

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** : 13 March 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : 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 be advised that the number of posts to be filled by the advert Application Developer (Java) referenced as HR4/25/05/53HO is (X2 posts). The advert has been published on the Vacancy Circular 05 of 2026 on 13 February 2026, with a closing date of 27 February 2026. For inquiries, please contact Ms. LB Martin at Tel: (012) 309 4196

OTHER POSTS

- POST 07/12** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: HR4/4/3/2DDDA/UIF**
(Re-advertisement, applicant who applied before are encouraged to re-apply)
- SALARY** : R896 436 per annum (All-inclusive package)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three (3) year undergraduate qualification in Commerce / Logistic Management/ Supply Chain Management/ Purchasing Management/ Procurement and Supply Management at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Supply Chain Management and three (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.
- DUTIES** : Manage the provision and administration of demand services. Manage acquisition services. Manage the provisioning of an effective stores and warehouse services. Manage resources.
- ENQUIRIES** : Ms MM Ramoshaba Tel: (012) 337 1412/1405.
APPLICATIONS : email: Jobs-UIF3@labour.gov.za
NOTE : Coloureds Males and Females, Indians Males and Females, White Females and Persons with disabilities are encouraged to apply
- POST 07/13** : **DEPUTY DIRECTOR: FLEET MANAGEMENT & AUXILIARY SERVICES REF NO HR4/4/4/02/01**
- SALARY** : R896 436 per annum (All-inclusive package)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Qualification (NQF7) as recognised by SAQA in Public Management/Business Management/Public Administration/Fleet/Transport. Two (2) years functional experience in anti-fraud and corruption environment. Three (3) years' experience at an assistant director level in either fleet or transport management, auxiliary services or facilities management or property management experience. Knowledge: Government immovable Asset Management Act (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedures, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OHS), National Archive and Records Act (NAARA). Skills: Communication, Attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem Solving, Decision Making, Time Management, Managerial and supervision, Analysis.
- DUTIES** : Manage the provision of fleet management services within the Province. Monitor effective provisioning of proper and efficient auxiliary services within the Province. Manage and maintain the building lease and the State-owned portfolio. Manage all the resources of the Sub-Directorate.
- ENQUIRIES** : Ms K Ntshingane Tel: (011) 853 0312
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP9@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- POST 07/14** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NOL HR4/4/26/03/1GP**
- SALARY** : R468 459 per annum
CENTRE : Provincial Office: GP
REQUIREMENTS : Three-year tertiary National Diploma (NQF6)/ Undergraduate Bachelor/ Bcom Degree (NQF7) in Financial Management/ Supply Chain Management/

Purchasing/ Logistics/ Public Administration/ Bcom Finance/ Accounting/ Economics. Four (4) years' experience of which two (2) years at Supervisory level or as a Senior / Admin Officer/ Practitioner and two (2) years functional experience in the Supply Chain Management. Knowledge: Public Service Transformation and management issues, White paper on transformation of Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho pele principles, Labour Relations and Collective Bargaining systems and Minimum Information Security Standards. Legislative Requirements: Public Financial Management Act. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem-Solving and Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict and Impact and influence.

DUTIES : Manage procurement support services in the Province. Monitor and review the assets in accordance with the relevant policy and procedures. Render contract administration support service and compliance. Render and administer monthly reporting Manage all resources of the section.

ENQUIRIES APPLICATIONS : Mr EM Takalo Tel No: (067 425 8000)
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: JOBS-GP-PO/2@labour.gov.za (Provincial Office)

POST 07/15 : **ASSISTANT DIRECTOR: HRO & ER REF NO: HR4/4/5/19**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Provincial Office: KwaZulu Natal
: Three (3) year relevant tertiary qualification in Human Resource Management. Valid Driver's licence. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and Financial management, Project management, Interpersonal, Communication (Verbal and written), Computer literacy, Analytical, Problem solving, Conflict management, People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr TB Gumede, Tel: (031) 366 2355
: Deputy Director: Human Resource Management, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN9@labour.gov.za

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

POST 07/16 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/7/58**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Provincial Office: Mpumalanga
: A relevant three (3) years' tertiary qualification in Business/Public Administration/Public Management/Financial Management/Facilities Management/Property Management and Real Estate Management. A valid driver's license. Two (2) years Supervisory experience and two (2) years functional experience in administration environment. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision-making, Problem solving, Presentation, Conflict management, Computer Literacy

DUTIES : Manage the office accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province.

