

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** : 14 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)

OTHER POSTS

- POST 11/21** : **BUSINESS ANALYST (ICT) REF NO: HR4/26/04/01HO**
- SALARY** : R896 436 per annum (all-inclusive)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A qualification at NQF6 as recognized by SAQA in Information Technology/ Information Systems. ITIL and COBIT Certificate will be an advantage. Five (5)

years' functional experience in Software Development Life Cycle (SDLC), gathering Business and Functional requirements and Process Modelling. Knowledge: Prescribed Technical standards and procedures, Technology & Systems knowledge, Database design, Business & Industry knowledge, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Financial Management Act, Public Service Act, Project Management Principles. Skills: Problem solving, Excellent verbal and written communication, Analytical thinking, Software Development Lifecycle, Team Player, Problem solving, Technical and Analytical, Ability to work under tight deadlines and handle multiple assignments, Ability to influence at all levels of the organization, Sound knowledge of Service Orientated Architecture, Negotiations, Conflict Management.

DUTIES : Elicit and analyse business, system and data requirements to compile documentation for business solutions. Compile, validate and facilitate approval of business and system requirements. Participate and provide inputs during solution delivery life cycle. Identify training and development requirements of end users. Assess and resolve or reassign incident and problem management support of existing applications.

ENQUIRIES APPLICATIONS : Ms E Cronje Tel: (012) 309 4876
 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ23@labour.gov.za

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

POST 11/22 : **DEPUTY DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO HR4/25/04/07**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (all- inclusive)
 : Supported Employment Enterprises, Silverton, Pretoria
 : A qualification at NQF 6 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/Labour Relations/Public Management/Public Administration. Valid driver's licence. Five (5) years' experience of which two (2) years Middle Management experience (ASD Level) and three (3) years Functional experience in Human Resource Management/Labour Relations environment. Knowledge: Recruitment and Selection, Human Resource Administration, Relevant Labour Relation Legislations, Public Service Regulation Act, Basic Condition of Employment Act, Departmental policies and procedures, Public Finance Management Act (PFMA), Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Communication (verbal and written), Computer Literacy, Negotiation, Patience and empathy, Presentation.

DUTIES : Manage the implementation of recruitment and selection policy within the Supported Employment Enterprises. Manage and administer service benefits within the Supported Employment Enterprises. Ensure Sound Employee Relations in the Supported Employment Enterprises. Manage the resources within the HR unit of the Supported Employment Enterprises.

ENQUIRIES APPLICATIONS : Ms WK Tselane Tel: 012 843 7300
 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE07@labour.gov.za

POST 11/23 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
 : Labour Centre: Pietermaritzburg –Ref No: HR4/4/3/28 (X1 Post)
 : Labour Centre: Verulam – Ref No: HR4/4/3/46 (X1 Post)
 : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Environment Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Valid Driver's License. Four (4) years functional experience in Health and Hygiene inspection/ services. Knowledge: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Listening and

- Observation, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within Identified sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES** : Mr M September Tel: (033) 341 5300 (Pietermaritzburg)
Mr B Zondi Tel: (032) 541 5600 (Verulam)
- APPLICATIONS** : Deputy Director: Pietermaritzburg Labour Centre, P/Bag X 9048, Pietermaritzburg 3201 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications: Jobs-KZN12@labour.gov.za
Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Applications: Jobs-KZN25@labour.gov.za
- POST 11/24** : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/23**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Durban Labour Centre
: Three (3) year qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection and Enforcement Services. Valid Driver's License. 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, COIDA, SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written skills.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Acts (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COID), Occupational Health and Safety (OHS) and UI Contributions Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of Labour legislations and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (BLITZ) inspections regularly to monitor compliance with Labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all Labour legislation independently, analyze impact therefore, consolidate and compile report. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional plans and reports including executions of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
- ENQUIRIES APPLICATIONS** : Mr SA Mchunu, Tel: (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-KZN7@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 11/25** : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/03/01**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Provincial Office: Gauteng
: Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management/Accounting/Law/Policing/Forensic Investigation/CFE qualification. Two (2) years functional experience in anti-

fraud and corruption environment. ACFE membership will be an added advantage. Prepared to travel nationally (In possession of a at least a Code 8 driver's license). Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical Skills, Investigation skills, Computer Literacy, Presentation skills, Communication skills, Report writing Skills.

DUTIES : Implement Fraud and Corruption Prevention Strategies, Conduct Investigations on reported Fraud and Corruption, analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources in the Section.

ENQUIRIES : Ms SI Tyantsi Tel: (011) 853 0899
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP-PO/3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 11/26 : **INSPECTOR (X2 POSTS)**

SALARY : R325 101 per annum
CENTRE : Labour Centre: Gqeberha –Ref: HR4/4/7/02 (X1 Post)
 Labour Centre: East London – Ref: HR4/4/7/03 (X1 Post)

REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

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) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr M Njamela, Tel: (043) 702 7500 – East London Labour Centre
 Mr SC Mshumpela, Tel: (041) 506 5000 – Gqeberha Labour Centre
APPLICATIONS : Deputy Director: Labour Centre Operations : Private Bag X9084, East London, 5201, hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Str, East London, 5201; Email: Jobs-ECELN@LABOUR.gov.za
 Deputy Director: Labour Centre Operations Private Bag X6045, Gqeberha, 6000 hand deliver at 116-134 Govan mbeki Avenue, Central, VSN Building, Gqeberha, 6000; Email: Jobs-ECPLZ@LABOUR.gov.za

POST 11/27 : **CLIENT SERVICE OFFICER: UIF (X6 POSTS)**

SALARY : R269 499 per annum
CENTRE : Komani Labour Centre-Ref No: HR4/4/1/05 (X4 Posts)
 Richards Bay Labour Centre– Ref No: HR4/4/3/44 (X2 Posts)

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** : Mr. U Thambo Tel (045) 807 5400
Mr I Ximba Tel: (035) 780 8708 (Richards Bay)
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag x 323, Queenstown, 5320 or hand deliver at No 10 Robison Road, Queenstown or email at Jobs-ECQTN@labour.gov.za
Deputy Director: Richards Bay Labour Centre, P/Bag X 20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za
- POST 11/28** : **CLIENT SERVICE OFFICER: EMPLOYER SERVICES (X7 POSTS)**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Kariega but stationed at Joubertina Satellite Office –Ref: HR/4/4/9/16 (X1 Post)
: Labour Centre: Kariega but stationed at Louterwater Satellite Office –Ref: HR/4/4/9/17 (X1 Post)
: Labour Centre: Kariega but stationed at Misgund Satellite Office –Ref: HR/4/4/9/18 (X1 Post)
: Labour Centre: Kariega but stationed at Hankey Satellite Office –Ref: HR/4/4/9/19 (X1 Post)
: Labour Centre: Kariega but stationed at Patensie Satellite Office –Ref: HR/4/4/9/20 (X1 Post)
: Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR/4/4/9/21 (X1 Post)
: Labour Centre: Kariega but stationed at Humansdorp Satellite Office –Ref: HR/4/4/9/22 (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 W Koba Tel: 041 995 7047
- APPLICATIONS** : Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Email [Jobs- ECUHG@labour.gov.za](mailto:Jobs-ECUHG@labour.gov.za)
- POST 11/29** : **INSPECTOR (X3 POSTS)**
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Ladysmith- Ref No: HR4/4/3/43 (X1 Post)
: Labour Centre: East London –Ref No: HR4/4/7/01 (X2 Posts)
- 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 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.
- 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** : Ms L Radebe Tel: (036) 638 1900
Mr M Njamela, Tel: (043) 702 7500 – East London
- APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. Email: Jobs-KZN5@labour.gov.za
Deputy Director: Labour Centre Operations: Private Bag X9084, East London, 5201, hand deliver at IGI Building, Ensuco House, Cnr Oxford and Hill Str, East London, 5201; Email: Jobs-ECELN@LABOUR.gov.za
- POST 11/30** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (2X POSTS)**
- SALARY CENTRE** : R269 499 per annum
Labour Centre: East London- Ref: HR 4/4/10/01 (X1 Post)
Labour Centre: Kariega - Ref: HR 4/4/10/02 (X1 Post)
- REQUIREMENTS** : Grade 12/ Senior Certificate. No experience required. will be an added advantage. Knowledge: policies, procedures and guidelines, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislations.
- 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** : Mr M Njamela Tel: 043 702 7500
Ms W Koba Tel: 041 995 7047
- APPLICATIONS** : Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets East London 5201. Email: Jobs-ECELN@labour.gov.za
Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Email: Jobs-ECUHT@labour.gov.za
- FOR ATTENTION** : Deputy Director: Labour Centre Operations
- POST 11/31** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR4/4/3/27**
- SALARY CENTRE** : R228 321 per annum
Labour Centre: Dundee
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and Organizing, Communication, Computer literacy.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
- ENQUIRIES** : Ms T Khumalo, Tel: (034) 299 7000
- APPLICATIONS** : 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
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 11/32** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/3/42**
- SALARY CENTRE** : R228 321 per annum
Labour Centre: Ladysmith – KZN
- REQUIREMENTS** : 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 render Supply Chain Management Function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
- ENQUIRIES** : Ms L Radebe Tel: (036) 638 1900
- APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Application: Jobs-KZN5@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal