

ANNEXURE D

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>	:	06 February 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only combined, 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 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 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)
ERRATUM:		Kindly take note that the post of Commissioner: Compensation Fund (Deputy Director-General) with a Ref No: HR4/25/03/31HO, as published in the Public Service Vacancy Circular 11 dated 28 March 2025 with a closing date of 16 April 2025 is withdrawn. Sorry for inconveniences caused.

OTHER POSTS

POST 02/08 : **DEPUTY DIRECTOR: UI OPERATIONS REF NO: HR4/4/01/07**
Re-advertisement, applicants who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum, (all inclusive)
: Provincial Office: Mmabatho
: Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's License. Five (5) years' experience of which two (2) years must be functional and three (3) years at Assistant Director Level in Operations or Insurance environment. Knowledge: Public Service Regulation (PSR), Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Operations Systems, Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA). Skills: Leadership, Management, Report Writing, Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.

DUTIES : Manage Employer Services functions. Manage assessment services and local appeal and complaints. Monitor the provision of General Support and Registry Services. Manage the provision of comprehensive financial administration. Manage resources (Human, Financial, Equipment/ Assets).

ENQUIRIES APPLICATIONS : Ms W Maphakela Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW03@labour.gov.za

POST 02/09 : **ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR4/4/5/84**
Re-advertisement, applicants who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Provincial Office: KZN
: Undergraduate qualification at (NQF 6) as recognized by the South African Qualifications Authority (SAQA) in Social Sciences (Psychology) / Bachelor of Arts (Psychology) /Public Administration / Public Management / Business Administration/ Business Management. Two (2) years functional experience in Public Employment Services/Programmes. Two (2) years at Supervisory experience. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge management. Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA). Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information Management. Assertive, Client focused, Sense of responsibility, Ability to work under pressure.

DUTIES : Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

ENQUIRIES APPLICATIONS : Ms Z Maseko Tel No: (031) 366 2010
: Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

POST 02/10 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: HR4/4/01/01**

SALARY CENTRE : R582 444 per annum
: Provincial Office: Mmabatho

<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Public Finance Management/ Cost and Management Accounting/ Financial Accounting, Accounting Science, Auditing. Four (4) years' experience of which two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Generally Recognized Accounting Principles (GAAP). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment Act (BCEA). Public Financial Management Act (PFMA). Skills: Innovative/ Creative, Report writing, People Management, Financial Management, Communication (both verbal and written), Computer literacy, Time Management, Interpersonal, Budgeting.
<u>DUTIES</u>	:	Facilitate the payment of UIF benefits in relation to accounts receivable and payable functions. Coordinate financial activities relating to procurement of goods and services including reconciliation of accounts. Facilitate integrated budget planning and expenditure relating to UIF operations. Coordinate the provisioning of technical support and report on all UIF Financial matters including financial systems. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Ms W Mapakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW05@labour.gov.za
<u>POST 02/11</u>	:	<u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/5/101</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	BCom Law/LLB Law degree. Admission as an Attorney or Advocated will be an added advantage. Valid driving licence. Two (2) years functional experience in legal/statutory services environment. Two (2) years supervisory experience. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho pele principles, Employment Equity Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Labour Relations Act, Employment Services Act. Skills: Administration and financial management, Strong leadership, strategic decision-making abilities, Verbal and written communication, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills, Analytical, Innovative, Client focused/centric, Sense of responsibility, Organisational/Goal Driven, Disciplined and ability to meet deadlines, Assertiveness.
<u>DUTIES</u>	:	Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr CM Zondi Tel No: (031) 366 2203
<u>APPLICATIONS</u>	:	Provincial Chief Inspector: Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 02/12</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/8/143</u>
		Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office Northern Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/Undergraduate bachelor's degree (NQF7) in Office Management/ Public Management/ Public Administration/ Business Management/ Business Administration. Four (4) years' experience of