Manage and monitor effective records management services in the Province.
Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms NE Mashibini Tel 013 655 8700
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email: JobsMPU-OS01@Labour.gov.za

POST 07/16 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATION REF NO: HR4/4/7/60**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Secunda
REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/ Public Administration/ Social Sciences/ OHS/ Finance/ HRM Knowledge: Relevant regulations, laws and legislation, Tariffs Administration, Index Administration, Claims Administration, Claims Registration, Claims Investigations, Claims Management and Legal Cost assessment and settlement, Claims Litigation, Claims Finalization, Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, Constitution Act, Public Service Act and Occupational Health and Safety Act (OHS) Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Orientated Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance and Team Orientation.

DUTIES : Verify pension claims. Initiate pension claims for payment. Process computations applications and attend to pension enquiries.

ENQUIRIES : Mr S Ndimande Tel: (017) 631 2585/2652/2672
APPLICATIONS : Acting Deputy Director Labour Centre Operations: Private Bag X9057 Secunda 2302, 4 Waterson Street, Sunset park, Secunda email: Jobs-SCU-SAO@LABOUR.gov.za

POST 07/18 : **STATUTORY SERVICE OFFICER REF NO: HR4/4/7/62**

SALARY : R397 116 per annum
CENTRE : Provincial Office Mpumalanga
REQUIREMENTS : BPROC/LLB/BCOM LAW. A valid driver's licence. One (1) year experience in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service Act, Treasury regulations Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing. skills, Presentation, Innovative, Analytical, Verbal and written communication. A valid driver's license.

DUTIES : To plan and independently administer work referred to Statutory Services for enforcement of noncompliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the unit.

ENQUIRIES : Mr TJ Mpulwane Tel: 013 655 8700
APPLICATIONS : Deputy Director COIDA: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-STAT@LABOUR.gov.za

POST 07/19 : **CHIEF PERSONNEL OFFICER: HRO REF NO: HR4/4/5/20**

SALARY : R397 116 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three (3) years relevant tertiary qualification in Human Resources Management. One (1) to two (2) years Supervisory experience doing the Human Resources Management Services. Knowledge: All labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.

DUTIES : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the

Province. Monitor establishment and the implementation of HR policies, Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr TB Gumede, Tel: (031) 366 2355

: Deputy Director: Human Resource Management, Provincial Office, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za

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

POST 07/20 : **LEGAL ADMINISTRATION OFFICER (MR4-MR5) REF NO: HR4/4/3/2LAOMR4-5/UIF (X8 POSTS)**
(1 Year Contract)

SALARY : R388 392 - R1 111 323 per annum (MR4-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination (OSD)

CENTRE REQUIREMENTS : Unemployment Insurance Fund, Pretoria

: Grade 12 and an LLB Degree (MR4 – LLB Degree plus minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus minimum of 14 years post qualification experience in legal profession. Admission as an Attorney or Advocate is recommended. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principles. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of Evidence. The Constitution of the Republic of South Africa. Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Amendment Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Time Management. Report Writing. Planning and Organizing. Liaison. Diplomacy. Policy Development. Reporting writing. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.

DUTIES : Facilitate professional Legal advice and support to the Fund. Coordinate handling of Litigation for and on behalf of the Fund. Facilitate drafting of legal documents (legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents etc.) for the Fund. Process the sections for Benefit Applications under supervision of the Senior Legal Admin Officer. Facilitate oversight of the Litigation Management. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.

ENQUIRIES APPLICATIONS : Adv. LD Mkhonto Tel: (012) 337 1411/1775.

: email: Jobs-UIF8@labour.gov.za

POST 07/21 : **PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/4/5/17**

SALARY : R325 101 per annum

CENTRE : Provincial Office: Kwazulu-Natal

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management. One (1) to two (2) years functional experience doing the human resource management service. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public service Regulations Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Planning and Organizing, Supervisory, Time Management.

DUTIES : Render the recruitment and selection process. Process and approve service benefits eg. Leave, housing allowances, acting allowances, etc, Provide and monitor termination of service at the province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr TB Gumede Tel: (031) 366 2355

: Deputy Director: HRM, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za

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

POST 07/22 : **INSPECTOR REF NO: HR 4/4/8/963**

SALARY : R325 101 per annum

CENTRE : Labour Centre: Kroonstad

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence, One (1) year functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures. Skills

Development Act, Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act, Occupational Health and Safety Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and organising (mainly for own), Computer literacy, Interpersonal Skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.

