

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>	:	27 March 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

<u>POST 09/61</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO HR4/4/03/01</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all inclusive)
<u>CENTRE</u>	:	Mogwase Labour Centre
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management,

Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration / Management, Operations Management, Project Management, Three (3) years' legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Treasury regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies and Procedures, Public Service Act and Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer Skills, Presentation Skills, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all resources of the Labour Centre.

ENQUIRIES : Mr. MT Mokoena Tel No: (018) 387 8195
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW1@labour.gov.za

POST 09/62 : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/8/970**

SALARY : R1 059 105 per annum, (all inclusive)
CENTRE : Provincial Office: Bloemfontein Free State
REQUIREMENTS : A qualification at (NQF 6) as recognised by SAQA in B-Proc/ B-Juris/ Labour Relations/ BCOM Law/ BA Law/ LLB. Five (5) years functional experience of which two (2) years at Assistant Director level and three (3) years functional experience in Inspection and/or enforcement of employment laws. A valid driver's license. Knowledge: Public service Regulation and management issues, Ability to convert policy into action, Public Service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Listening and observation, Presentation, Innovative, Analytical Research, Project Management Communication, Report writing, Time management, Negotiation.

DUTIES : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.

ENQUIRIES : Mr M Luxande Tel No: (051) 505 6324
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za

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

POST 09/63 : **DEPUTY DIRECTOR: MANAGEMENT SUPPORT SERVICES (HR & FINANCE) REF NO: HR 4/26/02/02HO**

SALARY : R896 436 per annum, (all-inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Public Administration/ Business Administration/Public Management/Business Management/ Human Resources Management. Five (5) years' experience of which two (2) years at an Assistant Director level and three (3) years functional experience in Human Resources and Financial services. Knowledge: Departmental Policies and Procedures, Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Employment Services Act, Batho Pele Principles, Public Finance Management Act, Skills Development Act, Treasury Regulation, Minimum

Information Security Standard, Ability to convert policy into action. Skills: General management, Project management, Financial management, Communication, Interpersonal relation, Leadership, Problem solving, Conflict management, Facilitation, Analytical, Innovative.

DUTIES : Manage the implementation of proper financial administration in the PES HQ. Manage the Implementation on procurement of goods and services and proper recording of PES assets in HQ. Manage the implementation of Human Resources Policies in PES HQ. Manage proper implementation of performance management system in the Branch PES. Monitor the implementation of staff capacity building process in the Public Employment services HQ. Manage staff and other resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Dr Noel Sicwebu Tel No: (012) 309 4382
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ13@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/64 : **DEPUTY DIRECTOR: SAP APPLICATION MAINTENANCE AND SUPPORT REF NO: HR4/26/03/04HO**
Re-advertisement, application who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive)
: Head Office: Pretoria
: A qualification at NQF6 in Information Technology/ Computer Science/ Informatics. Five (5) years' experience in SAP Implementation, support and maintenance of which three (3) years is at Assistant Director level. Knowledge: SAP HANA, ECC, CRM, BI/BO, GRC, PO/PI, SolMan and SAP Portal, SAP running on Oracle and SAP HANA, SAP On-Prem and Cloud hosting, SAP Technical and Functional Integration, SAP Authorization concepts and governance, Multi-tier software architectures, System monitoring and performance management, SAP development standards, methodologies and transport management, IT service management (Incident, Change, Problem, Release), Departmental ICT procedures and policies. Skills: Problem solving, Communication and presentation, Planning and organizing, Negotiation, Project management for technology team, Leadership.

DUTIES : Provide technical leadership, governance and oversight of the SAP Application Landscape. Manage the functional teams responsible for all the applications in the SAP Landscape. Manage SAP authorizations and Governance. Engage with other ICT Teams to deliver integrated ICT Solutions. Manage and Supervise resources within the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms E Cronje Tel No: (012) 309 4876
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ17@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/65 : **DEPUTY DIRECTOR: PEA REGISTRATION CERTIFICATION REF NO: HR4/26/03/05HO**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive)
: Head Office: Pretoria
: A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Public Administration/Business Administration/ Public Management/Business Management. Five (5) years' experience of which two (2) years at the Assistant Director Level and three (3) years functional experience in public employment services/ Public operations. Knowledge: Recruitment and selection, Good Governance, Departmental policies and procedures, General administrative procedure. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing.