<p>which two (2) years at Supervisory level (Senior Admin Officer/Practitioner) and two (2) years functional experience in Inspection/Administration Services. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Public Service Regulations. Occupational Health and Safety Act. COIDA. Unemployment Insurance Act. Employment Equity Act. Skills: Facilitation. Planning and Organizing. Computer literacy. Interpersonal. Problem Solving. Interviewing. listening and observation. Innovative. Analytical. Verbal and written communication.</p>	
<u>DUTIES</u>	: Perform all administration pertaining to inspections and enforcement services. Conduct labour centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to the PCI. Coordinate and monitor projects of the Unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries. Manage resources of the Unit.
<u>ENQUIRIES</u>	: Ms S Kleinsmith Tel No: (053) 838 1707
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. EMAIL: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/13</u>	: <u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/8/144</u>
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Provincial Office Northern Cape
<u>REQUIREMENTS</u>	: Three (3) years tertiary qualification in Risk management/Internal Auditing/Accounting/Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/Internal Audit. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti-Fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.
<u>DUTIES</u>	: Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/14</u>	: <u>SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE REF NO: HR4/4/8/145</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	: Three (3) year tertiary qualification in (NQF Level 6) in Accounting /Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	: Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley

<u>POST 02/15</u>	<u>TEAM LEADER REF NO: HR4/4/8/146 (X1 POST)</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Labour Centre: De Aar
<u>REQUIREMENTS</u>	: Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	: Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), 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. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributes 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. Supervise the resources in the Sub-section.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCDEAR@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/16</u>	<u>FIELD ICT TECHNICIAN REF NO: HR4/4/8/147</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	: A Three-year National Diploma (NQF6)/Undergraduate Degree (NQF7) in Information Technology/Information Systems Plus a valid code 8 driver's license. Two (2) year functional experience in the ICT field/technical support environment with understanding of network connective technologies. Knowledge: Technical standards/procedures. End user support procedures. Operating systems. Active Directory. Backup technologies and processes. ICT Service Management Processes. Departmental Policies and procedures. Batho Pele Principles. Skills: Communications. Analytical thinking. Process improvement. Leadership. Good interpersonal relation. Listening.
<u>DUTIES</u>	: Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/17</u>	<u>EMPLOYMENT SERVICE PRACTITIONER ESP2 (X2 POSTS)</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Labour Centre: Richmond Ref No HR4/4/5/83 (X1 Post) (Re-advertisement, applicants who previously applied must re-apply)
<u>REQUIREMENTS</u>	: Labour Centre: Brits Ref No: HR4/4/12/10 (X1 Post) Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's license. 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 Resource Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, 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 Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the 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>	Mr P Mtolo Tel No: (033) 212 2768 Mr N Mthembu at 060 989 2433
<u>APPLICATIONS</u>	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@labour.gov.za
<u>POST 02/18</u>	<u>SENIOR ADMINISTRATION OFFICERS UIF OPERATIONS (X16 POSTS)</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Labour Centre: Dundee Ref No: HR4/4/5/84 (X1 Post) Labour Centre: Estcourt Ref No: HR4/4/5/8584 (X1 Post) Labour Centre: Kokstad Ref No: HR4/4/5/87 84 (X1 Post) Labour Centre: Ladysmith Ref No: HR4/4/5/8884 (X1 Post) Labour Centre: Port Shepstone Ref No: HR4/4/5/9084 (X1 Post) Labour Centre: Prospecton Ref No: HR4/4/5/9184 (X1 Post) Labour Centre: Richards Bay Ref No: HR4/4/5/9284 (X1 Post) Labour Centre: Richmond Ref No: HR4/4/5/9384 (X1 Post) Labour Centre: Stanger Ref No: HR4/4/5/94 84 (X1 Post) Labour Centre: Ulundi Ref No: HR4/4/5/9584 (X1 Post) Satellite Office: Jozini Ref No: HR4/4/5/86 (X2 Posts) Labour Centre: Verulam Ref No: HR4/4/96 (X2 Posts) Satellite Office: Phoenix Ref No: HR4/4/5/89 (X1 Post) Labour Centre: Vryheid Ref No: HR4/4/5/97 (X1 Post)
<u>REQUIREMENTS</u>	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.
<u>DUTIES</u>	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith) Mr S Biyase Tel No: (039) 688 6906 (Port Shepstone) Mr K Naidoo Tel No: (031) 065 1000 (Prospecton) Mr I Ximba Tel No: (035) 760 1614 (Richards Bay) Mr P Mtolo Tel No: (033) 212 2768 (Richmond) Ms S Mkhize Tel No: (032) 551 7300 (Stanger)

<u>APPLICATIONS</u>	Mr T Nkosi Tel No: (035) 879 8800 (Ulundi) Mr T Nkosi Tel No: (035) 879 8800 (Jozini) Mr B Zondi Tel No: (032) 541 5600 (Verulam) Mr B Zondi Tel No: (032) 541 5600 (Phoenix) Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)
	Deputy Director: Dundee Labour Centre , PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
	Deputy Director: Estcourt Labour Centre , P O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za
	Deputy Director: Kokstad Labour Centre , PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
	Director: Ladysmith Labour Centre , Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
	Deputy Director: Port Shepstone Labour Centre , P O Box 379, Port Shepstone, 4240 Or hand deliver at 17 Bisset Street, Port Shepstone. For Online Applications Email to: Jobs-KZN23@Labour.gov.za
	Deputy Director: Prospecton Labour Centre , P o Box 343, Umbogintwini, 4120 Or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN24@Labour.gov.za
	Deputy Director: Richards Bay Labour Centre , Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za
	Deputy Director: Richmond Labour Centre , PO Box 852, Richmond, 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za
	Director: Stanger Labour Centre , PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN25@Labour.gov.za
	Deputy Director: Ulundi Labour Centre , Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
	Deputy Director: Ulundi Labour Centre , Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
	Deputy Director: Verulam Labour Centre , PO Box 1144, Verulam Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za
	Deputy Director: Verulam Labour Centre , PO Box 1144, Verulam Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za
	Director: Vryheid Labour Centre , PO Box 430, Vryheid Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za
<u>POST 02/19</u>	<u>SENIOR ADMINISTRATION OFFICER: UIF CLAIMS PROCESSOR (X19 POSTS)</u>
<u>SALARY CENTRE</u>	R397 116 per annum Labour Centre: Christiana Ref No: HR4/4/12/01 (X3 Posts) Labour Centre: Klerksdorp Ref No: HR4/4/12/02 (X1 Post) Labour Centre: Lichtenburg Ref No: HR4/4/12/03 (X3 Posts) Labour Centre: Mogwase Ref No. HR4/4/12/04 (X3 Posts) Labour Centre: Potchefstroom Ref No. HR4/4/12/05 (X2 Posts) Labour Centre: Rustenburg Ref No. HR4/4/12/06 (X1 Post) Labour Centre: Taung Ref No. HR4/4/12/07 (X3 Posts) Labour Centre: Vryburg Ref No. HR4/4/12/08 (X3 Posts)
<u>REQUIREMENTS</u>	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognised by SAQA. Two (2) year's functional experience in Client Services environment/ Claims Processing environment in Operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA). Unemployment Insurance Contributions Act (UICA).

<p>Department of Employment and Labour & UIF Policies and Procedure. Operations System. Batho Pele Principles. Protection of Personal Information Act (POPIA). Skills: Interpersonal. Presentation. Listening. Communication (Verbal and written). Computer Literacy. Problem Solving. Planning and Organising.</p>	
<u>DUTIES</u>	: Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	: Mr P Mothhabane at 082 909 4142 (Christiana Labour Centre) Mr T Tegele at 082 523 9489 (Klerksdorp Labour Centre) Ms N Mathule at 066 486 5064 (Lichtenburg Labour Centre) Mr BT Molefe at 082 908 1983 (Mogwase Labour Centre) Mr D Moshodi at 082 499 9382 (Potchefstroom Labour Centre) Ms BC Dirane at 072 880 7919 (Rustenburg Labour Centre) Mr T Lucas at 082 485 9486 (Taung Labour Centre) Mr P Mochwining at 082 908 1986 (Vryburg Labour Centre)
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW9@labour.gov.za (Christiana Labour Centre) E-mail: Jobs-NW011@labour.gov.za (Klerksdorp Labour Centre) E-mail: Jobs-NW013@labour.gov.za (Lichtenburg Labour Centre) E-mail: Jobs-NW014@labour.gov.za (Mogwase Labour Centre) E-mail: Jobs-NW015@labour.gov.za (Potchefstroom Labour Centre) E-mail: Jobs-NW012@labour.gov.za (Rustenburg Labour Centre) E-mail: Jobs-NW7@labour.gov.za (Taung Labour Centre) E-mail: Jobs-NW8@labour.gov.za (Vryburg Labour Centre)
<u>POST 02/20</u>	: <u>SENIOR ADMINISTRATION OFFICER: UIF CLAIMS PROCESSING SERVICES REF NO: HR 4/4/6/119</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum : Labour Centre: Tzaneen : An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Operations/Accounting/Finance NQF Level 6 as recognized by SAQA. Valid Driver's license. Two (2) years functional experience in Client Services environment/Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem solving, Planning and Organizing.
<u>DUTIES</u>	: Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise Resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. MS Lebogo Tel No: (015) 290 1662 : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UITJobs-TZN@labour.gov.za for Tzaneen
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/21</u>	: <u>OHS INSPECTOR REF NO: HR4/4/12/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum : Mafikeng Labour Centre : A 3-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills,

