

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** : 05 June 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. 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For all SMS appointment, the selection panel will recommend suitable candidate (s) to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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)

MANAGEMENT ECHELON

<u>POST 16/22</u>	:	<u>DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/8/1002</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management / Operational Research / Public Management / Public Administration / Business Administration/ Business Management/ Finance at NQF Level 7 as recognised by SAQA. Five (5) years' experience at a middle/senior managerial level in Operations/ Social Security/ Insurance Operations Environment. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Employment Equity Act (EEA), Labour Relations Act (LRA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Skills: Communication (verbal and written), Computer Literacy, Presentation, Report writing, Policy development, Planning and Organizing, Financial Management, Problem Solving, Interpersonal.
<u>DUTIES</u>	:	Manage the provision of operations services in the Provide and Labour Centres. Lead the provision of a comprehensive financial administration in the province and Labour Centres. Manage the provisions of Unemployment Insurance Services within the Province and Labour Centres. Manage resources (Human, Finance and Equipment/Assets)
<u>ENQUIRIES</u>	:	Ms E Maneli Tel No: (051) 505 6203
<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-fs6@labour.gov.za
<u>NOTE</u>	:	EE targets: Priority will be given to African Males and African Females, Africans with Disability, Coloured Males and Coloured Females, Indian Females, White Males and White Females.

OTHER POSTS

<u>POST 16/23</u>	:	<u>DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR4/26/05/02HO</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all -inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Bachelor Degree (NQF7) in Labour Law/ BCOM Law / LLB. A valid driver's licence. Four (4) years functional experience in legal / compliance / inspections and enforcement services environment. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Skills Development Act, Public Service Regulations, Occupational Health and Safety Act and Unemployment Contribution Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation Skills, Innovation, Analytical and Verbal and written communication.
<u>DUTIES</u>	:	Manage the implementation of Advocacy programmes. Manage the implementation of stakeholder engagement programmes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Manage the implementation of the National Minimum Wage nationally and provincially. Manage resources in the unit.
<u>ENQUIRIES</u>	:	Dr P Naidoo Tel No: (012) 309 4896
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ11@labour.gov.za
<u>NOTE</u>	:	EE targets are African male and female, Coloured male and female, Indian female and White male.

<u>POST 16/24</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: HR4/26/05/03HO</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all- inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria

- REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/Human Resource Management/ Law/Public Administration/Public Management. Two (2) years management experience. Three (3) years functional experience in Labour Relations/Employment Equity services. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Service Regulations, Public Finance Management Act, Protocol and etiquette. Skills: Communication, Analytical, Innovative, Interpersonal Relations, Stress management, Project management.
- DUTIES** : Manage and coordinate the logistical and administrative support required by the Commission for Employment Equity (CEE). Manage and coordinate the technical support required by the CEE to execute its mandate. Manage the technical support in relation to employment equity policy matters required by the Employment Equity Directorate to meet its strategic objectives. Manage the budget of the CEE based on the work plans, expenditure and the PFMA. Manage the performance of staff in the Policy Unit for in order for them to execute their duties.
- ENQUIRIES** : Dr Ntsoaki Mamashela Tel No: (012) 309 4041
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ24@labour.gov.za
- NOTE** : EE targets are African male, Coloured male and female, Indian female and White male and female.
- POST 16/25** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X4 POSTS)**
- SALARY CENTRE** : R1 101 468 per annum, (all- inclusive)
 : Labour Centre: Benoni Ref No: HR4/4/4/5/01(X1 Post)
 : Labour Centre: Johannesburg Ref No: HR4/4/4/5/02 (X1 Post)
 : Labour Centre: Soweto Ref No: HR 4/4/4/5/03 (X1 Post)
 : Labour Centre: Vereeniging Ref No: HR 4/4/4/5/04 (X1 Post)
- REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations /services delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan Skills: Management, Computer skills, Presentation skills, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity management, Change management, Monitoring and Evaluation.
- DUTIES** : Manage the service delivery objectives as per the mandate of Department of Employment and Labour Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all the resources of the Labour Centre.
- ENQUIRIES** : Mr M Zigana at 082 061 1234
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000 or hand deliver at: Department of Employment and Labour, 47 Empire Road, Parktown. For online applications email:
 Jobs-GP-BEN/1@labour.gov.za, (Benoni)
 Jobs-GP-JHB/2@labour.gov.za, (JHB)
 Jobs-GP-VRG/3@labour.gov.za, (Vereeniging)
 Jobs-GP-SWT/6@labour.gov.za, (Soweto)
- NOTE** : African Males, Coloured Males, Indian Males, Indian Females and White Males are encouraged to apply.
- POST 16/26** : **ASSISTANT DIRECTOR: STAKEHOLDER RELATIONS REF NO: HR4/26/04/04HO**
- SALARY** : R487 197 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office, Pretoria : A qualification at NQF6 as recognized by SAQA in Communication Science/ Public Relations/ Marketing. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Communication. Knowledge: Basic Departmental policies and procedures, Public Finance Management Act, Basic knowledge of all legislation, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Computer literacy. Interpersonal. Analytical. Communication (both verbal and written). Problem solving, Listening and observation, Negotiation, Time management, Creative writing.
<u>DUTIES</u>	: Manage resources and outputs of the stakeholder research inter-departmental liaison and internal communication. Ensure that stakeholder research and analysis forms an integral part of communications campaigns/ projects plans development evaluation. Provide stakeholders with environmental research analysis and profiling support to the Minister, Director-General and Programme Managers on their provincial and community visits programmes and similar venture. Implement and evaluate stakeholder research, environment analysis and profiling, inter-departmental liaison, inter- governmental liaison and internal communication.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Nkungwana Tel No: (012) 309 4648/071 256 3392 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za
<u>NOTE</u>	: In terms of EE targets, all races are under-represented.
<u>POST 16/27</u>	: <u>SENIOR PRACTITIONER: MONITORING AND EVALUATION REF NO: HR4/26/05/05HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum : Head Office, Pretoria : A qualification at NQF level 6 as recognised by SAQA in Economics/ Econometrics/ Statistics and Development Economics. Two (2) years functional experience in Monitoring and Evaluation Setting. Knowledge: Analysing data using statistical software, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Services, Public Service Act, Public Service Regulation and relevant prescripts, Departmental Policies and procedures, Batho Pele principles, Labour Relations Act, Employment Equity Act. Skills: Interpersonal, Research (qualitative and quantitative), Computer literacy, Data interpretation and data management, Technical report writing, Communication (both verbal and written), Problem solving, Organizing.
<u>DUTIES</u>	: Provide support in the development of research agenda. Provide support in the procurement process of securing the services of external service providers to conduct research. Prepare written correspondence/reports on minimum wage matters, issues and inquiries/enquiries from the Office of the Minister, Parliament, and National Minimum Wage Commission etc. Administer all resources in the sub directorate.
<u>ENQUIRIES APPLICATIONS</u>	: Mr MB Selebe Tel No: (012) 309 4790 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za
<u>NOTE</u>	: EE targets are African male and female, Coloured male and female, Indian male and female and White female.
<u>POST 16/28</u>	: <u>SENIOR COMPLIANCE AND MONITORING OFFICER (EE ROLE) REF NO: HR4/26/05/06HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum : Head Office, Pretoria : A tertiary Qualification at NQF level 6 as recognized by the South African Qualifications Authority in Labour Relations / Human Resource Management / Public Management / Public Administration. Two (2) years functional experience in Labour Relations / Human Resource Management / Public Management/Public Administration. Knowledge Employment Equity Act, Employment Equity Regulations, particularly EE reporting forms, IT systems, particularly EE Online Reporting Systems, Departmental policies, Public Finance Management Act, Batho Pele Principles. Skills: Computer literacy,

		Data capturing & IT systems, Verbal and written communication, Interpersonal relations, Analytical, Problem solving.
<u>DUTIES</u>	:	Provide assistance to employees on the EE Online Reporting System. Prepare the EE Public Register for publication. Process postal and electronic correspondence received by the EE Registry. Provide administrative support to the EE Registry.
<u>ENQUIRIES</u>	:	Mr Lufuno Makwarela Tel No: (012) 309 4056
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
<u>NOTE</u>	:	EE targets are African male and female, Coloured male and female, Indian male and female and White female.
<u>POST 16/29</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER 2: PES (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Kokstad – KZN Ref No: HR4/4/4/47 (X1 Post) Satellite Office: Jozini – KZN Ref No: HR4/4/4/48 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's license. Two (2) years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Mr S Ngozoza Tel No: (039) 201 0501 (Kokstad) Mr T Nkosi Tel No: (035) 879 8824 (Jozini)
<u>APPLICATIONS</u>	:	Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications: Jobs-KZN1@labour.gov.za Deputy Director: Ulundi Labour Centre, P/Bag X56, Ulundi 3838 Or hand deliver at Unit A, Wombe Street, Ulundi. For Online Applications: Jobs-KZN3@labour.gov.za (For Jozini Satellite)
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 16/30</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/3/1SPER/UIF</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Labour Relations / Human Resources Management / LLB as recognized by SAQA. Two (2) years functional experience in Labour Relations environment. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in handling Labour Relations cases in the fund (i.e. grievances, misconduct and Labour disputes). Implement Labour Relations Act, policies, guidelines, procedures and provide advice therefore. Represent the department in disciplinary hearings, conciliations, arbitration and bargaining chambers (under supervision). Supervise resource (Human, Equipment/ Assets) in the section.

ENQUIRIES : Mr TD Modise Tel No: (012) 337 1976
APPLICATIONS : email: Jobs-UIF23@labour.gov.za
NOTE : African Males and Females, White Males and Persons with disabilities are encouraged to apply.

POST 16/31 : **OFFICE ADMINISTRATOR: ORGANISATIONAL EFFECTIVENESS REF NO: HR4/4/3/1OAOE/UIF**

SALARY : R338 106 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three year's relevant tertiary qualification in Office Administration/ Secretarial/ Office Management/ Administration/ Management Assistant. 1-2 years' functional experience in Office Administration environment. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA), Departmental Policies and Procedures, Batho Pele Principles, Administration Procedures. Skills: Communication (verbal and written), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Provide secretariat service to the office of the Senior Manager. Render financial administration service to the office of the Senior Manager. Provide logistical support service to the office of the Senior Manager. Provide administrative support service to the office of the Senior Manager.

ENQUIRIES : Mr AC Mathabela Tel No: (012) 337 1815
APPLICATIONS : email: Jobs-UIF24@labour.gov.za
NOTE : African Males and Females, White Males and Persons with disabilities are encouraged to apply.

POST 16/32 : **COMPLIANCE AND MONITORING OFFICER (EE REGISTRY ROLE) REF NO: HR4/26/05/07 HO**

SALARY : R338 106 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) years relevant tertiary Qualification in Labour Relations/ Human Resource Management/ Public Management/Public Administration. Two (2) years functional experience in Labour Relations/ Human Resource Management/ Business Management/Public Management. Knowledge Employment Equity Act, Employment Equity Regulations, particularly EE reporting forms, IT systems, particularly EE Online Reporting Systems, Departmental policies, Public Finance Management Act, Batho Pele Principles. Skills: Computer literacy, Data capturing & IT systems, Verbal and written communication, Interpersonal relations, Analytical, Problem solving.

DUTIES : Provide assistance to employees on the EE Online Reporting System. Prepare the EE Public Register for publication. Process postal and electronic correspondence received by the EE Registry. Provide administrative support to the EE Registry.

ENQUIRIES : Mr Lufuno Makwabela Tel No: (012) 309 4056
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za

NOTE : EE targets are African male and female, Coloured male and female, Indian male and female and White female.

POST 16/33 : **FACTORY INSTRUCTOR TEXTILE REF NO: HR4/24/07/08**

SALARY : R338 106 per annum
CENTRE : Supported Employment Enterprise, Rand (JHB)
REQUIREMENTS : Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06), Two (2) years functional experience in textile environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.

- DUTIES** : Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
- ENQUIRIES APPLICATIONS** : Mr S Maluleke 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-SEE8@labour.gov.za
- NOTE** : Priority will be given to Persons with Disabilities, African Males, Indian Females, White Males.
- POST 16/34** : **OFFICE ADMINISTRATOR REF NO: HR 4/4/10/03**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum
: Provincial Office: Eastern Cape
: Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
- DUTIES** : Provide a receptionist support to the Office: Public Employment Services including diary management for the Director: PES. Render a secretariat service for the Office of the Director: PES. Assist in Monitoring and maintaining the budget including the supply chain for the Directorate: PES. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.
- ENQUIRIES APPLICATIONS** : Ms N Ngaki Tel No: (043) 701 3096
: Chief Director: Provincial Operations, Private Bag X9005 East London, 5201, Hand deliver at No.3 Hill Street East London Email: Jobs-EC3@labour.gov.za or Jobs- EC8@labour.gov.za
- NOTE** : EE Targets- Priority will be given to White Males, Coloured Males, Coloured Females, Indian Females, Indian Males, White Female and People with Disability.
- POST 16/35** : **INSPECTOR: IES REF NO: HR/4/4/1/55**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum
: eQonce Labour Centre
: 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 APPLICATIONS** : Mr Mduduma Tel No: (043) 718 8380
: Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

<u>NOTE</u>	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
<u>POST 16/36</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR-3 to MR-5) REF NO: HR4/4/1/250</u>
<u>SALARY</u>	:	Grade 3: R337 563 – R385 965 per annum, (OSD) Grade 4: R403 929 – R461 838 per annum, (OSD) Grade 5: R483 219 – R685 812 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Eastern Cape Four (4) years legal tertiary qualification or equivalent. 3-5 years post graduate experience in Legal Services Knowledge, Admission as an Advocate / Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act, Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.
<u>DUTIES</u>	:	Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr B Dunga Tel No: (043) 702 7500 Chief Director: Provincial Operations, Private Bag X9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Email: Jobs-EC2@labour.gov.za
<u>NOTE</u>	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
<u>POST 16/37</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (X5 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Labour Centre: Gqeberha Ref No: HR4/4/1/01 (X3 Posts) Labour Centre: KwaMaqoma Ref No: HR4/4/2/10 (X1 Post) Labour Centre: eMaxesibeni Ref No: HR/4/4/1/56 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr SC Mshumpela Tel No: (041) 506 5000 (Gqeberha Labour Centre) Mr TD Mgudane Tel No: (046) 645 7700 (KwaMaqoma Labour Centre) Ms L Nongena-Sigedle Tel No: (039) 254 0282 (eMaxesibeni Labour Centre)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 or Hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000 or Email at Jobs-ECPLZ@Labour.gov.za Deputy Director: Labour Centre Operations: P O Box 538, Fort Beaufort, 5720 or Hand deliver at 529 Alice Road, Fort Beaufort, 5720 or Email at Jobs-ECFOB@labour.gov.za

- Deputy Director: Labour Centre Operations, Private Bag X530, eMaxesibeni ,4735, Hand deliver at No 52 Church Street eMxesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
- NOTE** : White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
- POST 16/38** : **CLIENT SERVICE OFFICER IES REF NO: HR4/4/1/186**
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum
: Mdantsane, Eastern Cape
: Grade 12. No experience needed. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
- DUTIES** : Render services at helpdesk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES APPLICATIONS** : Mr Lisolomzi Mduduma Tel No: (043) 761 3151
: Deputy Director Labour Centre Operations, Private Bag X19 Mdantsane, 5219, or hand deliver at No.1 Mzaule Street, NU 1 Mdantsane. Email: Jobs-ECMDS@labour.gov.za
- NOTE** : Priority will be given to White Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Females, People with Disability.
- POST 16/39** : **SENIOR ADMIN CLERK: RISK MANAGEMENT REF GAP-JOHA-23341564-20260507-1**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Head Office, Pretoria
: Matric (Grade 12/ National Senior Certificate). Knowledge: Treasury Regulations, Batho Pele Principles, Risk Management, Supply Chain Management Framework, Public Service Regulations and Relevant Prescript, Public Administration Management Act, Departmental Policies and Procedures, Public Financial Management Act. Skills: Computer Literacy, Conflict Management, Communication (Verbal and Written), Project Management, Leadership, Report Writing, Decision Making.
- DUTIES** : Administer and provide effective and efficient management of Risk Registers. Perform Office Administration support duties. Provide logistical support function and ensure adequate functioning of Risk Management Unit and Committees. Provide assistance on ethics and anti-corruption prevention strategy implemented.
- ENQUIRIES APPLICATIONS** : Mr M Kolotsi Tel No: (012) 309 4188
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For online application Ctrl +click to follow the link: <https://essa.labour.gov.za/EssaOnline/WebBeans/>
- NOTE** : In terms of EE targets, all races are under-represented
- POST 16/40** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR4/4/1/183**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Provincial Office: East London, Eastern Cape
: Grade 12 with passed commercial subjects (Business Management, Economics and Accounting) or equivalent certificate and no experience needed. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS system, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
- DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts (Daily), 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 : Mr Melikhaya Nohesi Tel No: (043) 701 3029
APPLICATIONS : Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London or email: Jobs-EC10@labour.gov.za

NOTE : Priority will be given to African Males, Coloured Males, Indian Females, White Males, Coloured Females, Indian Males, People with Disability.

POST 16/41 : **ADMINISTRATION CLERK: IES SUPPORT SERVICES REF NO: HR4/4/1/184**

SALARY : R237 453 per annum
CENTRE : Mdantsane Labour Centre, Eastern Cape
REQUIREMENTS : Grade 12. 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 organising, Communication, Computer literacy, Assertiveness, Ability to prioritise tasks, Ability to work under pressure.

DUTIES : Render administrative 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 : Mr Lisolomzi Mduduma Tel No: (043) 761 3151
APPLICATIONS : Deputy Director Labour Centre Operations: Mdantsane, Private Bag X19 Mdantsane, 5219, Hand deliver at No 1 Mzaule Street NU 1 Mdantsane or email: Jobs-EC10@labour.gov.za

NOTE : Priority will be given to African Males, Coloured Males, Indian Females, White Males, Coloured Females, Indian Males, People with Disability.

POST 16/42 : **REGISTRY CLERK REF NO: HR4/4/1/182**

SALARY : R237 453 per annum
CENTRE : Provincial Office: East London, Eastern Cape
REQUIREMENTS : Grade 12. No experience needed. Knowledge: National Archives guidelines and Record Management prescripts, Departmental policies and procedures, Batho Pele Principles, Departmental Registry Procedures, Public Finance Management Act. Skills: Communication skills, Interpersonal relations, Problem solving, Organising skills, Computer Literacy, Punctuality, Innovative, Client focused, Organisational goal driven, Self-motivated.

DUTIES : Maintain the filing system within a Provincial Office according to the Archives & Records Management prescripts (Daily), Handle all the correspondences for the Provincial Office and maintain records thereof. Operate the franking machine and ensure availability of funds. Render general administrative duties in the section including Procurement of stationery and equipment for the section. Clear suspense accounts and unallocated accounts before month closure.

ENQUIRIES : Mr Melikhaya Nohesi Tel No: (043) 701 3029
APPLICATIONS : Acting Chief Director: Provincial Operations, Private Bag X9005 East London, 5201 or hand deliver at No.3 Hill Street East London or email Jobs-EC10@labour.gov.za

NOTE : Priority will be given to African Males, Coloured Males, Indian Females, White Males, Coloured Females, Indian Males, People with Disability.