and issue Management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule Management, Multi-tasking, Facilitation, ICT Systems Development process, Programme and project Management, Change Management.
DUTIES	:	Ensure that projects are delivered on time, in budget and to the required quality and standard as per the project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the projects.
ENQUIRIES	:	Mr FS Chabalala Tel No: (012) 309 4967
APPLICATIONS	:	Online application email: Jobs-HQ13@labour.gov.za
POST 45/36	:	**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (SYSTEMS & CONTROL) REF NO: HR 4/25/12/02HO**
SALARY	:	R468 459 per annum
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	A qualification at NQF6 as recognized by SAQA in Accounting/ Financial Management. Four years' experience of which two (2) years supervisory experience and two (2) years functional experience in the Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Extensive knowledge of Basic Accounting System, Training and development, Budgeting, General Accounting, Delegation of Authority, Transversal systems (PERSAL, Logis). Skills: Computer Literacy (Word, Excel, Power Point, BAS), Verbal and written communication, Analytical, Supervisory, Problem solving, Report writing, Performance Management, Mentoring and Coaching.
DUTIES	:	Maintain the Basic Accounting System (BAS) for the Department. Maintain the BAS and LOGIS entity database. Manage expense suspense and revenue accounts. Manage the BAS helpdesk facility. Supervise and ensure development of subordinates.
ENQUIRIES	:	Mr Bheki Ngcobo Tel No: (012) 309 4298
APPLICATIONS	:	Online application email: Jobs-HQ7@labour.gov.za
POST 45/37	:	**NETWORK ENGINEER REF NO: HR 4/25/12/03HO**
SALARY	:	R397 116 per annum
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	An undergraduate qualification at (NQF6) as recognized by SAQA in Information Technology/ Information Systems/ Computer Science. Added advantage certificate with three or more of the following GSEC/GCIA/GCIH/CCNA/A+ and N+ coupled with am MCSE qualification. Two (2) years' experience in Wide Area Network (WAN), Troubleshooting Technology, Network topology, Network Design, Application Layer and routing protocols. Knowledge: Technical standards/procedures, Network Standards and Technologies, Network troubleshooting procedure, Network device configuration (Routers, firewalls, switches), ICT Service Management Processes, Departmental Policies and Procedures, Batho Pele Principles. Skills: Verbal and written communication, Analytical thinking, Process improvement.
DUTIES	:	Resolve network connectivity incidents logged on IT Service Management (ITSM). Identify ways to improve network stability, efficiency and performance. Provide report on network performance and utilization. Create and update network documentation.
ENQUIRIES	:	Mrs C Van Heever at 082 493 7332

APPLICATIONS	:	Online application email: Jobs-HQ5@labour.gov.za
POST 45/38	:	**CHIEF ADMIN: ASSET MANAGEMENT REF NO: HR 4/25/12/04HO (X2 POSTS)**
SALARY	:	R325 101 per annum
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	A qualification at (NQF6) as recognized by SAQA in Asset Management/ Supply Chain Management/ Public Management/ Public Administration/ Business Management/ Business Administration/Taxation/Accounting qualifications/Internal Audit. One (1) year functional experience in Asset Management. Knowledge: Asset Management, Risk Management, Relevant Labour policies, procedures and processes, Customer service (Batho Pele Principles), Stakeholders and customer, Understanding of Supply Chain Management Procedures. Skills: Written and verbal communication, Computer literacy, Presentation, Data and record management, Decision making, Problem solving.
DUTIES	:	Verify assets and record them in the Departmental assets register. Record all assets in the Departmental Assets register. Execute the disposal of assets in line with the Departmental policies and procedures. Responsible for making recommendation to acquisition management for the procurement of assets for the Department. Monitor the operational performance and maintenance of assets in the Department.
ENQUIRIES	:	Ms Kholeka Maholwana Tel No: (012) 309 4670
APPLICATIONS	:	Online application email: Jobs-HQ3@labour.gov.za
POST 45/39	:	**INTERNAL AUDITOR REF NO: HR 4/25/12/05HO**
SALARY	:	R325 101 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at (NQF6) as recognized by SAQA in Auditing/ Accounting/ Finance/Bcom Information Systems. One (1) years functional experience in Auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA) Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance Information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards(GRAP), International Professional Practices Framework(IPPF) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate. Behavioural attributes: Assertive, Analytical, Client focused/centric, Sense of Responsibility, Disciplined and ability to meet deadlines, Ability to motivate team members, Organizational/goal driven, Ability to work under pressure.
DUTIES	:	Planning of audit engagements. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Employment and Labour.
ENQUIRIES	:	Ms Amanda Matshivha Tel No: (012) 309 4984
APPLICATIONS	:	Online application email: Jobs-HQ6@labour.gov.za