

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** : 12 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 (1) document or attachment, 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

- POST 18/24** : **DEPUTY DIRECTOR: WORK-SEEKER REGISTRATION AND EMPLOYER SERVICES REF NO: HR 4/4/8/167**
- SALARY** : R1 101 468 per annum (all-inclusive)
- CENTRE** : Provincial Office Northern Cape
- REQUIREMENTS** : A Qualification at NQF 6 as recognised by South African Qualification Authority (SAQA) in Social Sciences (Psychology)/ Bachelor of Arts (Psychology)/ Public

- Administration/ Public Management/ Business Administration/ Business Management. Five (5) years' experience of which two (2) years at the assistant Director level and three (3) years functional experience in Public Employment Services (PES) Programmes. Knowledge: ILO Convention. Financial Management. Human Resource Management. Recruitment and Selection. Immigration Act, Employment Service Act. Compensation for occupational Injuries and Diseases Act. PFMA. Public Service Act. Skills: Planning and Organizing. Communication. Computer. Analytical. Presentation. People Management. Interpersonal. Leadership. Networking. Report Writing. Information management.
- DUTIES** : Manage work seekers registration within the province. Manage the provision of employer services within the Province. Manage implementation of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide operational and technical support to Labour Centre for the effective delivery of public employment services. Manage the implementation of Policies, Standards Operation Procedures, Annual Performance Plans and work plans.
- ENQUIRIES** : Ms Sherelda Kleinsmith Tel: 053 838 1517
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, 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 African female, Indian male and females, White males.
- POST 18/25** : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/4**
Re-advertisement candidates who previously applied are encouraged to re-apply
- SALARY** : R932 292 per annum (all -inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Risk Management/Internal Auditing/Accounting Science/Finance. Risk Management certification will be an added advantage. 5 years' functional experience in risk or internal audit environment of which 3 years should be at an ASD/ Junior Management level. Knowledge: ISO Standards. King Code on Corporate Governance. Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Customer Service principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Corporate Governance guidelines and the development of policies and strategies. Risk assessment. Risk management, audit practices and compliance. DPSA Prescripts and guidelines. Framework for risk governance. Risk management policies and procedures. Occupational Health and Safety Act (OHS). COIDA. Legislative requirements: Public Finance Management Act. Treasury Regulations. Skills: Risk sensing. Design of risk controls. Risk advisory services. Monitoring and Evaluation. Policy Conceptualization and Formulation. Data Analytics and Reporting. Digital Acumen (Risk Management system). Key risk indicator management. Risk incident Management. Facilitation and Presentation. Negotiation, Consensus and Coalition Building. Financial Management and budgeting. Stakeholder Development and Management. People management. Communication (written and verbal). Planning, organizing and report writing
- DUTIES** : Manage risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training programmes. Management of resources in the sub- directorate.
- ENQUIRIES** : Ms K Nkabinde Cell: 076 229 2252
- APPLICATIONS** : Direct Your Applications to: Jobs-CF10@labour.gov.za
- NOTE** : Priority will be given to Persons with disability, Indians and Whites
- POST 18/26** : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: HR 5/1/2/3/5**
- SALARY** : R932 292 per annum (all- inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Security Management/ Computer Science/ Policing/Risk Management. Private Security Industry Regulatory Authority –Grade A. 5 years' functional experience in the Information Security discipline of which 2 years is supervisory experience.

Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Knowledge of security investigation. Relevant Fund policies, procedures and processes. Personnel security. Customer Services (Batho Pele Principles). Risk Awareness. Physical security. Legislative requirements: Minimum Information Security Standards. Occupational Health and Safety Act (OHS). National Strategic Intelligence Act. Criminal Procedures Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of INFORMATION Act. Public Service Act. Public Service Regulation Act. Public Finance Management Act. Constitution of South Africa. Skills: Required Technical Proficiency. Business Writing Skills. Fund IT Operating Systems. Data and records management. Security Skills. Investigative Skills.

DUTIES : Manage compliance in the Fund in accordance to Minimum Information Security Standard. Manage vetting and pre-screening of the Fund employees and service providers. Manage information security awareness in the Fund. Manage the classification of sensitive information. Management of sub directorate.

ENQUIRIES : Mr AK Pillay Cell: 076 527 7197

APPLICATIONS : Direct Your Applications to: Jobs-CF10@labour.gov.za

NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/27 : **EMPLOYMENT SERVICES PRACTITIONER III REF NO:HR4/4/8/166**

SALARY : R605 745 per annum,
CENTRE : Labour Centre Upington
REQUIREMENTS : Three (3)-year qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Public Management/Business Administration/ Business Management. Valid driver's Licence. Four years (Functional and Supervisory experience) functional experience in Public Employment Services environment. Knowledge: Immigration Act. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. ILO Conventions. Human Resources Management Policies. Public Financial Management Policies. Public Services Act. Departmental Internal Policies. National Development Plan. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. reporting writing. Negotiation. marketing Interpersonal. Leadership. Networking.

DUTIES : Coordinate and maintain the relationship within Employment Services Stakeholder. Manage the provision of registration and referral of work seekers for the department. Supervise the provisioning of technical advice and administration services regarding PES legislation to the client. Provide administrative support to PES Labour Centre. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) projects and Temporary Relief Schemes (TES) Manage all resources of the division.

ENQUIRIES : Ms S Kleinsmith, Tel: (053) 838 1707

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCUPI@labour.gov.za

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

POST 18/28 : **PRINCIPAL INSPECTOR: CIVIL AND CONSUTRCTION ENGINEERING REF NO: HR 4/4/4/61**

SALARY : R605 742 per annum
CENTRE : Qonce Labour Centre
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative

DUTIES : Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment

and Labour in terms of OHS legislation, Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme, Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector, Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr K Mbande Tel: (043) 605 9223.
APPLICATIONS : Deputy Director Labour Centre Operations: PO Box 260, King William's Town, 5600 or hand deliver at No 34 Arthur Street, King William's Town or email to Jobs-ECKWT@labour.gov.za
NOTE : African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 18/29 : **ASSISTANT DIRECTOR: ACCOUNTING REF NO HR4/4/4/04/12**

SALARY : R487 197 per annum
CENTRE : Provincial Office Parktown
REQUIREMENTS : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor/BCOM Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting /Internal Audit. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the supply chain environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation Of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Labour Relations and collective bargaining systems, Minimum Information Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the iRequest System to suppliers details, Treasury Instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury regulations, Knowledge of Intranet System, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management, Team Leadership, Impact and Influence, Computer Literacy, Diversity Management, Networking and Building Bonds and Managing Interpersonal Conflict.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc., Manage user access to financial and personnel systems (BAS, Persal, Safety web etc.) Coordinate, review and analyze the Provincial budget and utilisation of resources, Monitor the management of revenue, petty cash and debt in the Province, Manage expenditure in the Province and manage all resources of the Section.

ENQUIRIES : Mr M Takalo Tel: 011 853 0300
APPLICATIONS : Deputy Director: Finance, Hand deliver at 47 Empire Road, Parktown, Johannesburg Email: Jobs-GP20@labour.gov.za

NOTE : EE targets- priority will be given to African males, Coloured males, Indian males and White males

POST 18/30 : **ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDIT REF NO: HR 5/1/2/3/6**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Internal Audit/Accounting/ Cost and Management Accounting. Internal Audit Technician-IAT as an added advantage. Professional Internal Auditor Certification- PIA as an added advantage. Certified Internal Auditor – CIA as an added advantage. Institute of Internal Auditors. 4 years' functional experience in compliance and assurance/financial audits/Operational audits/regulatory audits of which 2 years in supervisory experience. Knowledge: Compensation Fund policies, procedures and processes. Internal audits standards. Internal Audit Charter. Compliance and assurance processes. International Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: Public Finance Management Act

		(PFMA). National Treasury Regulations. Skills: Organizational Strategic Planning and Management. Information technology. Accounting and finance. Communication. Internal audit strategic planning management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement program.
<u>DUTIES</u>	:	Provide inputs and implement the compliance and assurance audits strategies, plans guidelines and methodology. Conduct compliance and assurance audits assignments in accordance with the audit methodology. Provide progress on compliance and assurance audits activities. Management of resources in the sub- directorate.
<u>ENQUIRIES</u>	:	Ms B Kalomba Tel: 076 0100 201
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 18/32</u>	:	<u>ASSITANT DIRECTOR: INTERNAL AUDIT DATA ANALYTICS REF NO:HR 5/1/2/3/7</u> Re-advertisement candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (on NQF Level 6) in Computer Science/Information Systems/Informatics/Internal Audit/Business Information systems/Information Technology. Certificate in Data Science/Data Analytics will be an added advantage. 4 years' functional experience in ICT Audit or Data Analysis environment. Knowledge: Financial Management. ICT Audits Standards. Internal Audit Charter. COBIT (Control objectives for information related technologies) framework. Data Analytics or Big Data Framework. Continuous auditing knowledge in Data Governance and Data Quality. Statistical knowledge. COIDA. Scripting in some language e.g SQL. Power BI/ related data analysis tool. Protection of Personal Information Act and General Data Protection Regulation. Legislative Requirements: Public finance Management Act (PFMA). National Treasury Regulation. Skills: Organizational Strategic Planning and Management. Information technology management. Communication. Structure Query Language. Internal audit strategic planning and management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement Program.
<u>DUTIES</u>	:	Identify appropriate data sources and data elements required to design and develop data analysis routines. Facilitate internal audit data extraction and transformation processes. Establish and maintain effective systems of internal auditing data analysis and exploration. Create dashboards and / or reports.
<u>ENQUIRIES</u>	:	Ms T Dikokoe Cell: 071 148 4046
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 18/32</u>	:	<u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/8 (X3 POSTS)</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in BCom Law/ LLB Law Degree. Admission as an Attorney or Advocate will be an added advantage. Valid driving licence. 4 years' functional experience in Legal/statutory services environment. Knowledge: Public service transformation and management issues. Public Service Act. Ability to convert policy into action. Treasury Regulation. Public Service Regulation and relevant prescripts. Departmental policies and procedures. Accounting system and Internal Control. Corporate Governance. Batho pele principles. Legislative Requirements: Employment Equity Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act. Compensation for Occupational Injuries & Diseases Act. Labour Relation Act. Employment Service Act. Skills: Administration and financial management. Strong leadership, strategic decision-making abilities. Verbal and Written communication. Good interpersonal relations. Ability to build high performance teams. Computer literacy. Project management. Communication skills
<u>DUTIES</u>	:	Implement strategies to enforce compliance with COID legislation. Conduct research on COID Legislation. Encourage and support cooperation of relevant stakeholders e.g internal stakeholder and external stakeholder. Evaluate

		provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr T Maluleke, Cell: 063 642 6450
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 18/33</u>	:	<u>ASSISTANT DIRECTOR: PUBLICATIONS AND WEB DEVELOPER: REF NO: HR4/4/3/3/2ASDPWD/UIF</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Communication / Public Relations / Computer Science / Information Technology / Web Graphic Design / Multimedia at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years; must be functional experience in Publications and Web Development or Web Administration environment and two years at a Supervisory level. Knowledge: Government Communication Information System role. Labour Relations Act (LRA). Public Financial Management Act (PFMA). Basic Conditions of Employment Act (BCES). Employment Equity Act (EEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Branding and Management. Ability to work under pressure and meet deadlines. Online marketing. Problem Solving. Web design. Planning and Organising. Communication. Search Engine Optimization techniques. Driving. Interpersonal. Creativity. Ability to work with HTML, JavaScript, PHP, Net, database and Content Management Systems.
<u>DUTIES</u>	:	Coordinate gathering of information for the website. Facilitate the compilation of content for the internal communication platforms. Facilitate the rendering of UIF publications, audio visual material and photography. Facilitate the rendering of graphic design, video and photographic services. Manage resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Ms Z Klaas-Josefu Tel: (012) 337 1564
<u>APPLICATIONS</u>	:	email: Jobs-UIF28@labour.gov.za
<u>NOTE</u>	:	African Males and Females, White Males and Persons with disabilities are encouraged to apply
<u>POST 18/34</u>	:	<u>ASSISTANT DIRECTOR: ESTABLISHMENT REF NO: HR4/4/3/3/2ASDE/UIF</u> (3- Year Contract)
<u>SALARY</u>	:	R487 197 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Human Resource Management, Industrial and Organizational Psychology, Public Management at NQF Level 6 as recognized by SAQA. Four (4) years' experience, of which two (2) years must be functional experience in establishment environment and two (2) years must be supervisor experience. Knowledge: Knowledge of PERSAL Establishment and other HR system. Knowledge on how to operate Excel. Knowledge of Human Resource prescripts in Government. Skills: Financial Management. Report writing. Risk Management. Project Management. Strategy Management. Diversity Management. Policy Analysis and Development. Computer Literacy. Communication. Quality Management. Research Methodology. Problem Solving and Decision Making.
<u>DUTIES</u>	:	Conduct and facilitate the administration of PERSAL establishment within the UIF. Validate the alignment of the PERSAL establishment according to the functional structure. Draw up monthly report on PERSAL and update excel database. Coordinate stakeholders' engagement.
<u>ENQUIRIES</u>	:	Mr SS Pheeha Tel: (012) 337 1847
<u>APPLICATIONS</u>	:	email: Jobs-UIF29@labour.gov.za .
<u>POST 18/35</u>	:	<u>SENIOR ADMIN OFFICER: EMPLOYER REGISTRATION REF NO: HR 5/1/2/3/9</u> Re-Advertisement candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria

- REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Production/ Operations Management. 2 year's function experience in related environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer Service (Batho Pele Principles). Billing administration. COIDA. Public Service Act. Public services Act (PSR). Protection of personal Information Act (POPIA). Legislative Requirements: Public Finance Management Act (PFMA). National Treasury regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organization and facilitation. Data ad records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer literacy.
- DUTIES** : Facilitate employer registration process. Conduct the process of updating master data. Approve captured employers banking details. Supervision of staff in the Sub- directorate.
- ENQUIRIES** : Mr N Manugu, Cell: 067 419 2504
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites
- POST 18/36** : **SENIOR ADMINISTRATION OFFICER: SECRETARIAT SERVICES REF NO: HR 5/1/2/3/10**
- SALARY** : R413 001 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Public Administration/Office Administration/Business Administration/Commercial Law/Public Management/Administration Management: General. 2 years' functional experience in Secretariat Services/Administration environment. Knowledge: Department of Labour and Compensation Fund objectives. Public Services, policies and procedures. Batho pele Principles. Secretariat procedures and processes. King 4 Report. Compensation Fund Policies. Legislative Requirements: COIDA Act. Public Service Regulations. Public Service Act. Promotion of Access to Information Act. LRA, EE Act, SDA & BCEA. PFMA. POPI Act. Skills: Client orientation and customer focus. Good co-ordination skills. Good Organizational and administrative skills. Good interpersonal and stakeholder liaison skills. Decision making. Self-Management. Communication (verbal and written). Report Writing. Minutes Writing. Computer Literacy.
- DUTIES** : Provide secretariat services to various Board committees. Provide support to various committees meeting. Verify logistical arrangements for various committees meeting. Management of resources.
- ENQUIRIES** : Mr M Malapane, Cell: 063 773 9756
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites
- POST 18/37** : **SENIOR COID EMPLOYER AUDIT REF NO:HR 4/4/8/162**
- SALARY** : R413 001 per annum
CENTRE : Provincial Office Northern Cape
REQUIREMENTS : Undergraduate Qualification (NQF 6) As Recognised by SAQA in Financial Accounting/ BCOM Accounting/ Internal Auditing. A valid motor vehicle driving license. Two (2) years' experience in Compliance Management/ Auditing/ Accounting/ Inspection ad Enforcement Environment. Knowledge: Analysing & interpreting Information (Data Analytics) Knowledge of relevant regulations. Laws and Legislation. Financial Risk Management and Control. Departmental Policies and Procedures. Batho Pele Principles. Compensation of Occupational and Injury Disease Act (COIDA). Public Service Regulations. OHS Act and Regulations Public Financial Management Act (PFMA), Basic Condition of Employment Act. Inspector Card. Inspector Appointment Certificate. Skills: Facilitation, Analysing & Interpreting information (Data Analytics). Employer Assessment and Auditing. Revision of Assessment. People Management. Services Delivery Innovation. Stakeholder Development & Relations. Programme/Project Planning & Management.
- DUTIES** : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce Compliance. Supervise the resources within the section.
- ENQUIRIES** : Ms Sherelda Kleinsmith Tel: 053 838 1517