<u>DUTIES</u>	Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	
<u>POST 02/22</u>	
<u>SALARY</u>	
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	
<u>DUTIES</u>	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher 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>	Mr P Mochwining at 082 908 1986.
<u>APPLICATIONS</u>	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or <u>Email: Jobs-NW10@labour.gov.za</u>
<u>POST 02/22</u>	
	<u>SENIOR PRACTITIONER: LABOUR MARKET INFORMATION SYSTEM</u>
	<u>REF NO HR4/4/01/02</u>
<u>SALARY</u>	
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	
<u>DUTIES</u>	
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	
<u>POST 02/23</u>	
<u>SALARY</u>	
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	
<u>DUTIES</u>	
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	

<u>POST 02/24</u>	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATION REF NO: HR4/4/01/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum</p> <p>: Provincial Office: Mmabatho</p> <p>: Three years' 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. Knowledge: Investigative Principles and Practices. Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and 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, Computer Literacy, Presentation skills, Communication skills, Report writing skills.</p>
<u>DUTIES</u>	<p>: 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 Labour and external stakeholders on fraud Prevention measures. Supervise resources in the section.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms W Maphakela Tel No: (018) 387 8195</p> <p>: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW08@labour.gov.za</p>
<u>POST 02/25</u>	<u>BCEA INSPECTOR REF NO: HR4/4/01/05 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R397 116 per annum</p> <p>: Rustenburg Labour Centre</p> <p>: Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.</p>
<u>DUTIES</u>	<p>: Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms W Maphakela Tel No: (018) 387 9195</p> <p>: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW09@labour.gov.za</p>
<u>POST 02/26</u>	<u>ASSET MANAGEMENT OFFICER REF NO: HR 4/4/8/148</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R325 101 per annum</p> <p>: Provincial Office: Northern Cape</p> <p>: Three (3) years relevant tertiary qualification in Public Financial Management/Asset Management. One (1) year functional experience in Asset/Financial Management Services. Knowledge: Knowledge and understanding of Government Procurement Policies. Knowledge and understanding of Supply Chain Management procedures. Specific delegation from the relevant Act. Internal policies. LOGIS and BAS system. Skills: Verbal and written communication, Interpersonal relation, Decision making, Problem solving, Presentation, Decision-making, Problem solving, Presentation,</p>

<u>DUTIES</u>	Conflict management, Computer Literacy (MS Word, Excel, Power Point, Access, Internet).
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Verify assets and record them in the Provincial asset register. Execute the disposal of assets in line with the departmental policies and procedures. Responsible for acquisition of assets in province. Monitor the operational performance and maintenance of assets in the province.
<u>FOR ATTENTION</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>POST 02/27</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>SALARY</u>	: Human Resources Operations, Provincial Office Kimberley
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	: R325 101 per annum Provincial Office, Parktown Three (3) year National Diploma (NQF6), Undergraduate Bachelor Degree (NQF7) in Public Management, Facilities Management, Property Management and Bachelor of Arts in Disaster and Safety Management. 1-2 years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment. Skills: Strong sense of urgency and accountability, Computer literacy with knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem Solving skills, Decision making.
<u>DUTIES</u>	: Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Ms KJ Ntshingane Tel No: (011) 853 0300
<u>FOR ATTENTION</u>	: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za
<u>POST 02/28</u>	: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<u>SALARY</u>	
<u>CENTRE</u>	
<u>REQUIREMENTS</u>	: R325 101 per annum Provincial Office: Limpopo Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.
<u>DUTIES</u>	: Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	: Ms. MS Lebogo Tel No: (015) 290 1662
<u>FOR ATTENTION</u>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Email address: Jobs-LP@labour.gov.za for Provincial Office: Limpopo.
<u>POST 02/29</u>	: Sub-directorate: Human Resources Management, Polokwane
<u>SALARY</u>	
<u>CENTRE</u>	: R325 101 per annum Labour Centre: Seshego