DUTIES : 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 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.

ENQUIRIES : Mr. S Malope, Tel: (056) 215 1812

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 07/23 : **MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE, GRADE 1-3)-
REF NO: HR 4/4/7/61**

SALARY : Grade 1: R324 384– R382 107 per annum (OSD)
Grade 2: R396 132 – R466 623 per annum (OSD)
Grade 3: R476 367 – R610 662 per annum (OSD)

CENTRE : Provincial Office Mpumalanga

REQUIREMENTS : A 4 years' degree / 3 years' diploma in Nursing. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupational Health knowledge, Regulatory Knowledge and Implementation, DeL and Compensation Fund objectives and business functions, Nursing legislation and related legal as well ethical nursing practices, Compensation fund policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public service Act National Health Act and Health Act Skills: Post claims management and settlement, Claims handling, Claims verification and validation, Claims settlement management, Medical policy management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical systems (IT System Control Designs), Clinical risk mitigation, Clinical Coding, Quality Assurance and Improvement and Research and Benchmarking.

DUTIES : Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Mr TJ Mpulwane Tel: 013 655 8700

APPLICATIONS : Deputy Director COIDA: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-NURSE@LABOUR.gov.za

POST 07/24 : **INSPECTOR REF NO: HR 4/4/8/964**

SALARY : R269 499 per annum

CENTRE : Labour Centre: Zastron

REQUIREMENTS : Three (3) years relevant 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 organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. 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.
- ENQUIRIES APPLICATIONS** : Mr C van Niekerk, Tel: (051) 673 1471
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 07/25** : **CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR4/4/5/6**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Ladysmith Labour Centre
: Grade 12; no experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms L Radebe Tel: (036) 638 1900
: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
- POST 07/26** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/5**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Ladysmith Labour Centre
: Grade 12/Matric/National Senior Certificate. no experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms L Radebe Tel No: (036) 638 1900
: Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
- POST 07/27** : **CLIENT SERVICE OFFICER: PAYMASTER (X49 POSTS)**
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Butterworth but stationed at Centane Satellite Office-Ref: HR4/4/5/01 (X1 Post)
: Labour Centre: Butterworth but stationed at Idutywa Satellite Office –Ref: HR4/4/5/02 (X1 Post)
: Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office –Ref: HR4/4/5/03 (X1 Post)
: Labour Centre: Butterworth but stationed at Tsomo Satellite Office –Ref: HR4/4/5/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowvale Satellite Office –Ref: HR4/4/ 5/05 (X1 Post)

Cradock Labour Centre-Ref No: HR4/4/5/06 (X1 Post)

Labour Centre: Cradock but stationed at Somerset East Satellite Office –Ref: HR4/4/5/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office –Ref: HR4/4/5/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office –Ref: HR4/4/5/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office –Ref: HR4/4/5/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office –Ref: HR4/4/5/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office –Ref: HR4/4/5/12 (X1 Post)

Graaf-Reinet Labour Centre-Ref No: HR 4/4/5/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office –Ref: HR4/4/5/15 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office –Ref: HR4/4/5/16 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office –Ref: HR4/4/5/17 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office –Ref: HR4/4/5/18 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office –Ref: HR4/4/5/19 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office –Ref: HR4/4/5/20 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office –Ref: HR4/4/5/21 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR4/4/5/22 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office –Ref: HR4/4/5/23 (X1 Post)

Komani Labour Centre-Ref No: HR 4/4/5/24 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office –Ref: HR/4/4/5/25 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office –Ref: HR/4/4/5/26 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office –Ref: HR/4/4/5/27 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office –Ref: HR/4/4/5/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office –Ref: HR/4/4/5/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office –Ref: HR/4/4/5/30 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office –Ref: HR/4/4/5/31 (X1 Post)

Makhanda Labour Centre-Ref No: HR 4/4/5/32 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office –Ref: HR/4/4/5/33 (X1 Post)

Maletswai Labour Centre-Ref No: HR 4/4/5/34 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office –Ref: HR/4/4/5/35 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office –Ref: HR/4/4/5/36 (X1 Post)