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCKIM@labour.gov.za
- NOTE** : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.
- POST 18/38** : **TEAM LEADER REF NO: HR4/4/4/60**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
: Labour Centre: Qonce
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, SKILLS Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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** : Mr. LB Mduduma Tel: 043 065 0634
: Deputy Director Labour Centre Operations: PO Box 260, King William's Town, 5600 or hand deliver at No 34 Arthur Street, King William's Town or email to Jobs-KWT@labour.gov.za
- NOTE** : African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
- POST 18/39** : **EMPLOYER SERVICES PRACTITIONER (ESP11) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
: Labour Centre: Gqeberha-Ref No: HR4/4/1/107(X1Post)
: Labour Centre: Randfontein-Ref No: HR4/4/4/04/03 (X1Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. 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 Resources Management, Public Financial Management Act, ILO conversions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
- DUTIES** : Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise 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.

- ENQUIRIES** : Mr V Sityana Tel: (041) 506 5000 (Gqeberha)
Mr B Tau Tel: 010 061 1507 (Randfontein)
- APPLICATIONS** : Acting Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000. Email at Jobs-ECPLZ@labour.gov.za. Note: African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply (Gqeberha)
Deputy Director: Labour Centre Operations, Hand deliver at Fountain Plaza, 2 Main Reef Road. Email: Jobs-GP8@labour.gov.za Note: EE targets- priority will be given to African males and White males. (Randfontein)
- POST 18/40** : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
- SALARY CENTRE** : R413 001 per annum
Springs Labour Centre- Ref No: HR4/4/4/04/13 (X1Post)
Temba Labour Centre -Ref No: HR 4/4/4/04/14 (X1Post)
- REQUIREMENTS** : Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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** : Mr M Nkutha Tel: 010 061 0370/0352 (Springs)
Ms G Malungana Tel: (012) 727 5300 /5301 (Temba)
- APPLICATIONS** : Deputy Director: Springs Labour Centre, hand deliver at Expo Building, 2nd Floor, Cnr 7th Street and Park Avenue, Springs. Email: Jobs-GP9@labour.gov.za
Deputy Director: Temba Labour Centre hand delivers at Shop 4, Cnr Harry Gwalaand Jubilee Road Jubilee Mall, Hammanskraal. Email: Jobs-GP24@labour.gov.za
- NOTE** : EE targets- priority will be given to African males and White males.
- POST 18/41** : **OFFICE ADMINISTRATOR: REF NO: HR 4/4/1/105**
- SALARY CENTRE** : R338 106 per annum
Provincial Office: Eastern Cape
- REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate/ Bachelor Degree (NQF7) qualification in Office Management/ Information Management and Technology; Public Administration; Business Administration, Business Management; Public Management. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures, Planning and organising, Administrative procedures, Interpersonal relations Skills: Interpersonal, Telephone etiquette, Organizing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Project Management.

DUTIES : Provide a receptionist support to the Chief Directorate including diary management for the Chief Director. Render secretariat service for the office of the Chief Directorate. Assist in monitoring and maintaining the budget including the supply chain for the Chief Directorate. Facilitate and coordinate all logical and resource requirements of the Chief Directorate. Provide Management Information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.

ENQUIRIES APPLICATIONS : Ms P Mbongwana Tel: 043 701 3128
: Chief Director: Provincial Operations, Private Bag 9005, East London. Hand deliver at No. 03 Hill Street East London. Email: Jobs-EC2@labour.gov.za

NOTE : African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply.

POST 18/42 : **UI EMPLOYER AUDIT REF NO:HR 4/4/8/168**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
: Provincial Office Northern Cape
: Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.

DUTIES : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.

ENQUIRIES APPLICATIONS : Ms Sherelda Kleinsmith Tel: 053 838 1517
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za

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

POST 18/43 : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR5/1/1/2/3/11**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
: Compensation Fund, Pretoria
: Undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/ Financial Accounting/ Cost and Management Accounting/ Auditing. 1-year functional experience in Income Management (debt collection) environment. Knowledge: Compensation Fund, policies and procedure. Understanding audits processes, principles and practices. Customer Services principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal control. Promotion of Access to Information Act. COIDA. Legislative Requirement: COIDA. Public Financial Management PFMA. National Treasury regulation. Skills: Financial Accounts Management. Professional Accounting Standards (GRAP/GAAP/IFRS). Digital Acumen (Financial Systems, Tools). Accounts Receivable / Accountants Payable. Analyzing & interpreting information. Information Processing. Data integrity and management. Stakeholder Developing and Management. Assertiveness. Conflict Management. Communication. Risk Management. Quality Assurance and Improvement. Legal Collection (Cuts across debt management, third party).