<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, innovative, Analytical, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as 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 only allocated cases.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: (015) 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-SESH@labour.gov.za for Seshego.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/30</u>	:	<u>INSPECTOR REF NO: HR4/4/6/126</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Thohoyandou
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. SKILLS: Facilitation Skills, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical skills, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr. MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-THD@labour.gov.za for Thohoyandou
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/31</u>	:	<u>CLAIMS PROCESSOR REF NO: HR 4/4/8/151</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre Kimberley
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management / Business Management / Operations Management / Management / HRM / Nursing / Law/ LLB / Bcom / Finance / Administration. Experience: Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation. Claims handling. Claims Verification and Validation. Claims Litigation. Claims assessment /settlement. Claims Finalisation. Compensation Fund business strategies and goals. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Promotion of Access to Information Act. The Constitution of RSA. Occupational Health and Safety Act (OHS). Public Service Act. Public Service Regulation.

<u>DUTIES</u>	: Skills: Claims Registration. Communication verbal and writing. Data Capturing. Data & Record Management. Excellent communication. Computer skills. Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/32</u>	<u>CLIENT SERVICE OFFICER COID (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum Labour Centre: Upington Ref No: HR 4/4/8/152 (X1 Post) Labour Centre: Lephalale Ref No: HR 4/4/6/123 (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12. Knowledge: Public Service Act. Public Service Regulation. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Skills: Computer literacy. Business Writing Skills. Listening skills. Telephone etiquette. Basic interpersonal skills.
<u>DUTIES</u>	: Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Mr MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za For Attention: Human Resources Operations, Provincial Office, Kimberley Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Email address: CFJobs-LEP@labour.gov.za For Attention: Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/33</u>	<u>UIF CLIENT SERVICE OFFICER (X7 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum Labour Centre: Modimolle Ref No: HR4/4/6/120 (X4 Posts) Labour Centre: Tzaneen Ref No: HR4/4/6/121 (X1 Post) Labour Centre: Lephalale Ref No: HR4/4/6/122 (X1 Post) Labour Centre: Calvinia HR 4/4/8/150 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Ms. TE Maluleke Tel No: (015) 290 1768 Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email UIFJobs-MOD@labour.gov.za for Modimolle, UIFJobs-TZN@labour.gov.za for Tzaneen and UIFJobs-LEP@labour.gov.za for Lephalale. For Attention: Sub-directorate: Human Resources Management, Polokwane. Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road or email Jobs-NCCAL@labour.gov.za or Attention: Human Resources Operations, Provincial Office Kimberley.

<u>POST 02/34</u>	<u>PERSONNEL OFFICER HRM (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 per annum Provincial Office: Northern Cape Ref No: HR4/4/8/153 (X1 Post)
<u>REQUIREMENTS</u>	: Provincial Office: Mmabatho Ref No: HR4/4/01/09 (X1 Post) Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.
<u>DUTIES</u>	: Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Mr UT Qambata Tel No: (018) 387 8195 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road or email: Jobs-NCKIM@labour.gov.za For Attention: Human Resources Operations, Provincial Office Kimberley Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho or Email: Jobs-NW02@labour.gov.za
<u>POST 02/35</u>	<u>PROVISIONING CLERK REF NO: HR4/4/7/57</u>
<u>SALARY CENTRE</u>	: R228 321 per annum
<u>REQUIREMENTS</u>	: Provincial Office: Mpumalanga Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management Supply Chain Framework, LOGIS system, Preferential, Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client, orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
<u>DUTIES</u>	: Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	: Ms N Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	: Deputy Director: Finance: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni for online Email: Jobs-MP-SCM-provisioning@Labour.gov.za
<u>POST 02/36</u>	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/01/08</u>
<u>SALARY CENTRE</u>	: R228 321 per annum
<u>REQUIREMENTS</u>	: Provincial Office: Mmabatho Grade 12/ Matriculation Senior Certificate. No experience required. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Analytical, Innovative.
<u>DUTIES</u>	: 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. Coordinator large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	: Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@labour.gov.za