

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** : 08 April 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. Zipped and JPEG documents will not be accepted. 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:** Please be advised that the position of Deputy Director: Management Support Services (HR & Finance) with Ref No: HR4/26/02/02HO, has been withdrawn. The Sorry for any inconvenience this may have caused. For inquiries, please contact Dr. Noel Sicwebu Tel No: (012) 309 4382. The experience required for the post of Assistant Director: Risk Management with Ref No: HR4/26/03/06HO is Four (4) years' experience in Risk Management/ Internal Audit/Accounting of which two (2) years at a Supervisory level. The post of Deputy Director: SAP Application Maintenance and Support with Ref No: HR4/26/03/04HO is a re-advertisement, applicants who previously applied

must re-apply not application who previously applied must re-apply that statement is incorrect. For enquiries: Mr Frank Thengwayo Tel No: (012) 309 4497. These positions are advertised on Public Service Vacancy 09 of 2026 dated 13 March 2026, with a closing date of 27 March 2026

OTHER POSTS

- POST 10/252** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)**
- SALARY CENTRE** : R1 059 105 per annum, (all inclusive)
: Stanger Labour Centre Ref No: HR 4/4/03/39 (X1 Post)
: Verulam Labour Centre Ref No: HR/4/4/03/40 (X1 Post)
: Ladysmith Labour Centre Ref No: HR4/4/3/41 (X1 Post)
- REQUIREMENTS** : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social science, 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. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. 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 APPLICATIONS** : Dr N Kahla Tel No: (031) 3662116
: Acting Chief Director: Provincial Operations: P O Box 940, Durban, 4001 or hand deliver at: Department of Employment and Labour, The Royal Hotel, 267 Anton Lembede Street, Durban, 4001 or Email: Jobs-KZN33@LABOUR.gov.za
- POST 10/253** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/3/2DDLAP/UIF (X4 POSTS)**
(3- Year Contract)
- SALARY CENTRE** : R896 436 per annum, (all-inclusive)
: Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Development Studies / Project Management / Social Science / Risk Management / Auditing / Accounting at NQF level 6 as recognized by SAQA. Five (5) years' experience of which three (3) years must be functional experience in Labour Activation Programmes / Project Management / Employment and Job Preservations Programmes / Enterprise Development / Entrepreneurial environment and two (2) years' experience at Assistant Director / Junior management level. Knowledge: Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organizing. People Management. Conflict Management. Analytical. Problem Solving. Communication. Computer Literacy. Ability to think strategically. Event Management. Coordination. Facilitation. Project Management.
- DUTIES** : Coordinate collaborations with relevant stakeholders on training / skills programmes that will benefit UIF beneficiaries. Manage the process of identifying beneficiaries and institutions to be funded for Labour Activation Programmes. Monitor the activities of institutions receiving funding and report on constrains including corrective actions. Participate in advocacy campaigns to create awareness on Labour Activation Programmes in operation within the

Communications Business units. Manage resources in the section (Human, Finance, Equipment and Assets).

ENQUIRIES APPLICATIONS : Ms Pumla Duma Tel No: (012) 337 1767
 : email: Jobs-UIF18@labour.gov.za

POST 10/254 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: HR4/4/03/37**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
 : Provincial Office: Durban
 : A three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Public Finance Management/ Cost and Management Accounting/ Financial Accounting, Accounting Science, Auditing. Four (4) years' experience of which two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment Act (BCEA). Public Financial Management Act (PFMA). Skills: Innovative/Creative, Report Writing, People Management, Financial Management, Communication (both verbal and written), Computer literacy, Time Management, Interpersonal, Budgeting.

DUTIES : Facilitate the payment of UIF benefits in relation to accounts receivable and payable functions. Coordinate financial activities relating to procurement of goods and services including reconciliation of accounts. Facilitate Integrated Budget Planning and expenditure relating to UIF operations. Coordinate the provisioning of technical support and report on all UIF Financial matters including financial systems. manage resources in the unit.

ENQUIRIES APPLICATIONS : Mr S Mchunu Tel No: (031) 366 2000
 : Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications Email to: Jobs-KZN10@labour.gov.za

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

POST 10/255 : **ASSISTANT DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2ASDLAPPA/UIF**
 (1-Year Contract)

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus 37% in lieu of benefits
 : Unemployment Insurance Fund, Pretoria
 : Three-year tertiary qualification (NQF Level 6) in Accounting Sciences/ Financial Management / Commerce. Four (4) years' experience in Financial Management and governance of which two (2) years must be functional and two (2) years' experience at Supervisory level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). 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 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. Generally Recognised Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020 – 2030 Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report Writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.

DUTIES : Reconcile payments for Employability Initiatives for the unemployed, Temporary Employer – Employee Relive Scheme and Business Turnaround and Recovery Programme. Process invoices received by the UIF for LAP projects. Provide inputs into financial reports on invoices paid and commitment schedule for LAP projects. Implement internal controls. Serve as Secretariats for all LAP Committees.

ENQUIRIES APPLICATIONS : Ms PP Duma Tel No: (012) 337 1767
 : email: Jobs-UIF19@labour.gov.za

<u>POST 10/256</u>	: <u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/2ASDLAP/UIF (X70 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE</u>	: R468 459 per annum, plus 37% in lieu of benefits : Unemployment Insurance Fund, Pretoria Ref No: HR4/4/3/2ASDLAP/UIF (X10 Posts) Provincial Office: Gauteng Ref No: HR4/4/3/2ASDLAP/GP (X15 Posts) Provincial Office: Kwa-Zulu Natal Ref No: HR4/4/3/2ASDLAP/KZN (X11 Posts) Provincial Office: Eastern Cape Ref No: HR4/4/3/2ASDLAP/EC (X9 Posts) Provincial Office: Mpumalanga Ref No: HR4/4/3/2ASDLAP/MP (X4 Posts) Provincial Office: Limpopo Ref No: HR4/4/3/2ASDLAP/LP (X4 Posts) Provincial Office: Free State Ref No: HR4/4/3/2ASDLAP/FS (X5 Posts) Provincial Office: North West Ref No: HR4/4/3/2ASDLAP/NW (X3 Posts) Provincial Office: Northern Cape Ref No: HR4/4/3/2ASDLAP/NC (X3 Posts) Provincial Office: Western Cape Ref No: HR4/4/3/2ASDLAP/WC (X6 Posts)
<u>REQUIREMENTS</u>	: An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Development Studies / Project Management / Social Science / Risk Management / Auditing / Accounting at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Labour Activation Programmes / Project Management / Employment and Job Preservations Programmes / Enterprise Development / Entrepreneurial environment and two (2) years' at Supervisory level. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Labour Activation Framework. Skills Development Act (SDA). Project Management Principles (PMP). Diversity Management. Basic Education and Training (BET). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Project Management Methodologies (PMBOK). Skills: Negotiation. Interpersonal. Presentation. Problem Solving. Planning and Organizing. Policy analysis and interpretation. Communication (verbal and written). Computer Literacy. Report Writing.
<u>DUTIES</u>	: Facilitate engagements with relevant stakeholders on Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Coordinate the implementation of Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed in line the mandate of the Fund in the relevant provinces. Facilitate Awareness campaigns on Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed. Source approval of Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Monitor Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Manage resources (Human, Finance, Equipment / Assets).
<u>ENQUIRIES</u>	: Ms PP Duma Tel No: (012) 337 1767 Ms H Rampou at 082 758 7855 Mr SV Dladla Tel No: (031) 366 2080 Mr S Joko Tel No: (043) 701 3030 Ms. E Baholo Tel No: (013) 655 8700 Mr M Phala Tel No: (015) 290 1742 or Ms. M.S Lebogo Tel No: (015) 290 1662 Ms. N Zama at Tel No: (051) 505 6276 Mr T Mokoena at 072 187 6588 Mr G Morebodi at 060 373 0643 Ms K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	: email: Jobs-UIF20@labour.gov.za Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-LAP-GP1@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: JobsKZN9@labour.gov.za For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC3@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office.

Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MPU-ASDLAP@labour.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office.

Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: UIFJobs-LP@labour.gov.za. For Attention: Human Resource Management Limpopo Provincial Office.

Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-FS7@labour.gov.za For Attention: Human Resource Management Free State Provincial Office.

Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW1@Labour.gov.za For Attention: Human Resource Management North West Provincial Office.

Chief Director: Provincial Operations, Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.

: Chief Director: Provincial Operations, hand deliver at 9 Long Street, Cape Town, 8001. For online Applications Email to: WesternCapeHRM@labour.gov.za For Attention: Human Resource Management Western Cape Provincial Office.

POST 10/257

: **SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR4/4/03/45**

SALARY CENTRE REQUIREMENTS

: R397 116 per annum
: Provincial Office: Durban
: 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 recognized by SAQA. Two (2) years' functional experience in Client Services environment/ Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act (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 Organizing.

DUTIES

: Provide Unemployment insurance services through interaction with customers. provide quality assurance and follow-up on unemployment insurance applications. administer the UIF claims and processing services. supervise resources (human, financial, equipment/ assets) in the section.

ENQUIRIES APPLICATIONS

: Mr S Mchunu Tel No: (031) 366 2000
: Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN7@labour.gov.za

FOR ATTENTION

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

POST 10/258

: **SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES (X69 POSTS)**
(3-Year Contract)

SALARY CENTRE

: R397 116 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria Ref No: HR4/4/3/1SPLAP/UIF (X9 Posts)
Provincial Office: Gauteng Ref No: HR4/4/3/1SPLAP/GP (X15 Posts)
Provincial Office: Kwa-Zulu Natal Ref No: HR4/4/3/1SPLAP/KZN (X11 Posts)
Provincial Office: Eastern Cape Ref No: HR4/4/3/1SPLAP/EC (X9 Posts)
Provincial Office: Mpumalanga Ref No: HR4/4/3/1SPLAP/MP (X4 Posts)
Provincial Office: Limpopo Ref No: HR4/4/3/1SPLAP/LP (X4 Posts)
Provincial Office: Free State Ref No: HR4/4/3/1SPLAP/FS (X5 Posts)
Provincial Office: North West Ref No: HR4/4/3/1SPLAP/NW (X3 Posts)
Provincial Office: Northern Cape Ref No: HR4/4/3/1SPLAP /NC (X3 Posts)
Provincial Office: Western Cape Ref No: HR4/4/3/1SPLAP/WC (X6 Posts)

REQUIREMENTS

: An undergraduate qualification in Public Administration/ Public Management/ Business Management/ Business Administration/ 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
 Ms H Rampou at 082 758 7855
 Mr SV Dlodla Tel No: (031) 366 2080
 Mr S Joko Tel No: (043) 701 3030
 Ms. E Baholo Tel No: (013) 655 8700
 Mr M Phala Tel No: (015) 290 1742 or Ms. M.S Lebogo Tel No: (015) 290 1662
 Ms. N Zama Tel No: (051) 505 6276
 Mr T Mokoena at 072 187 6588
 Mr G Morebodi at 060 373 0643
 Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : email: Jobs-UIF21@labour.gov.za
 Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-LAP-GP2@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office.
 Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: JobsKZN7@labour.gov.za For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office.
 Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC8@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office.
 Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MPU-SAOLAP@labour.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office.
 Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: UIFJobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo.
 Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-FS8@labour.gov.za For Attention: Human Resource Management Free State Provincial Office.
 Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW2@Labour.gov.za For Attention: Human Resource Management North West Provincial Office.
 Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
 Chief Director: Provincial Operations, hand deliver at 9 Long Street, Cape Town, 8001. For online Applications Email to: WesternCapeHRM@labour.gov.za For Attention: Human Resource Management Western Cape Provincial Office.

POST 10/259 : **INSPECTOR: IES REF NO: HR4/4/5/26**

SALARY : R269 499 per annum

<u>CENTRE</u>	:	Estcourt Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation 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 skills, Problem Solving skills, 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, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms AJ Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. For online applications: Jobs-KZN18@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 10/260</u>	:	<u>ADMINISTRATION CLERK: ACCOUNTS PAYABLE REF NO: HR4/4/3/38</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Durban
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12. No experience required. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles. Skills: Problem Solving, Planning and Organizing, Communication (written & verbal), Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Attend to all enquiries and queries in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 366 2000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN8@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal