

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
NOTE

- : 12 May 2026 at 16:00 (walk-in) and 23:59 (online)
- : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG 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)
- ERRATUM:** Please be advised that the position of Deputy Director: PEA Registration and Certification for Head Office, Pretoria referenced as HR4/26/03/05HO has been withdrawn. The position was advertised on the Public Service Vacancy 09 dated 13 March 2026 with a closing date of 27 March 2026. For inquiries, please contact Dr. Noel Sicwebu Tel No: (012) 309 4382
- Kindly take note that the advertised posts of Assistant Director: Labour Activation Programmed (X11 Posts) with Ref No: HR4/4/3/2ASDLAP/KZN and Senior Practitioner: Labour Activation Programme (X11 Posts) with Ref No: HR4/4/3/1SPLAP/KZN for KwaZulu-Natal Provincial Office is withdrawn. These posts were advertised on Public Service Vacancy Circular 10 dated 20 March

2026 with closing date of 08 April 2026. For inquiries, please contact: Mr. SA Mchunu Tel No: (031) 336 1500

Kindly take note that the advertised post of Senior Practitioner: Local Appeal and Complaints for Provincial Office: Mmabatho, with Ref No: HR4/4/01/03 is withdrawn. The post was advertised on Public Service Vacancy Circular 02 dated 23 January 2026 with closing date of 06 February 2026. For inquiries, please contact: Ms. SA Mhlongo at (082) 908 2158.

OTHER POSTS

POST 14/13 : **DEPUTY DIRECTOR: PEA REGISTRATION CERTIFICATION REF NO: HR4/26/04/08HO**
Re-advertisement, applicants who previously applied must re-apply

SALARY CENTRE REQUIREMENTS : R1 101 468 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 / Social Science (Psychology) / Development Studies. 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-HQ10@labour.gov.za

NOTE : EE targets- Priority will be given to African male, Coloured male and female, Indian male and females, White male and female.

POST 14/14 : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/972**

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum, (all-inclusive)
: Kroonstad Labour Centre
: Three (3) years National Diploma (NQF 6) undergraduate bachelor's degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Science, Public Administration/ Management, Business Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Five (5) years' experience, 2 at an Assistant Director level, 3 years functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Supply chain management process. Asset management. All labour legislations. Departmental Policies & Procedures. Public Service Regulations. Batho Pele Principles Service Delivery Improvement Plan. Skills: Management. Computer. Presentation skills. Communication (Both verbal & written). Interpersonal. Conflict Management. Leadership. Project management.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Labour (daily). Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (daily). Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.

ENQUIRIES : Ms. E Maneli Tel No: (051) 505 6203

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs7@labour.gov.za

NOTE : EE targets-priority will be given to African male and female and Coloured

POST 14/15 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/4/9 (X11 POSTS)**
(3-Year Contract)
Re-advertisement, applicants who previously applied must re-apply

SALARY : R487 197 per annum, plus 37% in lieu of benefits
CENTRE : Provincial Office: Kwa-Zulu Natal
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. 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.

DUTIES : 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 with 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).

ENQUIRIES : Mr SV Dlodla Tel No: (031) 366 2080
APPLICATIONS : Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Applications: email: Jobs-KZN9@labour.gov.za

FOR ATTENTION : Human Resource Management Kwa-Zulu Natal Provincial Office.

POST 14/16 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/8/1000**

SALARY : R487 197 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : An undergraduate qualification (NQF6) in Public Administration/ Public Management/ Financial Management/ Financial Administration, Fleet/Transport Management, Fleet/Transport Economics, Business Management, Travel & Tourism Management. /Tourism Management and Logistics Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and two (2) years functional experience In Fleet and or Transport Services & Travel Booking. Valid Driver's Licence. Knowledge: Public Financial Management Act, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA, National Road Traffic Act Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical. Verbal and written communication, People Management.

DUTIES : Monitor compliance with Travel Management & Fleet policies in the province. Monitor asset register of Departmental vehicles within the province. Provide support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of

	:	accident processes and procedures in the province. Manage all resources of the division.
<u>ENQUIRIES</u>	:	Ms. N Tokwe Tel No: (051) 505 6204
<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-fs7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>NOTE</u>	:	EE targets-priority will be given to African male and female, People living with Disabilities, Coloured male, white male and female.
<u>POST 14/17</u>	:	<u>SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10 (X11 POSTS)</u> (3-Year Contract) Re-advertisement, applicants who previously applied must re-apply
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Kwa-Zulu Natal
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Implement deliverables of Labour Activation Programmes projects. Collate and arrange project information. Provide Administrative support on project contracts. Supervise resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr SV Dlodla Tel No: (031) 366 2080
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: Jobs-KZN8@labour.gov.za
<u>POST 14/18</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X30 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Bethlehem Labour Centre Ref No: HR 4/4/8/976 (X1 Post) Reitz Satellite Ref No: HR 4/4/8/977 (X3 Posts) Phuthaditjhaba Labour Centre Ref No: HR 4/4/8/978 (X2 Posts) Harrismith Labour Centre Ref No: HR 4/4/8/989 (X4 Posts) Ficksburg Labour Centre Ref No: HR 4/4/8/990 (X2 Posts) Botshabelo Labour Centre Ref No: HR 4/4/8/991 (X2 Posts) Zastron Labour Centre Ref No: HR 4/4/8/992 (X1 Post stationed at Zastron) and (X1 Post stationed at Provincial Office Free State) Petrusburg Labour Centre but stationed at Provincial Office Ref No: HR 4/4/8/993 (X1 Post) Virginia Satellite Ref No: HR 4/4/8/995 (X3 Posts) Kroonstad Labour Centre Ref No: HR 4/4/8/996 (X3 Posts) Sasolburg Labour Centre Ref No: HR 4/4/8/997 (X2 Posts) Parys Satellite Ref No: HR 4/4/8/998 (X3 Posts) Thaba Nchu Satellite Ref No: HR 4/4/8/999 (X2 Posts)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Business Administrative or Management/ Public Administration or Management/ Operations/ Accounting/ Finance NQF Level 6 as recognized by SAQA. Valid driver's license. Two (2) years 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 Organizing.
<u>DUTIES</u>	:	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 resource (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Mr. T Moholi Tel No: (058) 303 5293 (Bethlehem & Reitz) Mr A Kutuka Tel No: (058) 122 0800 (Phuthaditjhaba & Ficksburg), Ms. M Tsatsinyane Tel No: (051) 505 6372 (Harrismith) Mr M Ngono Tel No: (051) 534 3789 (Botshabelo & Thaba Nchu) Mr E Qhalane Tel No: (057) 391 0201 (Welkom & Virginia) Ms M Lelope Tel No: (056) 215 1812 (Kroonstad) Ms M Lelope Tel No: (016) 970 3200 (Sasolburg & Parys) Mr D Namane Tel No: (053) 574 0932 (Petrusburg) Mr C Van Niekerk Tel No: (051) 673 1471 (Zastron)
<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>NOTE</u>	:	EE targets- priority will be given to African male and female, people living with disabilities, Coloured male, and female and White male and female.
<u>POST 14/19</u>	:	<u>SENIOR COID EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/974</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Provincial Office: Free State Undergraduate qualification (NQF level 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Two (2) years' experience in Compliance Management/ Auditing/ Accounting/ Inspections and Enforcement environment. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Compensation for Occupational and Injury Diseases Act, OHS Act and Regulations, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employers Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/ Project Planning & Management, Facilitation.
<u>DUTIES</u>	:	Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce compliance. Supervise the resources within the section.
<u>ENQUIRIES</u>	:	Mr. R Cornelissen Tel No: (051) 505 6263
<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-fs5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>NOTE</u>	:	EE targets-priority will be given to African male and female, people living with disabilities, Coloured male and female, White male and female.
<u>POST 14/20</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: HR4/4/8/1001</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Provincial Office: Free State A three (3) years relevant tertiary qualification in Human Resources Management. One (1) to two (2) years' experience Supervisory experience doing the Human Resources Management Services. Knowledge: All labour legislation, Departmental Policies and Procedures, HR related systems, Public service Act, Batho Pele, Public service Regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Planning and organising, Supervisory, Time Management.
<u>DUTIES</u>	:	Monitor the recruitment and selection process. Facilitate the processing and approval of service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries. Manage all the resources within the Section.
<u>ENQUIRIES</u>	:	Mr SS Segalo Tel No: (051) 505 6206
<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-fs3@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Operations, Free State
: EE targets-priority will be given to African male and female, people living with disabilities, Coloured male and female and White male and female

POST 14/21 : **CHIEF REGISTRAR CLERK: UIF REF NO: HR/4/4/2/45 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
: Provincial Office: Eastern Cape
: Three (3) year tertiary qualification in Public Administration/ Management. One (1) year experience in Operations. Valid driver's licence will be an added advantage. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer literacy, Time Management, Interpersonal, Planning Organizing.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management services. Supervise the processing and process documents for archiving and /disposal. Supervise human resources/ staff.

ENQUIRIES APPLICATIONS : Mr. TM Ramatsetse Tel No: (043) 701 3000
: Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za

NOTE : EE targets-preference will be given to white male.

POST 14/22 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/8/973**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
: Provincial Office: Free State
: Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce/ LLB/ Internal Auditing. One (1) functional experience in Auditing experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

ENQUIRIES APPLICATIONS : Mr. R Cornelissen Tel No: (051) 505 6263
: 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 NOTE : Sub-directorate: Human Resources Operations, Free State
: EE targets-priority will be given to African male and female, people living with Disabilities, Coloured male and female and White male and female.

POST 14/23 : **CLIENT SERVICE OFFICER: ASSESSOR (X7 POSTS)**
Re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY CENTRE : R280 278 per annum
: Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/10/01 (X1 Post)
: Labour Centre: Kariega but stationed at Louerwater Satellite Office Ref: HR/4/9/10/02 (X1 Post)
: Labour Centre: Kariega but stationed at Misgund Satellite Office Ref: HR/4/4/10/03 (X1 Post)
: Labour Centre: Kariega but stationed at Hankey Satellite Office Ref: HR/4/4/10/04 (X1 Post)
: Labour Centre: Kariega but stationed at Patensie Satellite Office Ref: HR/4/4/10/05 (X1 Post)
: Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref: HR/4/4/10/06 (X1 Post)
: Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref: HR/4/4/10/07 (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 No: (041) 995 7047
- APPLICATIONS** : Deputy Director: Deputy Director: Labour Centre Operations, P.O. Box 562. Kariega, 6230, or hand deliver at 15A Chase Street Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
- NOTE** : EE targets- preference will be given to white male.