Mdantsane Labour Centre-Ref No: HR4/4/5/37 (X1 Posts)

Labour Centre: Mdantsane but stationed at High Way Satellite Office –Ref: HR/4/4/5/38 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office –Ref: HR/4/4/5/39 (X1 Post)

Mthatha Labour Centre-Ref No: HR4/4/5/60 (X1 Posts)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office –Ref: HR/4/4/5/40 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office –Ref: HR/4/4/5/41 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office –Ref: HR/4/4/5/42 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office –Ref: HR/4/4/5/43 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office –Ref: HR/4/4/5/44 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office –Ref: HR/4/4/5/45 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office –Ref: HR/4/4/5/46 (X1 Post)
 Labour Centre: Qonce but stationed at Sutterheim Satellite Office –Ref: HR/4/4/5/47 (X1 Post)
 Labour Centre: Qonce but stationed at Peddie Satellite Office –Ref: HR/4/4/5/48 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF’s Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).

DUTIES

: Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel: 047 491 0656
 Ms L Nongena Tel: 039 254 7201
 Mr T Mgudane Tel: 046 645 7700
 Ms N Mkonto Tel: 048 881 3010
 Mr S Mshumpela Tel: 049 892 2142
 Mr M Njamela Tel: 043 702 7500
 Ms W Koba Tel: 041 995 7047
 Mr L Mduduma Tel: 043 761 3151
 Ms S Zaula Tel: 047 501 5600
 Mr S Thambo Tel: 045 807 5477
 Ms N Ntlokwana Tel: 046 622 2104
 Ms N Mtwla Tel: 039 253 1996
 Ms N Mvanyashe Tel: 045 932 1077
 Mr R Mbali Tel: 051 633 2633
 Mr Mbande Tel: 043 718 8380

APPLICATIONS

: Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X 530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X 530 Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za
 Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Hand deliver at IGI Building Ensuc house Corner Oxford and Hill Street Email: Jobs-ECELN@labour.gov.za
 Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Hand deliver at 15A Chase Street Email: Jobs-ECUHG@labour.gov.za
 Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane 5219. Hand deliver at no 1 Mzaule Street Mdantsane High Way Email: Jobs-ECMDS@labour.gov.za
 Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Hand deliver at ERF 106 Chatham Street Email: Jobs-ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

Deputy Director: Labour Centre Operations

FOR ATTENTION :

POST 07/28 : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/8/966**

SALARY CENTRE REQUIREMENTS :

R228 321 per annum

Provincial Office: Free State

Matriculation/ Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management. LOGIS System. Preferential Procurement Policy Framework Act. Departmental policies and procedures. Skills: Client orientation and customer focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES :

Provide contract and tender management support to be in line with developed relevant prescripts (Daily). 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.

ENQUIRIES APPLICATIONS :

Ms N Tokwe Tel: (051) 505 6204

Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za

FOR ATTENTION :

Sub-directorate: Human Resources Operations, Free State

POST 07/29 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE REQUIREMENTS :

R228 321 per annum

Labour Centre: Newcastle –Ref No: HR4/4/5/7(X1 Post)

Labour Centre: Dundee – Ref No: HR4/4/5/8(X1 Post)

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.

DUTIES :

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 Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a LABOUR Centre Daily.

ENQUIRIES APPLICATIONS :

Mr S Pillay Tel: (034) 312 3334

Ms T Khumalo, Tel: (034) 212 2421

Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Application: Jobs-KZN20@labour.gov.za

Deputy Director: Dundee Labour Centre, PO Box 445, Dundee Or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs-KZN4@labour.gov.za

Sub-directorate: Human Resources Operations, KwaZulu-Natal

FOR ATTENTION :

POST 07/30 : **RECEPTIONIST-SWITCHBOARD OPERATOR REF NO: HR 4/4/3/1RSO/UIF**

SALARY :

R193 359 per annum

- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Grade 12, No experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protection of Personal Information Act (POPIA). Skills: Negotiation. Analytical. Accuracy.
- DUTIES** : Attend to all incoming and outgoing telephone calls. Provide receptionist services. Liaise with internal and external personnel. Render administration duties.
- ENQUIRIES** : Mr CB Radebe Tel: (012) 337 1709
- APPLICATIONS** : email: Jobs-UIF10@labour.gov.za
- NOTE** : Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply