

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** : 08 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)

ERRATUM: Kindly take note that the advertised post of Assistant Director: Collective Bargaining for Head Office Pretoria with reference number HR4/26/02/01HO is withdrawn. The post was advertised on circular 5 of 2026 on 13 February 2026 with closing date of 27 February 2026. For applicants who previously applied for the post must re-apply when the post is advertised with reviewed requirements.

MANAGEMENT ECHELON

- POST 17/06** : **DIRECTOR: CORPORATE SERVICES REF NO: HR4/4/4/05/01**
- SALARY** : R1 266 714 per annum, (all- inclusive)
- CENTRE** : Provincial Office: Parktown
- REQUIREMENTS** : A qualification at NOF level 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/ Human Resource Development/Public Administration/ Public Management/ Financial Management/ Supply Chain Management/ Labour Relations/ Business Management/ Management (majoring in Public Management/Administration). Valid driver's license. Five (5) years' experience at Middle/ Senior Managerial level with experience in Human Resource Management; Employment Relations; Supply Chain Management; Financial Management environment. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service Act, Public Service Regulations, Departmental policies and procedures, Batho Pele principles, Access Recognition and Licensing Committee, Human Resource Development, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions Of Employment Act, Public Financial Management Act, Employment Equity Act, Skills Development Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication, Problem Solving, Listening and Observation, Strategic management, Negotiation, Analysis, People Management, Presentation.
- DUTIES** : Oversee the management of human resources including capacity development and performance management in the province. Monitor the development and maintenance of the Province's Organisational Structure and establishment. Oversee Financial and Supply Chain Management within the province. Manage the provision or communication services within the province. Manage the provision of Auxiliary Services and Fleet management obligations in the province. Manage staff and all other resources.
- ENQUIRIES** : Mr TJ Mokomatsidi Tel No: (011) 853 0300
- APPLICATIONS** : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: jobs-GP-PO/1@labour.gov.za
- NOTE** : EE target-priority will be given to African female, Coloured male, Coloured Female, Indian male, Indian female, White male, White female

OTHER POSTS

- POST 17/07** : **DEPUTY DIRECTOR: INVESTMENTS: REF NO: HR4/4/3/3/2DDI/UIF (X7 POSTS)**
(3- Year Contract)
- SALARY** : R1 101 468 per annum, (all-inclusive)
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification in Investment Management/ Finance/ Accounting/ Economics/ an investment-related field of study at NQF Level 7 as recognized by SAQA. Five (5) years working experience, of which three (3) years must be functional operational experience in an investment environment and two (2) years at an Assistant Director/Junior Management level in an investment environment. Knowledge: PFMA, NT Regulations, Treasury Instructions, UIF Act, UICA. Financial Markets Act, FSRA. IPS and investment governance frameworks. Investment markets, instruments, and portfolio management. GRAP (GRAP 1,16, 20, 24, 36, 37, 38, 104, etc.). IFRS, GAAP. ESG principles, PRI, GIPS (advantageous). Risk-management frameworks and methodologies. Public-sector governance and reporting frameworks. Skills:

		Investment analysis and financial modelling. Portfolio management and oversight. Valuation of listed and unlisted instruments. Risk management and scenario analysis. Financial reporting and GRAP compliance. SLA and contract management. Data analysis and investment systems proficiency. Governance writing and policy formulation. Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Problem-solving and decision-making. Stakeholder management.
<u>DUTIES</u>	:	Manage investment portfolio services and ensure alignment with investment-related prescripts, legislation, and policies. Manage investment accounting, valuation, and disclosure in accordance with GRAP standards. Monitor investment risk management, linking actuarial risk appetite, tolerance, duration to investment portfolio limits, exposures, and duration. Ensure governance, compliance, and reporting, to internal and external oversight structures and stakeholders. Manage financial, human, and physical resources of the Sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ASC Fourie Tel No: (012) 337 1520
	:	email: Jobs-UIF25@labour.gov.za
<u>POST 17/08</u>	:	<u>DEPUTY DIRECTOR: TREASURY REF NO: HR4/4/3/3/2DDT/UIF (X2 POSTS)</u> (3- Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum, (all-inclusive)
	:	Unemployment Insurance Fund, Pretoria
	:	Undergraduate qualification in Financial Accounting, Finance, Economics at NQF Level 7 as recognized by SAQA. Five (5) years working experience of which three (3) years must be functional experience in the cash flow liquidity management or treasury environments and two (2) years of experience at an Assistant Director/ Junior Management level. Knowledge: National Treasury Regulations (TR 15- 19). Treasury Instructions. Bank Act. Payment System Management Act. Financial Intelligence Centre Act (FICA). Prudential Authority directives and guidance notes. GRAP 1,2 and 24. Cash- flow management framework. Public- sector governance and reporting frameworks. Skills: Treasury Operations and cash- flow forecasting Liquidity- risk management. Banking- platform governance and user- access control. Financial analysis and reconciliation. Risk management and internal control. SLA and contract management. Governance writing and policy formulation. Data analysis and treasury systems proficiency. Financial management. Policy capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Problem- solving and decision- making. Stakeholder management.
<u>DUTIES</u>	:	Manage treasury operations, banking arrangements, and cash- management functions in line with PFMA and National Treasury Regulations. Manage cash-flow liquidity forecasting, liquidity- risk management, and short-term investment of funds for cash flow liquidity purposes. Ensure accounting and compliance with PFMA, National Treasury Regulations, FIC Act, Banks Act, Public Service Act, UIF policies, and GRAP standards. Manage resources. Manage treasury governance, internal controls, and reporting to oversight structures. Manage financial, human and physical resources of the Sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ASC Fourie Tel No: (012) 337 1520
	:	email: Jobs-UIF26@labour.gov.za
<u>POST 17/09</u>	:	<u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/3/2DDAS/UIF</u> (3- Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum, (all-inclusive)
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Actuarial Science at NQF Level 7 as recognized by SAQA. Five (5) years of working experience, of which three (3) years must be functional operational experience in an actuarial environment and two (2) years' experience at an Assistant Director / Junior Management level within an actuarial environment. Knowledge: Public Service Act. Public Service Regulations. National Treasury Regulations. Public Investment Corporation Act (PICA). Generally Recognised Accounting Practices (GRAP). International Financial Reporting Standards (IFRS). Oversight frameworks:

- AGSA audit cycle, SCOPA requirements, governance committee mandates. Labour- market indicators influencing UIF claims, contributions, solvency and sustainability National Treasury Instruction Notes relevant to actuarial procurement. Skills: Strategic Competencies. Core Managerial Competencies. Process Competencies. Technical Competencies.
- DUTIES** : Conduct Actuarial Valuations, Advanced Modelling and Statutory Reporting. Oversee, manage and assure Data extracts, Assumptions and Methodology Assurance. Maintain Governance, Compliance and ensure Audit Readiness. Coordinate external Actuarial Advisor Management.
- ENQUIRIES APPLICATIONS** : Ms ASC Fourie Tel No: (012) 337 1520
email: Jobs-UIF27@labour.gov.za
- POST 17/10** : **ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)**
- SALARY CENTRE** : R605 742 per annum
Provincial Office: Western Cape Ref No: HR4/4/10/650 (X1 Post)
Labour Centre: Cape Town Ref No:HR4/4/10/651 (X1 Post)
- REQUIREMENTS** : Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administration Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Four years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Service Regulation (PSR), Basic Conditions of Employment (BCEA), Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Computer, Report Writing, People Management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory Skills and Coaching skills.
- DUTIES** : Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate local appeals and complaints in the province. Coordinate General support. Manage resources in the unit.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC4@labour.gov.za
- NOTE** : Priority will be given to Coloured Males and White Males
- POST 17/11** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/10/653**
- SALARY CENTRE** : R605 742 per annum
Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA UI Contributions Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research and Project management.
- DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA and COIDA matters. Control the process that monitor and evaluate impact of UIA and COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za
- NOTE** : Priority will be given to Coloured Males and White Males

POST 17/12 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICE (IES) REF NO: HR4/4/10/652**

SALARY : R487 197 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/Business Management/ Administration. Two (2) years supervisory experience. Two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act and Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.

DUTIES : Conduct inspection with the aim of ensuring compliance with the labour legislation. Carry out investigation on cases reported regarding contravention of labour legislation and enforce where it is evident there is contravention. Conduct proactive inspection regularly to monitor compliance with labour legislation. Draft inspection plans, reports and compile statistics on the cases allocated., Manage the resources in the sub-section.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za

NOTE : Priority will be given to Coloured Males and White Males

POST 17/13 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (6X POSTS)**
Re-advertisement, applicants who previously applied must re-apply

SALARY : R413 001 per annum
CENTRE : Labour Centre: George Ref No:HR4/4/10/654 (X2 Posts)
Labour Centre: Worcester Ref No:HR4/4/10/655 (X4 Posts)
REQUIREMENTS : An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.

DUTIES : 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 resources.

ENQUIRIES : Mr M Charles Tel No: (044) 801 1223 (George)
Mr M Murray at 072 029 8930 (Worcester)
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Email: WCJobs-GRG@LABOUR.gov.za (George)
Email: WCJobs-WS@LABOUR.gov.za (Worcester)

NOTE : Priority will be given to White Males

POST 17/14 : **BCEA INSPECTOR REF NO: HR4/4/10/656**

SALARY : R413 001 per annum
CENTRE : Labour Centre Somerset West
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act.

Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-SW@LABOUR.gov.za

NOTE : Priority will be given to White Males

POST 17/15 : **SENIOR STATE ACCOUNTANT: FINANCE REF NO: HR4/4/8/161**

SALARY : R413 001 per annum

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : Three (3) years tertiary or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescript and manuals, Batho Pele Principles, Departmental Policies and Procedure, Conflict. Skills: Planning and organising, Computer Literacy, Communication, Problem solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorise all financial transactions for the whole Province on financial transversal system (e.g. BAS LOGIS, PERSAL AND Safety-net). (Daily). Verify information to ensure proper financial documents management. Monitor budget process for the province. Proper control of Petty case. Clear suspense account and unallocated accounts before month closure.

ENQUIRIES : Ms Sherelda Kleinsmith Tel No: (053) 838 1517

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za

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

POST 17/16 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R413 001 per annum

CENTRE : Labour Centre Kimberly Ref No: HR4/4/8/164(X1 Post)

Labour Centre Kuruman Ref No: HR4/4/8/165(X1 Post)

REQUIREMENTS : Three (3)-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skill.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such

- inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : Ms S Kleinsmith Tel No: (053) 838 1707
- Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberly
Email: Jobs-NCKIM@labour.gov.za (Kimberly Labour Centre)
Email: Jobs-NCKIM@labour.gov.za (Kuruman Labour Centre)
- NOTE** : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.
- POST 17/17** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/657**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum
Labour Centre Cape Town
Three-year tertiary qualification in Public/ Human resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines. Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing skills, Computer literacy, listening skills, Communication skills, Ability to interpret legislation, Problem solving skills, Basic mediation skills, Analytical skills, Report writing skills and Tactical skills.
- DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance, office services including fleet management within a Labour Centre. Render a Human Resource Management service at a labour Centre (Daily). Responsible for training and performance management in a Labour centre. Provide general administrative duties to the Labour Centre. Responsible for staff supervision and development.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-CTN@LABOUR.gov.za
- NOTE** : Priority will be given to White Males
- POST 17/18** : **ADMINISTRATIVE OFFICER: WORK-SEEKER REGISTRATION REF NO: HR4/4/10/676**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum
Provincial Office: Western Cape
A Three-year tertiary qualification in Administration/ Public Administration. One-year functional experience in work-seeker registration. Knowledge: ILO Conventions. Financial Management. Human Resource Management. Knowledge Management and Skills Development. Skills: Planning and organizing, communication, computer, analytical, presentation, interpersonal, report writing, leadership and networking.
- DUTIES** : Ensure provision of support to Labour Centres for the delivery of work-seeker registration service. Dissemination of information to Labour Centres on registration of work-seekers on ESSA. Ensure provision of administrative support for capacity building on ESSA end users. Consolidate reports for ESSA user master database.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC2@labour.gov.za
- NOTE** : Priority will be given to White Males
- POST 17/19** : **CLIENT SERVICE OFFICER: IES REF NO: HR/4/4/10/658**
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum
Labour Centre: Beaufort West
Matriculation/Grade 12/Senior Certificate. 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.
<u>DUTIES</u>	:	Render services at help desk 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-BEA@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/20</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES) (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum
	:	Labour Centre: Beaufort West- Ref No: HR4/4/10/659 (X1 Post)
	:	Labour Centre: Bellville- Ref No: HR4/4/10/660 (X2 Posts)
	:	Labour Centre: Cape Town- Ref No: HR4/4/10/661 (X3 Posts)
	:	Labour Centre: George- Ref No: HR4/4/10/662 (X1 Post)
	:	Labour Centre: Mitchells Plain- Ref No: HR4/4/10/663 (X1 Post)
	:	Labour Centre: Oudtshoorn- Ref No: HR4/4/10/664 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. 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, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the 17 placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
	:	Email Beaufort West: WCJobs-BEA@LABOUR.gov.za
	:	Email Bellville: WCJobs-BELL@LABOUR.gov.za
	:	Email Cape Town: WCJobs-CTN@LABOUR.gov.za
	:	Email George: WCJobs-GRG@LABOUR.gov.za
	:	Email Mitchells Plain: WCJobs-MP@LABOUR.gov.za
	:	Email Oudtshoorn: WCJobs-ODU@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/21</u>	:	<u>BCEA INSPECTOR (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum
	:	Labour Centre: George Ref No: HR4/4/10/665 (X1 Post)
	:	Labour Centre: Paarl Ref No: HR4/4/10/666 (X1 Post)
	:	Labour Centre: Postmasburg Ref No: HR 4/4/8/163 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation Skills, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical skills, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with

		labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms K Fuller Tel No: (021) 441 8119 (George & Paarl) Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Postmasburg)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email George: WCJobs-GRG@LABOUR.gov.za Email Paarl: WCJobs-PRL@LABOUR.gov.za Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCPOS@labour.gov.za (Postmasburg Labour Centre)
<u>NOTE</u>	:	EE targets- Priority will be given to Coloured Male, Indian male and females, White males (Postmasburg). Priority will be given to White Males (George & Paarl)
<u>POST 17/22</u>	:	<u>UI CLAIMS OFFICER (X19 POSTS)</u> Re-advertisement, applicants who previously applied must re-apply
<u>SALARY CENTRE</u>	:	R280 278 per annum Labour Centre: Bellville Ref No:HR4/4/10/667 (X9 Posts) Labour Centre: George Ref No:HR4/4/10/668 (X10 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Ref No: HR4/4/relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr F Carstens Tel No: (021) 941 7002 (Bellville) Mr M Charles Tel No: (044) 801 1223 (George)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Bellville, WCJobs-BELL@LABOUR.gov.za Email: George, WCJobs-GRG@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/23</u>	:	<u>PERSONNEL OFFICER HRM REF NO: HR4/4/10/669</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
<u>ENQUIRIES</u>	:	Ms K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	All applications must be uploaded on the department's ESSA System @ https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	Priority will be given to African Males and White Males
<u>POST 17/24</u>	:	<u>ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: HR4/4/10/670</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. No experience. Knowledge: Treasury Regulations. Risk Management. Supply Chain Management Framework. Public Service Regulations and relevant prescripts. Public Administration Management Act.

Departmental policies and procedures. Batho Pele Principles. Public Financial Management Act. Skills: Computer literacy. Conflict management. Communication (both verbal and writing). Project management. Leadership. Report Writing. Decision making.

DUTIES : Administer and provide effective and efficient management risk registers. Perform office administration, logistical support function and ensure adequate functioning of risk management unit and committee. Provide administration support for the risk management activities in Supply Chain Management. Provide assistance on ethics and anti-corruption prevention strategy implemented.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/25 : **ADMINISTRATION CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY CENTRE : R237 453 per annum
: Labour Centre: Bellville Ref No: HR4/4/10/671 (X1 Post)
: Labour Centre: George Ref No: HR4/4/10/672 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Administrative procedures relating to an office. Filing and retrieving of documents. Ability to operate photocopier, Data capturing. Skills: Planning and organizing. Communication. Computer literacy.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/26 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R237 453 per annum
: Labour Centre: Mossel Bay Ref No: HR4/4/10/673 (X1 Post)
: Labour Centre: Worcester Ref No: HR4/4/10/674 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Batho Pele Principles, Departmental policies and procedures and Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre. Provide a finance and office management service to the Labour Centre. Render a Human Resource Management service at a Labour Centre daily. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Responsible for the transport in a Labour Centre and ensure safe keeping of pool cars. Render general administrative work for the Labour Centre as and when required.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/27 : **OFFICE AID REF NO: HR4/4/10/675**

SALARY CENTRE : R170 226 per annum
: Provincial Office: Western Cape

REQUIREMENTS : Standard 8/Grade 10. No experience. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal relations, Verbal communication and Listening skills.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

- APPLICATIONS** : All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>
- NOTE** : Priority will be given to Females