DUTIES : Provide debt collection services for the Compensation Fund. Perform Financial administration process on debt collections. Follow up on debtors' accounts. Supervision of staff

ENQUIRIES APPLICATIONS : Ms R Mulaudzi, Cell: 0782505396
: Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/44 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: HR5/1/2/3/12**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/ Financial Accounting/ Cost and Management Accounting/ Auditing. 1 years' functional experience in accounts receivable environment. Knowledge: Compensation Fund business strategies, policies and procedures. Audits processes, principles and practices. Customer Services principles (Batho Pele Principles). Risk management processes. Financial compliance and reporting. Public sector revenue and receivable processes. Accounts Receivable internal control. Accounting standards. GRAP (Generally Recognized Accounting Principles). COIDA. Legislative Requirements: COIDA. PFMA. National Treasury regulations. Skills: Fraud identification. Data Analytic & reporting. financial Accounts Management. Professional Accounting Standards (GRAP/GAAP/IFRS). Digital Acumen (Financial Systems, Tools). Accounts Receivable (Reconciliations & Reporting). Analyzing & interpreting information. Information processing.

DUTIES : Perform accounts receivable reconciliations. Perform financial administration process on accounts receivables. Prepare Accounts Receivable quarterly disclosure. Supervision of Staff

ENQUIRIES : Mr A Mathibe Cell: 076 448 8006
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/45 : **FINANCE ADMIN: OFFICER ESTATES: REF NO: HR 5/1/2/3/13**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/ Financial Accounting/ Cost and Management accounting/ Auditing. 1-year functional experience in (liquidation/estate) claims environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer Services principles (Batho Pele Principles). Understanding financial risk management. Understanding of public sector revenue collection processes. Public service regulation. Promotion of Access to information Act. Insolvency Act. COIDA. Legislative Requirements: COID. Public Finance Management Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA. Treasury Regulations. Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business National Treasury regulations. Skills: Legal Collections. Financial Accounts Management. Professional Accounts Standards (GRAP/GAAP/IFRS). Digital Acumen (Financial Systems, Tools). Accounts Receivable/ Accounts Payable. analyzing & Interpreting Information. Information Processing. Data Integrity and management. Communication. Stakeholder Development and Management. Assertiveness. Conflict Management & Risk Management. Quality Assurance and Improvement. Coaching, Mentoring & Direction setting.

DUTIES : Receive and review the estate claims. Receive and arrange mail according to revenue significance. Review the identified registered employer's estate. Supervision of Staff.

ENQUIRIES : Ms R Mulaudzi, Cell: 078 250 5396
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/46 : **OFFICE ADMINISTRATOR: CHIEF FINANCIAL OFFICER REF NO: HR 5/1/2/3/14**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year relevant qualification in Office/ Information Management/ Public/ Business Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures. Planning and organizing. Administration procedures. Batho Pele

- Principles. Interpersonal relations. Legislative Requirement: None. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organizing. Decisions making. Analytical. Project Management.
- DUTIES** : Provide receptionist support to the Chief/Directorate, including diary management for the Chief/Director. Render a secretariat Service for the Office of the Chief/Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/Directorate. Facilitate and coordinate all logistical and resources requirements of the Chief/Directorate. Provide Management Information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.
- ENQUIRIES** : Mr N Mokoena Tel: 083 744 6233
- APPLICATIONS** : Direct Your Applications to: Jobs-CF12@labour.gov.za
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 18/47** : **INSPECTOR (X9 POSTS)**
- SALARY** : R280 278 per annum
- CENTRE** : Benoni Labour Centre - Ref No: HR4/4/4/04/05(X1Post)
Carletonville Labour Centre - Ref No: HR4/4/4/04/07(X1Post)
Johannesburg Labour Centre - Ref No: HR4/4/4/04/04(X6 Posts)
Soweto Labour Centre - Ref No: HR4/4/4/04/06(X1Post)
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing, Interpersonal skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Mr Pindile Mati Tel No: (011) 744 9000 (Benoni)
Ms Nompilo Tali Tel: 018 280 0960 (Carletonville)
Mr Happy Ntsoko Tel: 082 563 3066 (Johannesburg)
Ms Jane Monoto Tel: 010 061 3025/3060 (Soweto)
- APPLICATIONS** : Deputy Director – Benoni Labour Centre, Hand deliver at 10 Woburn Avenue, Woburn Heights, Benoni. Email: Jobs-GP-BEN/1@labour.gov.za
Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville, Email: Jobs-GP-CTV/1@labour.gov.za
Deputy Director – Johannesburg Labour Centre, Hand deliver at 56 Main Street, Johannesburg Email: Jobs-GP-JHB/2@labour.gov.za
Deputy Director - Labour Centre: Soweto Labour Centre, Hand deliver at 2 Khumalo Road, A Hand deliver at Centre, Orlando West, Email: Jobs-GP-SWT/3@labour.gov.za
- NOTE** : EE targets- priority will be given to African males and white males.
- POST 18/48** : **CLIENT SERVICE OFFICER: PES (X14 POSTS)**
- SALARY** : R280 278 per annum
- CENTRE** : Alberton Labour Centre - Ref No: HR4/4/4/05/09 (X1Post)
Carletonville Labour Centre - Ref No: HR4/4/4/05/10 (X2 Posts)
Germiston Labour Centre - Ref No: HR4/4/4/05/11 (X2 Posts)
Nigel Labour Centre - Ref No: HR4/4/4/05/12 (X1 Post)
Randburg Labour Centre - Ref No: HR4/4/4/05/13 (X1 Post)
Sebokeng Labour Centre - Ref No: HR4/4/4/05/14 (X1 Post)
Soweto Labour Centre - Ref No: HR4/4/4/05/15 (X1 Post)
Atteridgeville Labour Centre - Ref No: HR4/4/4/05/16 (X1 Post)
Bronkhorstspuit Labour Centre - Ref No: HR4/4/4/05/17 (X1 Post)
Ga-Rankuwa Labour Centre - Ref No: HR4/4/4/05/18 (X1 Post)
Temba Labour Centre - Ref No: HR4/4/4/05/19 (X1 Post)

