

## 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**

: 22 May 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 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](http://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:** Kindly take note that the post of Deputy Director: Human Resource Operations for Supported Employment Enterprises, Silverton Pretoria with Ref No: HR4/25/04/07 advertised on Public Service Vacancy Circular 11 dated 27 March 2026 with closing date of 14 April 2026 is withdrawn. For inquiries, please contact Ms. A Pretorius Tel No: (012) 843 7300

## OTHER POSTS

- POST 15/08** : **DEPUTY DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HR4/26/05/01/SEE**  
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R932 292 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 No: (012) 843 7300  
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. For Online Applications: [Jobs-SEE34@LABOUR.gov.za](mailto:Jobs-SEE34@LABOUR.gov.za)
- NOTE** : Priority will be given to Persons with Disabilities, African Females, Coloured Males, Coloured Females, Indian Males, Indian Females, White Females.
- POST 15/09** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/7/64**
- SALARY CENTRE REQUIREMENTS** : R605 742 per annum  
: Provincial Office: Mpumalanga  
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations Management/ BCom Law/ LLB/ Labour Law. Valid driver's licence. Four (4) years relevant functional experience in compliance/ legal or Employment Equity inspections. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act (COIDA). Skills: Planning and Organising, Computer literacy, Communication, Problem Solving, Interviewing, Listening and observation, Presentation, Research, Project management, Analytical and Innovative.
- DUTIES** : Monitor the implementation of programmes, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the Unit.
- ENQUIRIES APPLICATIONS** : Mr. ABM Mampuru Tel No: (013) 655 8700  
: Provincial Chief Inspector: Private Bag X7263, Emalahleni, 1035 or hand delivery at Labour Building, Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: [Jobs-MPU-PP-EEA@labour.gov.za](mailto:Jobs-MPU-PP-EEA@labour.gov.za)
- NOTE** : Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
- POST 15/10** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE OPERATIONS REF NO: HR4/4/7/65**
- SALARY CENTRE REQUIREMENTS** : R413 920 per annum  
: Provincial Office: Mpumalanga  
: A three (3) years relevant tertiary qualification in Human Resources Management. One (1) to two (2) years supervisory experience doing Human Resources Management Services. Knowledge: All labour legislations,

- Departmental policies and procedures, HR related systems, Public Service Act, Batho Pele Principles, Public Service Regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
- DUTIES** : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries.
- ENQUIRIES APPLICATIONS** : Rev MG Sibanyoni Tel No: (013) 655 8700  
: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand delivery at Labour building, corner Hofmeyer and Beatty Avenue, Emalahleni. Email: [Jobs-MP-CPO@labour.gov.za](mailto:Jobs-MP-CPO@labour.gov.za)
- NOTE** : Coloured Males, Coloured Females and Persons with disabilities are encouraged to apply.
- POST 15/11** : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/4/1/181 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
: Provincial Office: East London, Eastern Cape  
: Three (3) year National Diploma (NQF 6)/ Under graduate Bachelor Degree (NQF 7) in Human Resources Management/ Employment Relations/Labour Law/ Bachelor of Law (LLB). Valid driver's licence. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organising, Research/ analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations, Labour relations Act, Basic Conditions of Employment Act. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer literacy.
- DUTIES** : Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in conditions referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the province. Provide administrative support services in the section.
- ENQUIRIES APPLICATIONS** : Mr Siyabulela Joko Tel No: (043) 701 3030  
: Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email [Jobs-EC10@labour.gov.za](mailto:Jobs-EC10@labour.gov.za)
- NOTE** : Priority will be given to White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females.
- POST 15/12** : **RECORDS ADMINISTRATOR REF NO: HR4/4/4/52**
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum  
: Provincial Office, Eastern Cape  
: Grade 12/Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
- DUTIES** : Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
- ENQUIRIES APPLICATIONS** : Mr C Mafu Tel No: (043) 701 3039  
: Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 or hand deliver No.3 Hill Street, East London or email: [Jobs-EC9@labour.gov.za](mailto:Jobs-EC9@labour.gov.za)
- NOTE** : Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and persons with disabilities are encouraged to apply.
- POST 15/13** : **CLIENT SERVICE OFFICER: QAULITY ASSURANCE (X7 POSTS)**
- SALARY CENTRE** : R280 278 per annum  
: Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/9/17 (X1 Post)

		Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR/4/4/9/18 (X1 Post)
		Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR/4/4/9/19 (X1 Post)
		Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR/4/4/9/20 (X1 Post)
		Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/9/21 (X1 Post)
		Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/9/22 (X1 Post)
		Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/9/23 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms W Koba Tel No: (041) 995 7047
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega, 6230. Email: <a href="mailto:Jobs-ECUHG@labour.gov.za">Jobs-ECUHG@labour.gov.za</a>
<b><u>NOTE</u></b>	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
<b><u>POST 15/14</u></b>	:	<b><u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453 per annum
	:	Pietermaritzburg Labour Centre Ref No: HR4/4/4/06 (X1 Post)
	:	Prospecton Labour Centre Ref No: HR4/4/4/07 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury regulations, Public Service Act and Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Planning and organizing, Analytical, Computer literacy, Client focused, Sense of responsibility, Assertiveness, Honest, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	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 the Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Mr M September Tel No: (033) 341 5300 (PMB) Mr K Naidoo Tel No: (031) 065 1000 (Prospecton)
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: <a href="mailto:Jobs-KZN21@Labour.gov.za">Jobs-KZN21@Labour.gov.za</a> Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 Or hand deliver at N 3 Prospecton Place, Prospecton. For online applications email to: <a href="mailto:Jobs-KZN24@Labour.gov.za">Jobs-KZN24@Labour.gov.za</a>
<b><u>NOTE</u></b>	:	African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
<b><u>POST 15/15</u></b>	:	<b><u>ACCOUNTS AND BOOKING CLERK REF NO: HR4/4/4/03</u></b>
<b><u>SALARY CENTRE</u></b>	:	R237 453 per annum
	:	Provincial Office: KZN
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Financial Management Act (PFMA), Departmental policies and procedures, Project management, Intermediate Human Resource Development, General management, Public Service Regulations. Skills: Facilitation, Computer

- Literacy, Presentation, Innovative, Communication (verbal & written), People Management, Assertiveness, Attention to detail, Client focus, Punctuality, Self-motivated, Initiative, Disciplined.
- DUTIES** : Provide booking services of cars in the province. Attain information to prepare payment for service provider. Acquire information on payment of fines. Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc.
- ENQUIRIES APPLICATIONS** : Mr M Mwelase Tel No: (031) 366 2316  
Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: [Jobs-KZN14@Labour.gov.za](mailto:Jobs-KZN14@Labour.gov.za)
- NOTE** : African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
- POST 15/16** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR4/4/04**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum  
Provincial Office: KZN  
Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Financial Management Act (PFMA), Departmental policies and procedures, Supply Chain Framework, LOGIS System, Preferential Procurement Policy Framework Act, Skills: Client orientation and customer focus, Computer Literacy, Presentation, Communication (verbal & written), Analytical, Numeracy.
- DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.
- ENQUIRIES APPLICATIONS** : Mr M Mwelase Tel No: (031) 366 2316  
Deputy Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: [Jobs-KZN14@Labour.gov.za](mailto:Jobs-KZN14@Labour.gov.za)
- NOTE** : African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
- POST 15/17** : **ADMINISTRATION CLERK: MANAGEMENT OF SUPPORT SERVICES REF NO: HR4/4/4/50 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum  
Gqeberha Labour Centre: Eastern Cape  
Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.
- DUTIES** : Render registration services of work-seekers on ESSA. Render registration service 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** : Mr S Mshumpela Tel No: (041) 506 5002  
Deputy Director: Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha or email to [Jobs-ECPLZ@LABOUR.gov.za](mailto:Jobs-ECPLZ@LABOUR.gov.za)
- NOTE** : African Male, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
- POST 15/18** : **ADMINISTRATIVE CLERK: COMMUNICATION REF NO: HR 4/4/10/01**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum  
Provincial Office East London, Eastern Cape  
Grade 12/ National Senior Certificate. Knowledge: Basic knowledge of all labour legislation, Departmental Policies and Procedures, Batho Pele principles, Basic understanding of how the media operates Skills:

