

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.

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| <u>CLOSING DATE</u> | : | 20 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) |

OTHER POSTS

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| <u>POST 04/52</u> | : | <u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: HR4/4/3/2DDDA/UIF</u> |
| <u>SALARY</u> | : | R896 436 per annum, (all-inclusive package) |
| <u>CENTRE</u> | : | Unemployment Insurance Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | A three (3) year undergraduate qualification in Commerce / Logistic Management/ Supply Chain Management/ Purchasing Management/ |

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| | | Procurement and Supply Management at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which three (2) years must be functional experience in Supply Chain Management and two (3) years' experience at junior managerial level. Registration with the Procurement and Supply professional body is recommended. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Contributions Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management Systems and Processes. Labour Relations Act. Basic Condition of Employment (BCEA). Skills: Financial Management. Analysis. Project Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Minutes writing. |
| <u>DUTIES</u> | : | Manage the provision and administration of demand services. Manage acquisition services. Manage the provisioning of an effective stores and warehouse services. Manage resources. |
| <u>ENQUIRIES</u> | : | Ms MM Ramoshaba Tel No: (012) 337 1412/1405. |
| <u>APPLICATIONS</u> | : | email: Jobs-UIF1@labour.gov.za |
| <u>NOTE</u> | : | Coloureds Males and Females, Indians Males and Females, White Females and Persons with disabilities are encouraged to apply |
| <u>POST 04/53</u> | : | <u>ASSISTANT DIRECTOR: OPERATION SYSTEMS SUPPORT SERVICES</u> <u>REF NO: HR4/4/3/2ASDOSSS/UIF</u> |
| <u>SALARY</u> | : | R468 459 per annum |
| <u>CENTRE</u> | : | Unemployment Insurance Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification in Operations Management/ Computer Science/ Informatics at NQF Level 6 as recognised by SAQA. Four (4) years' experience of which two (2) years' must be functional and two (2) years' at Practitioner level in Operations Management/ System Support Management environment. Knowledge: Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Act (PSA). Operations Systems. State Information Technology Agency Processes. Information Technology. SITA MIS & Database & Data Security Policy. Project Management Systems. System Development and Database Management. SAP Business Intelligence including SAP BI Design and universe creation from SAP BW. Skills: Communication (verbal and written). People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing. |
| <u>DUTIES</u> | : | Facilitate Operations Applications and ensure that systems are accessible effective and efficient. Provide support in managing service providers and suppliers contract. Coordinate all the Applications Within Business Operations. Manage resources (Finance, Human, Equipment/ Assets) in the sub-directorate. |
| <u>ENQUIRIES</u> | : | Ms MM Mathobela Tel No: (012) 337 1428 |
| <u>APPLICATIONS</u> | : | email: Jobs-UIF2@labour.gov.za |
| <u>NOTE</u> | : | African Females, White Males and Females and Persons with disabilities are encouraged to apply. |
| <u>POST 04/54</u> | : | <u>ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT</u> <u>REF NO: HR4/4/3/2ASDBSCM/UIF</u> (1 Year Contract) Re-advertisement |
| <u>SALARY</u> | : | R468 459 per annum, plus 37% in lieu of benefits |
| <u>CENTRE</u> | : | Unemployment Insurance Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | Three (3) year tertiary qualification (NQF Level 6) in Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years' at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relation Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and |

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| | | Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing. |
| <u>DUTIES</u> | : | Facilitate investigations on national appeal cases referred by Provinces. Coordinate the administration support services to the Board. Facilitate the provision of technical support on enquiries referred to the Fund E.G. Minister's Office Public Protector Director General and Commissioner. Manage all resources (Human, Financial Equipment/Assets) in the Sub-Directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. LJ Van Wyk Tel No: (012) 337 1950 |
| | : | email: Jobs-UIF5@labour.gov.za |
| <u>POST 04/55</u> | : | <u>SENIOR PRACTITIONER: CORPORATE GOVERNANCE REF NO: HR4/4/3/1SPCG/UIF</u> (1 Year Contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum, plus 37% in lieu of benefits |
| | : | Unemployment Insurance Fund, Pretoria |
| | : | A three year (3) tertiary qualification (NQFL 6) in Public Management/ Administration/ Auditing /Law/ BCom Law/ BCom. Two (2) years functional experience in Board Services and Case Management environment. Knowledge: Public Financial Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of Person/s in Board of State and State Owned Entities (HAPBSOE)). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing. |
| <u>DUTIES</u> | : | Provide support in conducting research on governance developments and best practices. Implement corporate governance practices in the Fund. Compile charters/ Terms of Reference and work plans for all Committees. Consolidate inputs and recommendations from Board and Committees Members on quarterly validation reports and ensure implementation thereof. Render support in the Board and Committees annual evaluations. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. LJ Van Wyk Tel No: (012) 337 1950 |
| | : | email: Jobs-UIF6@labour.gov.za |
| <u>POST 04/56</u> | : | <u>SENIOR PRACTITIONER: RECORDS MANAGEMENT REF NO: HR4/4/3/1SPRM/UIF</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum |
| | : | Unemployment Insurance Fund, Pretoria |
| | : | An undergraduate qualification in Achieves and Records Management/Achieve Administration and Records Management/Records Management/Public Management/Public Administration at NQF Level 6 as recognised by SAQA. Two (2) years' functional experience in Records/Knowledge Management. Knowledge: Public Financial Management Act (PFMA). Promotion of Administration Justice Act. Information Security Policy. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standard (MISS). Public Regulations Act (PRA). Public Service Act (PSA). Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act (BCEA). Skills: Records Management. Financial Management. Analytic. Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing. |
| <u>DUTIES</u> | : | Implement record keeping systems and control mechanism. Implement records management systems (the provision of storage and custody of records). Supervise the provision of registry services. Implement the disposal of records in accordance with National Archives and Records Services of South Africa Act. Supervise the provision of access and security of records within the UIF. Supervise the provision and management of electronic records according to NARS requirement. Supervise resources in the Sub – Directorate. |
| <u>ENQUIRIES APPLICATIONS NOTE</u> | : | Mr MC Moroaswi Tel No: (012) 337 1562 |
| | : | email: Jobs-UIF7@labour.gov.za |
| | : | African Males and Females, White Males and Persons with disabilities are encouraged to apply. |

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| <u>POST 04/57</u> | : | <u>INSPECTOR REF NO: HR/4/4/1/25</u> |
| <u>SALARY</u> | : | R325 101 per annum |
| <u>CENTRE</u> | : | eQonce Labour Centre |
| <u>REQUIREMENTS</u> | : | Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, 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, UI Contribution 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, Verbal and written communication skills. |
| <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) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign 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> | : | Mr. Mbande Tel No: (043) 718 8380 |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za |
| <u>POST 04/58</u> | : | <u>CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/26</u> |
| <u>SALARY</u> | : | R269 499 per annum |
| <u>CENTRE</u> | : | Butterworth Labour Centre |
| <u>REQUIREMENTS</u> | : | 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> | : | Ms. NA Getyeza Tel No: (047) 491 0656 |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960: email: Jobs-ECBTW@labour.gov.za |
| <u>FOR ATTENTION</u> | : | Deputy Director: Labour Centre Operations |
| <u>POST 04/59</u> | : | <u>INSPECTOR (X3 POSTS)</u> |
| <u>SALARY</u> | : | R269 499 per annum |
| <u>CENTRE</u> | : | Labour Centre: Vryheid Ref No: HR4/4/5/103 (X2 Posts) Labour Centre: Durban Ref No: HR4/4/5/02 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions, of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation Skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing Skills, Analytical, Verbal and Written communication skills, Employment Equity Act. |
| <u>DUTIES</u> | : | Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Executive investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. |

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| | Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases. |
| <u>ENQUIRIES</u> | Mr F Dladla Tel No: (034) 9808 916 Mr SA Mchunu Tel No: (031) 336 1500 |
| <u>APPLICATIONS</u> | : Deputy Director: Vryheid Labour Centre , P O Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid 3100. For Online Application: Jobs-KZN29@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| | : Deputy Director: Durban Labour Centre , PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN27@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| <u>POST 04/60</u> | : <u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : R228 321 per annum : Labour Centre: Vryheid Ref No: HR4/4/5/102 (X1 Post) : Labour Centre: Port Shepstone Ref No: HR4/4/5/103 (X1 Post) |
| <u>REQUIREMENTS</u> | : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing. |
| <u>DUTIES</u> | : To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in the labour Centre. |
| <u>ENQUIRIES</u> | : Mr F Dladla Tel No: (034) 9808916 : Mr S Biyase Tel No: (039) 6886900 |
| <u>APPLICATIONS</u> | : Deputy Director: Vryheid Labour Centre , PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid. For Online Application: Jobs-KZN29@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| | : Deputy Director: Port Shepstone Labour Centre , PO Box 379, Port Shepstone or hand deliver at 17 Bissett Street, Port Shepstone. For Online Application: Jobs-KZN23@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| <u>POST 04/61</u> | : <u>TEAM LEADER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/4/3/1/TLPISS/UIF</u> |
| <u>SALARY CENTRE</u> | : R228 321 per annum : Unemployment Insurance Fund, Pretoria |
| <u>REQUIREMENTS</u> | : Grade 12, Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. One (01) year experience in the Security Environment. Registration with Private Security Industry Regulatory (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Batho Pela Principles. Public Service Regulation Act. Departmental Procedures and Policies. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good interpersonal relation skills. Customer care. |
| <u>DUTIES</u> | : Provide physical security services. Render information security services. Render access to the building and key control. Supervise security officers on shifts. |
| <u>ENQUIRIES</u> | : Mr PT Lebate Tel No: (012) 337 1749 |
| <u>APPLICATIONS</u> | : email: Jobs-UIF9@labour.gov.za |
| <u>NOTE</u> | : Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply. |