<u>REQUIREMENTS</u>	:	Kemptonpark Labour Centre - Ref No: HR4/4/4/05/20 (X1 Post) Grade 12/ National 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 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>	:	Ms M Mojapelo Tel No: (011) 861 6130 (Alberton) Ms N Tali Tel No: (018) 788 3281 (Carletonville) Ms S H Ceasar Tel No: (011) 345 6300 (Germiston) Mr R Madonsela Tel No: (011) 814 7095 (Nigel) Ms M Tyelbooi Tel No: (011) 781 8144 (Randburg) Ms M Mamburu Tel No: (016) 981 0280 (Sebokeng) Ms J Monoto Tel No: (011) 983 8700 (Soweto) Ms N Khoza Tel No: (012) 373 4434 (Atteridgeville) Ms M Mojapelo Tel No: (013) 932 0197 (Bronkhorstspuit) Mr L P Ranwashe Tel No: (012) 700 0290 (Ga-Rankuwa) Ms G Malungana Tel No: (012) 727 1364 (Temba) Ms J Ralane Tel No: 010 061 1077 (Kemptonpark) Ms M Mamburu Tel No: (016) 981 0280 (Vanderbijlpark)
<u>APPLICATIONS</u>	:	Deputy Director - Labour Centre: Alberton, Hand deliver at Mercedes Place, 89 Voortrekker Street, New Redruth, 1449, Email: Jobs-GP-ALB/1@labour.gov.za Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville, Email: Jobs-GP-CTV/1@labour.gov.za Deputy Director – Labour Centre Germiston, Hand deliver at 241 President Street, Germiston, Email: Jobs-GP-GMT/1@labour.gov.za Deputy Director – Labour Centre Nigel, Hand deliver at Corner 4th Ave and Hendrick Verwoerd Street, SARS building, Nigel Email: Jobs-GP-NGL/1@labour.gov.za Deputy Director – Labour Centre Randburg, Hand deliver at Cnr Oak and Hill Street Hillview Centre, Ground Floor Email: Jobs-GP-RDB/1@labour.gov.za Deputy Director – Labour Centre Sebokeng, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-SBK/1@labour.gov.za Deputy Director – Labour Centre Soweto, Hand deliver at nd2 Khumalo Road, A Centre, Orlando West E-mail: Jobs-GP-SWT/1@labour.gov.za Deputy Director – Labour Centre Atteridgeville, Hand Deliver at Cnr WF Nkomo Street and Kalafong Road E-mail: Jobs-GP-ATV/1@labour.gov.za Deputy Director – Labour Centre Bronkhorstspuit Hand deliver at, Hand deliver at 40 Botha street, Cilliers building E-mail: Jobs-GP-BHS/1@labour.gov.za Deputy Director – Labour Centre Ga-Rankuwa, Hand deliver at 8873 Setlalentoa Street, Ga-Rankuwa Zone 5 E-mail: Jobs-GP-GRK/1@labour.gov.za Deputy Director – Labour Centre Temba, Hand deliver at Shop no 4 Jubilee Mall, Cnr Harry Gwala and Jubilee road E-mail: Jobs-GP-TBA/1@labour.gov.za Deputy Director – Labour Centre Kempton Park, Hand deliver at Trust Bank Building, Ground floor, Cnr Voortrekker and Wolff Streets E-mail: Jobs-GP-KMP/1@labour.gov.za Deputy Director – Labour Centre Vanderbijlpark, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-VDB/1@labour.gov.za
<u>NOTE</u>	:	EE targets- priority will be given to African males and White males.
<u>POST 18/49</u>	:	<u>CLIENT SERVICE OFFICER: IES (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum Alberton Labour Centre - Ref No: HR4/4/4/05/22 (X1 Post) Brakpan Labour Centre - Ref No: HR4/4/4/05/23 (X1 Post) Carletonville Labour Centre - Ref No: HR4/4/4/05/24 (X1 Post) Kemptonpark Labour Centre - Ref No: HR4/4/4/05/25 (X1 Post) Nigel Labour Centre - Ref No: HR4/4/4/05/26 (X1 Post) Randburg Labour Centre - Ref No: HR4/4/4/05/27 (X1 Post)

		Sebokeng Labour Centre - Ref No: HR4/4/4/05/28 (X1 Post)
		Bronkhorstspuit Labour Centre - Ref No: HR4/4/4/05/29 (X1 Post)
		Ga-Rankuwa Labour Centre - Ref No: HR4/4/4/05/30(X1 Post)
		Roodepoort Labour Centre - Ref No: HR4/4/4/05/31(X1 Post)
		Soweto Labour Centre - Ref No: HR4/4/4/05/32(X1 Post)
		Vanderbijlpark Labour Centre - Ref No: HR4/4/4/05/33(X1 Post)
		Vereeniging Labour Centre - Ref No: HR4/4/4/05/34(X1 Post)
		Krugersdorp Labour Centre - Ref No: HR4/4/4/05/35(X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation. 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</u>	:	Ms M Mojapelo, Tel No: (011) 861 6130 (Alberton) Mr P Mati Tel No: (011) 744 9000 (Brakpan) Mr B P Mosoeu Tel No: (018) 788 3281 (Carletonville) Ms P Ralane Tel No: (011) 975 9301 (Kemptonpark) Mr R Madonsela Tel No: (011) 814 7095 (Nigel) Ms M Tyelbooi Tel No: (011) 781 8144 (Randburg) Ms M Mamburu Tel No: (016) 981 0280 (Sebokeng) Ms M A Phasha Tel No: (013) 932 0197 (Bronkhorstspuit) Mr L P Ranwashe Tel No: (011) (012) 700 0290 (Ga-Rankuwa) Ms C Geldenhuys Tel No: 010 061 1532 (Roodepoort) Ms J Monoto Tel No: (011) 983 8700 (Soweto) Ms M Mamburu Tel No: (016) 981 0280 (Vanderbijlpark & Vereeniging) Mr D McDonald, Tel No: 010 061 0427 (Krugersdorp)
<u>APPLICATIONS</u>	:	Deputy Director - Labour Centre: Alberton, Hand deliver at Mercedes Place, 89 Voortrekker Street, New Redruth, 1449 Email: Jobs-GP-ALB/2@labour.gov.za Deputy Director - Labour Centre: Brakpan, hand deliver at Expo Building, 2nd Floor, Cnr 7th Street and Park Avenue, Springs Email: Jobs-GP-BRK/1@labour.gov.za Deputy Director - Labour Centre: Carletonville, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville Email: Jobs-GP-CTV/2@labour.gov.za Deputy Director – Labour Centre Kempton Park, Hand deliver at Trust Bank Building, Ground floor, Cnr Voortrekker and Wolff Streets. Email: Jobs-GP-KMP/2@labour.gov.za Deputy Director – Labour Centre Nigel, Hand deliver at Corner 4th Ave and Hendrick Verwoerd Street, SARS building, Nigel. Email: Jobs-GP-NGL/2@labour.gov.za Deputy Director – Labour Centre Randburg, Hand deliver at Cnr Oak and Hill Street Hillview Centre, Ground Floor Email: Jobs-GP-RDB/2@labour.gov.za Deputy Director – Labour Centre Sebokeng, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-SBK/3@labour.gov.za Deputy Director – Labour Centre Bronkhorstspuit, Hand deliver at 40 Botha street, Cilliers building E-mail: Jobs-GP-BHS/3@labour.gov.za Deputy Director – Labour Centre Ga-Rankuwa, Hand deliver at 8873 Setlaltoea Street, Ga-Rankuwa Zone 5 E-mail: Jobs-GP-GRK/2@labour.gov.za Deputy Director – Labour Centre Roodepoort, Hand deliver at 125 Albertina Sisulu Road, Technikon E-mail: Jobs-GP-RDP/1@labour.gov.za Deputy Director – Labour Centre Soweto, Hand deliver at 2 Khumalo Road, A Centre, Orlando West E-mail: Jobs-GP-SWT/2@labour.gov.za Deputy Director – Labour Centre Vanderbijlpark, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-VDB/1@labour.gov.za Deputy Director – Labour Centre Vereeniging, Hand deliver at Andasta Building, 22 Merriman Avenue E-mail: Jobs-GP-VRG/1@labour.gov.za Deputy Director – Labour Centre Krugersdorp, Hand deliver at Foley Street, 6 Factoria, Krugersdorp E-mail: Jobs-GP-KGD/1@labour.gov.za
<u>NOTE</u>	:	EE targets- priority will be given to African males and white males.

<u>POST 18/50</u>	:	<u>CLIENT SERVICE OFFICER: UIF OPERATIONS REF NO:HR4/4/4/13</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	ULundi Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12; no experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr TJ Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Deputy Director: ULundi Labour Centre, P/Bag X56, ULundi 3838 Or hand deliver at Unit A Wombe Street, ULundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
<u>NOTE</u>	:	EE targets- Preference will be given to Africans, Indians & White people living with disability; Indian males and females, White males and females.
<u>POST 18/51</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Soshanguve Labour Centre – Ref no: HR/4/4/4/04/08(X1 Post) Johannesburg Labour Centre – Ref no: HR/4/4/4/04/09(X1 Post) Pretoria Labour centre – Ref no: HR/4/4/4/04/10(X1 Post) Randburg Labour centre – Ref no: HR/4/4/4/04/11(X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
<u>DUTIES</u>	:	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 a Labour Centre.
<u>ENQUIRIES</u>	:	Mr T Nengwekhulu Tel: 012 065 5030 (Soshanguve) Mr H Ntsoko Tel: 082 563 3066 (Johannesburg) Mr M Zigana Tel: 011 853 0300 (Pretoria) Ms M Tyelbooi Tel: 011 781 8144 (Randburg)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Soshanguve, Hand deliver at 2322 Block F, Neat and Fast Building, Soshanguve, Email: Jobs-GP-SHG/2@labour.gov.za Deputy Director: Labour Centre Operations: Johannesburg, Hand deliver at 56 Main Street, Johannesburg, Email: Jobs-GP-JHB/3@labour.gov.za Deputy Director: Labour Centre Operations: Randburg, Hand deliver at Cnr. Oak and Hill Street, Hillview centre, Groundfloor, Randburg, Email: Jobs-GP4@labour.gov.za Deputy Director: Labour Centre Operations: Pretoria, Hand deliver at 239 Nana Sita and Thabo Sehume Streets, Pretoria, Email: Jobs-GP-PTA/2@labour.gov.za
<u>NOTE</u>	:	EE targets- priority will be given to African males, Indian males, and White males.
<u>POST 18/52</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES IES REF NO: HR/4/4/4/04/15</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Johannesburg Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. 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 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** : Mr H Ntsoko Tel: 082 563 3066
Deputy Director: Labour Centre Operations: Johannesburg, Hand deliver at 56 Main Street, Johannesburg, Email: Jobs-GP-JHB/4@labour.gov.za
- NOTE** : EE target- priority will be given to African males, Indian males, and White males.
- POST 18/53** : **ACCOUNTING CLERK REF NO: HR4/4/1/106 (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Provincial Office: Eastern Cape
Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis. DUTIES: Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.
- ENQUIRIES APPLICATIONS** : Mr MM Nohesi Tel: (043) 701 3029
Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201. Hand deliver at No.3 Hill Street East London. Email: Jobs-EC2@labour.gov.za
- NOTE** : Coloured Males, Indian Females, White Males, African Males, Coloured Females, Indian Males, White Females and People with Disabilities are encouraged to apply.
- POST 18/54** : **ADMIN CLERK: LEGAL SERVICES REF NO: HR 5/1/2/3/15**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Compensation Fund, Pretoria
Grade 12 (NQF Level 4) as recognized by SAQA. No experience. Knowledge: Regulatory knowledge, Law and Legislation. Data capturing. Collecting statistics. Compensation Fund business processes, procedure. Policies. Customer Service (Batho Pele Principles). Technical knowledge. Public Finance Management Act (PFMA). Promotion Access to Administrative Justice. Legislative Requirements: Legislation and Law Enforcement. Council policy. Skills: Computer Literacy. Interpersonal Relations. Communication (written & verbal).
- DUTIES** : Register objections, applications for Section 56, litigations, contracts, section 42 examinations and legal opinion. Administer court rolls. Make logistical arrangements for hearing. Prepare payments for tribunal members, section 42 examinations and bill of costs. Attend to legal services enquiries and consultations.
- ENQUIRIES APPLICATIONS** : Mr M Bugqwangu, Cell: 060 989 8311
Direct Your Applications to: Jobs-CF13@labour.gov.za
- NOTE** : Priority will be given to Persons with disability, Indians and Whites
- POST 18/55** : **SENIOR ADMINISTRATION CLERK: HUMAN RESOURCE PRACTICES REF NO: HR4/4/3/3/1SACHRP/UIF (X6 POSTS)**
(3 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum plus 37% in lieu of benefits
Unemployment Insurance Fund, Pretoria
Grade 12. No experience required. Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act (UICA). Protection of Personal Information Act (PPIA). Promotion of Access to Information Act (PAIA). Persal and other Human Resource Information Management Systems. Public Service Act (PSA). Public Service Regulations

- (PSR). Public Finance Management Act (PFMA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). White Paper on Transformation. Batho Pele Principles. Skills: Communication (Verbal and Written). Computer Literacy. Interpersonal. Time Management. Planning and Organizing Responsive.
- DUTIES** : Provide clerical support to the recruitment and selection processes. Provide personnel administration support services. Render general clerical support services.
- ENQUIRIES APPLICATIONS** : Mr SS Pheeha Tel: (012) 337 1847
: email: Jobs-UIF30@labour.gov.za
- POST 18/56** : **SECURITY OFFICER (X2 POSTS)**
- SALARY CENTRE** : R201 093 per annum
: Provincial Office stationed at Labour Centre: Pretoria Ref No: HR4/4/4/05/38 (X1 Post)
: Provincial Office Parktown Ref No: HR/4/4/4/05/39 (X1 Post)
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate NQF4 Certificate plus Grade C Security Certificate plus registered with the PSIRA. 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 Regulation Act and Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Coordination skills and Computer literacy.
- DUTIES** : Control access in and out of Labour Center or Provincial Office. Secure the flow of information and assets within the Labour Center or Provincial Office. Conduct security patrols of the buildings and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
- ENQUIRIES APPLICATIONS** : Mr M Takalo Tel: (011) 853 0300.
: 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-GP4@labour.gov.za (Stationed at Labour Centre: Pretoria) Jobs-GP7@labour.gov.za (Provincial Office Parktown)
- NOTE** : African Males, Indian Males and White Males are encouraged to apply.
- POST 18/57** : **OFFICE AID REF NO: HR5/1/2/3/16(X4 POSTS)**
- SALARY CENTRE** : R170 226 per annum
: Compensation Fund, Pretoria
- REQUIREMENTS** : ABET Level 4/ Grade 9 (NQF Level 4 & Level 3). No experience. Knowledge: Departmental policies and procedures. Labour Legislation. Public Service Act. Basic Conditions of Employment Act). Legislative Requirements: Occupational Health and Safety Regulations. Skills: Communication Skills. Time Management. Interpersonal relations. Cleaning skills. Prioritizing skills.
- DUTIES** : Clean all areas of Compensation Fund. Remove all rubbish and put in approved outside bins. Provide meetings support service (Food Service Aid). Perform relevant general tasks.
- ENQUIRIES APPLICATIONS** : Mr KA Serepo Cell: 060 995 9541
: Direct Your Applications to: Jobs-CF14@labour.gov.za
- NOTE** : Priority will be given to Persons with disability, Indians and Whites