- Communication, Presentation, Interpersonal, Event coordination, Writing, Planning and organising, Computer literacy, Ability to operate fax machine and a photocopier, Data capturing.
- DUTIES** : Provide media liaison support service in the province. (Daily). Assist with Coordination of stakeholder and public relations to enhance advocacy initiatives by Bus and/or LCs. Identify Marketing and Advertising opportunities for the Services of the DoL in the province. Implement internal communication services. Ensure efficient, effective and accurate administration support service to the office of the PCO.
- ENQUIRIES APPLICATIONS** : Mr. MM Nohesi Tel No: (043) 701 3029  
Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Email: [Jobs-EC10@labour.gov.za](mailto:Jobs-EC10@labour.gov.za)
- NOTE** : Priority will be given to African Males, Indian Female and White Male.
- POST 15/19** : **TELECOM OPERATOR REF NO: HR4/4/4/53**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum  
Gqeberha Labour Centre, Eastern Cape  
Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.
- DUTIES** : Render an effective and efficient telephonic service. Give assistance to MSS functions.
- ENQUIRIES APPLICATIONS** : Mr S Mshumpela Tel No: (041) 506 5002  
Deputy Director: Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha or email to [Jobs-ECPLZ@LABOUR.gov.za](mailto:Jobs-ECPLZ@LABOUR.gov.za)
- NOTE** : African Male, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
- POST 15/20** : **SECURITY OFFICER REF NO: HR4/4/4/51 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R201 093 per annum  
Gqeberha Labour Centre: Eastern Cape  
Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
- DUTIES** : Control access in and out if the Labour Centre and a provincial Office. Secure the flow of information and assets within the Labour Centre and a Provincial Office. Conduct security patrols of the building and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
- ENQUIRIES APPLICATIONS** : Mr S Mshumpela Tel No: (041) 506 5002  
Deputy Director: Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha or email to [Jobs-ECPLZ@LABOUR.gov.za](mailto:Jobs-ECPLZ@LABOUR.gov.za)
- NOTE** : African Male, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
- POST 15/21** : **OFFICE AID (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum  
Provincial Office: KZN Ref No: HR4/4/4/05 (X1 Post)  
Prospecton Labour Centre Ref No: HR4/4/4/10 (X1 Post)  
Grade 10. Knowledge: Office Practice, Catering, Cleaning Practices. Skills: Interpersonal relations, verbal communications, Listening.
- DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distribution stock. Assist with messenger functions.
- ENQUIRIES** : Mr M Mwelase Tel No: (031) 366 2316 (KZN)  
Mr K Naidoo Tel No: (031) 065 1000 (Prospecton)

- APPLICATIONS** : Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: [Jobs-KZN14@Labour.gov.za](mailto:Jobs-KZN14@Labour.gov.za)  
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 Or hand deliver at N 3 Prospecton Place, Prospecton. For online applications email to: [Jobs-KZN24@Labour.gov.za](mailto:Jobs-KZN24@Labour.gov.za)
- NOTE** : African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
- POST 15/22** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR5/1/2/3/01**  
(3 Years Fixed Terms Contract)
- SALARY** : Members will be remunerated according to rates approved by the Department of Employment and Labour
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF Level 6) in Accounting / Risk Management or Auditing, with post-graduate qualifications or certification in similar fields, such as CRMA/ CIA /CA (SA)/CISA. Affiliation to a professionally recognized body such as IRMSA / IIA / ISACA / SAICA or any risk management/internal audit /accounting related professional affiliation. 10 years or more leadership and experience in serving as chairperson of Risk/Audit Committees of large public or private sector institutions. Knowledge: Applicants must have extensive knowledge and experience in Labour, Insurance, Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, relevant ISO standards, COSO model, COBIT Framework, Public Sector Risk Management Framework. Knowledge of Public Service Values, DPSA guidelines on National Departments, Compensation Fund business strategies and goals, Compensation Fund regulations, policies and procedures, Compensation Fund Services. Legislative requirements: Treasury Regulations. Public Finance Management Act (PFMA). Skills: Strong leadership, governance and oversight, Analytical thinking ability and good communication. Courage to challenge answers and ask relevant questions. Willing to dedicate time and energy to serve the interest of the public. Encourage openness and transparency. Healthy skepticism and professional approach. High level of integrity. Inquisitiveness and independent judgement. Ability to offer new perspective.
- DUTIES** : Fulfil oversight responsibilities regarding Governance, Risk management, Internal Control, Legal and Regulatory Compliance, External and Internal Audit, Anti-corruption and Integrity Management, Compliance Risk Management, Business Continuity Management and Information and Communication Technology. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities in terms of Risk Management. Regulate and discharge all the responsibilities as contained in the Compensation Fund Risk Committee Terms of Reference. By virtue of their appointment as Chairperson of the Compensation Fund Risk Management Committee, the individual will also serve as a member of both the Compensation Fund Audit Committee and the Department of Employment and Labour National Risk Management Committee.
- ENQUIRIES** : Ms K Nkabinde at 076 229 2252
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: [Jobs-CF1@labour.gov.za](mailto:Jobs-CF1@labour.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.