DUTIES : Coordinate the development and implementation of regulations on Private Employment Agencies and Temporary Employment Services. Coordinate the development of business processes and procedures for the registration and certification of Private Employment Agencies and Temporary Employment Services. Coordinate the provision of support to Provincial offices and Labour Centres in the implementation of developed processes and procedures, including regulations. Oversee the monitoring of compliance of Private

Employment Agencies and Temporary Employment Services with the prescribed regulations.

ENQUIRIES APPLICATIONS : Ms E Tloane Tel No: (012) 309 4699
: Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ18@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/66 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/26/03/06HO**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Head Office, Pretoria
: A qualification at NQF level 6 as recognised by SAQA in Risk Management/ Internal Auditing/ Accounting. Two (2) years Supervisory experience. Four (4) years' experience in Risk Management/ Internal Audit/Accounting of which two (2) years at a Supervisory level. Valid driver's license will be an added advantage. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Public Finance Management Act, Treasury Regulations, Protected Discloser Act, Anti-fraud and corruption policies, Criminal & Commercial Law, Labour Regulations, legislation, policies and procedures, Basic conditions of Employment Act, Public Service Act. Skills: Analytical, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, driving.

DUTIES : Implement Risk management and work plans for risk in the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework in the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES APPLICATIONS : Ms G Baker- Matjokana Tel No: (012) 309 4968
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ20@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/67 : **ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF**
1-Year Contract
Re-advertisement

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional experience in compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.

DUTIES : Facilitate the implementation of the Compliance universe. Conduct the compliance risks assessments. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).

ENQUIRIES APPLICATIONS : Mr SW Nkosi Tel No: (012) 337 1962
: email: Jobs-UIF4@labour.gov.za

POST 09/68 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR4/4/8/968**
Re-advertisement applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R468 549 per annum
: Provincial Office: Free State
: A relevant 3 years' qualifications in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property

- Management and Real Estate Management. Two (2) years Supervisory experience. Two (2) years functional experience in administration environment. Driver's License. Knowledge: Relevant Departmental policies and procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records 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. N Tokwe Tel No: (051) 505 6204
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: jobs-fs2@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 09/69** : **SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/1SPLAP/UIF (X4 POSTS)**
(1-Year Contract)
- SALARY** : R397 116 per annum, plus 37% in lieu of benefits
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Public Administration/ Public Management/ Business Management/ Development Studies/ Project Management/ Social Science/ Risk Management/ Auditing / Accounting at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Labour Activation Programmes/ Project management/ Employment and Job Preservation Programmes/ Enterprise Development/ Entrepreneurial environment. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005), Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. National Youth Empowerment Accord. National Youth Policy 2020-2030. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Computer Literacy. Time Management. Report Writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.
- DUTIES** : Implement deliverables of Labour Activation Programmes projects. Collate and arrange project information. Provide Administrative support on project contracts. Supervise resources in the Sub-directorate.
- ENQUIRIES** : Ms. NR Taukobong Tel No: (012) 337 1646
- APPLICATIONS** : email: Jobs-UIF14@labour.gov.za
- POST 09/70** : **SENIOR PRACTITIONER: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/1SPPICM/UIF**
- SALARY** : R397 116 per annum
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : A three (3) year tertiary qualification (NQF Level 6) in Organizational Psychology/ Public Administration/ Public Management/ Management Services/ Human Resources/ Operations Management/ Production Management. Two (2) years' functional experience in Change Management environment. Knowledge: Public Finance Management Act (PFMA). Project Management approaches, tools and phase. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Labour Relations Act (LRA). Skills: Communication (Verbal and Written). People Management. Problem Solving. Computer Literacy. Time Management. Analytical. Presentation. Interpersonal. Report Writing. Planning and Organizing.
- DUTIES** : Diagnoses organizational, individual culture and climate change within the Fund. Develop, review and implement change management strategy. Develop,

		review and implement procedure manuals and processes. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Ms. R Mostert Tel No: (012) 337 1495.
<u>APPLICATIONS</u>	:	email: Jobs-UIF15@labour.gov.za
<u>NOTE</u>	:	African Males and Females, White Males and Persons with disabilities are encouraged to apply.
<u>POST 09/71</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/03/02</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Lichtenburg Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid 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, Presentation, Written and Verbal communication, Innovative, Analytical.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms AM Lehloenya-Mokoena Tel No: (018) 387 8186
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW2@labour.gov.za
<u>POST 09/72</u>	:	<u>INSPECTOR EMPLOYMENT EQUITY REF NO: HR4/4/8/969</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office Bloemfontein Free State
<u>REQUIREMENTS</u>	:	A qualification at (NQF 6) as recognised by SAQA in B-Proc/ B-Juris/ Labour Law/ B-Com Law/ BA Law/ LLB. Two (2) years functional experience in labour inspections enforcement services. Valid driver's licence. Knowledge: Public service Regulations and Relevant prescripts, departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Planning and organising, Computer Literacy, Communication, Report writing, Time management, Problem solving, Interviewing, listening and observation, Presentation, Research, Negotiation, Analytical, Innovative.
<u>DUTIES</u>	:	Implement programmes and policies for Employment Equity Act and Regulations. Conduct Director-General Reviews, Re-assessment and Monitoring to ensure compliance with Employment Equity Act and Regulation. Collect information to evaluate impact of Employment Act programmes. Provide technical advice on the specific to Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Act matters.
<u>ENQUIRIES</u>	:	Mr M Luxande Tel No: (051) 505 6324
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 09/73</u>	:	<u>SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (X45 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Satellite Office: Bergville Ref No: HR4/4/3/16 (X3 Posts) Satellite Office: Bridge City Ref No: HR4/4/3/17 (X1 Post) Satellite Office: Chatsworth Ref No: HR4/4/3/18 (X1 Post) Labour Centre: Durban Ref No: HR4/4/3/19 (X4 Posts) Satellite Office: Emadlangeni Ref No: HR4/4/3/20 (X3 Posts) Satellite Office: Empangeni Ref No: HR4/4/3/21 (X3 Posts)

Satellite Office: Eshowe Ref No: HR4/4/3/22 (X3 Posts)
 Labour Centre: Estcourt Ref No: HR4/4/3/23 (X2 Posts)
 Satellite Office: Greytown Ref No: HR4/4/3/24 (X1 Post)
 Satellite Office: Hammarsdale Ref No: HR4/4/3/25 (X2 Posts)
 Labour Centre: Ixopo Ref No: HR4/4/3/26 (X1 Post)
 Labour Centre: Ladysmith Ref No: HR4/4/3/27 (X3 Posts)
 Satellite Office: Phoenix Ref No: HR4/4/3/28 (X1 Post)
 Labour Centre: Pinetown Ref No: HR4/4/3/29 (X4 Posts)
 Satellite Office: Pongola Ref No: HR4/4/3/30 (X3 Posts)
 Labour Centre: Port Shepstone Ref No: HR4/4/3/31 (X1 Post)
 Labour Centre: Stanger Ref No: HR4/4/3/32 (X1 Post)
 Satellite Office: Umlazi Ref No: HR4/4/3/33 (X1 Post)
 Satellite Office: Umzimkhulu SO Ref No: HR4/4/3/34 (X3 Posts)
 Satellite Office: Umzinto\ Park Rynie Ref No: HR4/4/3/35 (X3 Posts)
 Labour Centre: Verulam Ref No: HR4/4/3/36 (X1 Post)

REQUIREMENTS

: 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). 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.

DUTIES

: 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.

ENQUIRIES

: Ms L Radebe Tel No: (036) 307 0898/7097 (Ladysmith / Bergville)
 Mr SA Mchunu Tel No: (031) 336 1500 (Durban / Bridge City)
 Mr K Naidoo Tel No: (031) 065 0100 (Prospecton / Chatsworth)
 Mr S Pillay Tel No: (036) 638 1900 (Newcastle/ Emadlangeni)
 Mr I Ximba Tel No: (035) 760 1614 (Richards Bay/ Empangeni/ Eshowe)
 Mr J Fakazi Tel No: (036) 352 7767 (Estcourt)
 Mr M September Tel No: (033) 341 5300 (Pietermaritzburg/ Greytown)
 Mr B Gwala Tel No: ((031) 701 7740 (Pinetown/ Hammarsdale)
 Mr P Mtolo Tel No: (033) 212 2768 (Richmond/ Ixopo)
 Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)
 Mr B Zondi Tel No: (032) 541 5600 (Verulam/ Phoenix)
 Mr F Dladla Tel No: (034) 5980 8916 (Vryheid/ Pongola)
 Mr S Biyase Tel No: (039) 688 6900 (Port Shepstone/ Umzinto\ Park Rynie)
 Ms S Mkhize Tel No: (032) 551 7300 (Stanger)
 Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)

