

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 : 24 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 above-mentioned 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 12/40 : **TEAM LEADER REF NO: HR4/4/8/155**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Kimberly

REQUIREMENTS : 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, Presentation, Innovative, Analytical, Verbal and written.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel: 053 838 1517
	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCKIM@labour.gov.za
<u>POST 12/41</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/8/160</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre Upington
	:	A Senior Certificate plus a three (3) year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Biomedical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Kleinsmith Tel: (053) 838 1707
	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley , 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Email: Jobs-NCUPI@labour.gov.za

POST 12/42 : **BCEA INSPECTOR (X4 POSTS)**

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Postmasburg- Ref No: HR4/4/8/157 (X1 Post)
 : Labour Centre: Kimberly- Ref No: HR4/4/8/158 (X2 Posts)
 : Labour Centre: Calvinia- Ref No: HR4/4/8/159 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department 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, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Communication (Verbal and Written).

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 case.

ENQUIRIES APPLICATIONS : Ms Sherelda Kleinsmith Tel no: (053) 838 1517
 : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Cnr Compound and Pniel Road
 : Jobs-NCKIM@labour.gov.za (Kimberly Labour Centre)
 : Jobs-NCPOS@labour.gov.za (Postmasburg Labour Centre)
 : Jobs-NCCAL@labour.gov.za (Calvinia Labour Centre)

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberly

POST 12/43 : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/02**
 Re-advertisement, applicants who applied previously must re-apply

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Kariega

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. 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 APPLICATIONS : Ms W Koba Tel No: (041) 995 7047
 : Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230.
 : Email: [Jobs- ECUHG@labour.gov.za](mailto:Jobs-ECUHG@labour.gov.za) For Attention: Deputy Director: Labour Centre Operations.