APPLICATIONS

: **Deputy Director: Ladysmith Labour Centre**, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN53@Labour.gov.za
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 (For Bergville Satellite)
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-KZN37@labour.gov.za
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-KZN37@labour.gov.za (For Bridge City Satellite)
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongintwini 4120 or hand deliver at No.3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN35@Labour.gov.za (For Umlazi Satellite)
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongintwini 4120 or hand deliver at No.3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN24@Labour.gov.za (For Chatsworth Satellite)
Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online

Applications Email to: Jobs-KZN20@Labour.gov.za (For Emadlangeni Satellite)

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-KZN48@Labour.gov.za (For Empangeni Satellite)

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-KZN48@Labour.gov.za (For Eshowe Satellite)

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-KZN26@Labour.gov.za

Deputy Director: Pietermaritzburg Labour Centre: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN41@Labour.gov.za (For Greytown Satellite)

Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za

Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za (For Hammarsdale Satellite)

Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN50@Labour.gov.za (For Ixopo Labour Centre)

Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN53@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: JobsKZN34@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: JobsKZN34@Labour.gov.za (For Phoenix Satellite)

PO Box 430, **Vryheid** or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN58@Labour.gov.za (**For Pongola Satellite**)

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-KZN55@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-KZN55@Labour.gov.za (For Umzintlo Park Rynie Satellite)

Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: JobsKZN40@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 (For Umzimkhulu Satellite). For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 09/74

: **MANAGEMENT SUPPORT SERVICES OFFICER REF NO: HR4/4/5/27**

SALARY CENTRE REQUIREMENTS

: R325 101 per annum
: Durban Labour Centre
: A qualification at NQF6 as recognized by SAQA in Human Resource Management/ Public Management / Public Administration/ Supply Chain Management/ Financial Management/ Business Management/ Business Administration. One-year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines, Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Batho Pele principle. Skills: Interpersonal skills, Telephone etiquette, interviewing skills, Computer literacy, listening, Communication, Ability to interpret legislation, Problem solving, Basic mediation, Analytical, Report writing, Tactical.

DUTIES : Render Supply Chain Management Function in a Labour Center, Provide Finance, office services including fleet management within a Labour Center. Render a Human Resource management service at a Labour Centre. Responsible for training and performance Management in a Labour Center. Render general administrative work for the Labour Center as and when required.

ENQUIRIES APPLICATIONS : Mr SA Mchunu Tel No: (031) 336 1500
: 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-KZN10@labour.gov.za

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

POST 09/75 : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR4/4/3/1SADM/UIF (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year Tertiary Qualification (NQF level 6) in Accounting / Financial Management / Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in the Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Public Service Regulations (PSR). General Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report writing. Planning and Organizing. Numeracy. Analytical.

DUTIES : Maintain the debtors' records. Follow up of outstanding debts including legal claims and third party Collection. Prepare and review monthly reconciliations of non SARS Debtors.

ENQUIRIES APPLICATIONS NOTE : Ms V Pillay Tel No: (012) 337 1499/ Ms N Sonti Tel No: (012) 337 1533
: email: Jobs-UIF16@labour.gov.za
: African Males and Females, White Males and Persons with disabilities are encouraged to apply.

POST 09/76 : **CLIENT SERVICE OFFICER: UIF (X128 POSTS)**

SALARY CENTRE : R269 499 per annum
: Labour Centre: Richards Bay HR4/4/3/01 (X2 Posts)
: Satellite Office: Eshowe HR4/4/3/02 (X12 Posts)
: Satellite Office: Empangeni SO HR4/4/3/03 (X12 Posts)
: Labour Centre: Ixopo HR4/4/3/04 (X12 Posts)
: Satellite Office: Bergville HR4/4/3/05 (X12 Posts)
: Satellite Office: Umzinto\ Park Rynie HR4/4/3/06 (X12 Posts)
: Labour Centre: Pinetown HR4/4/3/07 (X10 Posts)
: Satellite Office: Hammarsdale HR4/4/3/08 (X12 Posts)
: Labour Centre: Vryheid HR4/4/3/09 (X2 Posts)
: Satellite Office: Pongola HR4/4/3/10 (X10 Posts)
: Satellite Office: Emadlangeni HR4/4/3/11 (X12 Posts)
: Labour Centre: Stanger HR4/4/3/12 X2 Posts)
: Satellite Office: Umzimkhulu HR4/4/3/13 (X12 Posts)
: Satellite Office: Bridge City HR4/4/3/14 (X4 Posts)
: Labour Centre: Ladysmith HR4/4/3/15 (X1 Post)

REQUIREMENTS : Grade 12; No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial 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, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system).

DUTIES : Provide screening services, Process applications for UIF benefits, Register payment continuation forms, Provide administrative functions.

ENQUIRIES

: Mr I Ximba Tel No: (035) 760 1614 (Richards Bay/ Empangeni/ Eshowe)
Mr P Mtolo Tel No: (033) 212 2768 (Richmond/ Ixopo)
Ms L Radebe Tel No: (036) 307 0898/ 7097 (Ladysmith/ Bergville)
Mr S Biyase Tel No: (039) 688 6900 (Port Shepstone/ Umzinto\ Park Rynie)
Mr B Gwala Tel No: ((031) 701 7740 (Pinetown/ Hammarsdale)
Mr F Dladla Tel No: (034) 5980 8916 (Vryheid/ Pongola)
Mr S Pillay Tel No: (036) 638 1900 (Newcastle/ Emadlangeni)
Ms S Mkhize Tel No: (032) 551 7300 (Stanger)
Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
Mr SA Mchunu Tel No: (031) 336 1500 (Durban / Bridge City)

APPLICATIONS

: **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: 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-KZN46@Labour.gov.za (For Empangeni Satellite)
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-KZN47@Labour.gov.za (For Eshowe Satellite)
Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN49@Labour.gov.za (For Ixopo Labour Centre)
Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN51@Labour.gov.za
Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN52@Labour.gov.za (For Bergville Satellite)
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-KZN54@Labour.gov.za (For Umzinto\ Park Rynie Satellite)
Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN56@Labour.gov.za
Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN57@Labour.gov.za (For Hammarsdale Satellite)
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN29@Labour.gov.za
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN58@Labour.gov.za (For Pongola Satellite)
Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN59@Labour.gov.za (For Emadlangeni Satellite)
Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: JobsKZN60@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-KZN15@Labour.gov.za (For Umzimkhulu Satellite)
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-KZN36@labour.gov.za (For Bridge City Satellite). For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 09/77

: **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY CENTRE

: R269 499 per annum
: Komani Labour Centre, Eastern Cape Ref No: HR 4/4/10/01 (X1 Post)
: KwaMaqoma Labour Centre Eastern Cape Ref No: HR 4/4/10/02 (X1 Post)

- REQUIREMENTS** : Three years' qualification in Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental 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, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : 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.
- ENQUIRIES** : Mr U Thambo Tel No: (045) 807 5400
Mr TD Mgudane Tel No: (046) 645 7700
- APPLICATIONS** : **Deputy Director: Labour Centre Operations:** Private Bag X323, Queenstown, 5320 or hand deliver at No 10 Robison Road, Queenstown or email at Jobs-ECQTN@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, Queenstown
Deputy Director Labour Centre Operations: P O Box 538. Fort Beaufort, 5720 or hand deliver at 529 Alice Road, Fort Beaufort or email at Jobs-ECFOB@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, Fort Beaufort
- POST 09/78** : **SENIOR ADMIN CLERK: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/3/1SACAM/UIF**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
Unemployment Insurance Fund, Pretoria
Grade 12. Valid Driver's license required. No experience required. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). National Travel Management Framework. Asset Management Framework. Fleet Management. Traffic Regulations. National Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Problem Solving. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report writing. Time Management.
- DUTIES** : Provide fleet administration support service. Render asset management clerical services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section.
- ENQUIRIES APPLICATIONS NOTE** : Ms F Nape Tel No: (012) 337 1578
email: Jobs-UIF17@labour.gov.za
Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply.