

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.

<u>CLOSING DATE</u>	:	29 June 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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. 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

<u>POST 20/15</u>	:	<u>DEPUTY DIRECTOR: WORK-SEEKER REGISTRATION REF NO: HR4/4/6/4</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive)
<u>CENTRE</u>	:	Provincial Office: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	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 the provision of work seeker registration within the province. Manage the provision of employer service 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, Standard Operating Procedures, Annual performance plan and work plans.

ENQUIRIES APPLICATIONS : Ms Z Maseko Tel No: (031) 366 2246
Deputy Director: Human Resource Management, Provincial Office, Durban, 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za

NOTE : EE targets- Priority will be given to African female, Indians, Whites and Coloured Females.

POST 20/16 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: HR4/4/05/26 HO**

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum, (all- inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/Undergraduate bachelor's degree (NQF 7) in the Social Science/ Labour Relations/ Human Resource Management/ Bachelor of Law (LLB)/ Public Administration/ Public Management. Five (5) years' experience of which two (2) years at middle management/ Assistant Director Level and three (3) years functional experience in Labour Relations/ Human Resources Management/ Law. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and internal Control, Batho Pele principles. Skills: Project Management, Administration and Financial Management, Interpersonal relations, Problem-solving skills, Verbal and written communication, Ability to build high-performance teams, Analytical, Conflict management skills, Innovative, Computer Literacy, Communication skills, Project management, Management Skills.

DUTIES : Manage and regulate the registration of labour organisations. Monitor compliance of labour organisations in terms of legislation. Develop the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Sub-Directorate such as HR, assets, etc.

ENQUIRIES APPLICATIONS : Mr S Rathai Tel No: (012) 309 4634
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ18@labour.gov.za

NOTE : EE targets-Priority will be given to African Males, Coloureds, Indians, People living with disabilities and Whites.

POST 20/17 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO HR4/4/06/26HO (X4 POSTS)**
(X1 Post) is a re-advertisement, to an advert referenced HR4/26/02/01HO, applicants who previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R605 742 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in the Social Science/ Labour Relations/ Human Resource Management/ Bachelor of Law (LLB)/ Public Administration/ Public

Management. Four (4) years' experience of which two (2) years at Supervisory Level and two (2) years functional experience in Labour Relations/ Human Resources Management/ Law. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, accounting systems and internal Control, Batho Pele principles. Skills: Project Management, Administration and Financial Management, Interpersonal skills, Problem-solving skills, Verbal and written communication, Ability to build high-performance teams, Analytical Skills, Conflict Analytical, Innovative, Computer Literacy, Communication, Management Skills.

DUTIES : Develop and monitor the registration of labour organization. Obtain information to monitor compliance of labour organisations in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Sub-Directorate such as HR, assets, etc.

ENQUIRIES APPLICATIONS : Ms MM Ngwetjana Tel No: (012) 309 4112
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ12@labour.gov.za

NOTE : EE targets-Priority will be given to African Males, Coloureds, Indians, People living with disabilities and Whites.

POST 20/18 : **CHIEF PERSONNEL OFFICER -POLICY REF NO: HR4/26/06/03 HO**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Head Office, Pretoria

A qualification at NQF level 6 as recognised by the South African Qualification Authority (SAQA) in Human Management/Public Management/Public Administration / Business Management. Introduction to PERSAL and Excel will be an added advantage. Two (2) years functional experience in Human Resource Management (Employment Equity, Human Resource Policies, PERSAL establishment) environment. Knowledge: Public Service Regulations and relevant prescript, Batho Pele Principles, Employment Equity Act and related legislation, HR policies and procedures, Data analysis and reporting techniques, Meeting and event coordination practices, Policy development process. Skills: Communication (both verbal and writing), Financial Management, Decision making, Interpersonal, Interpretation of policies, Policy research and development, Computer literacy, Facilitation, Minute-taking and report writing, Document editing and policy drafting.

DUTIES : Coordinate the implementation of the Employment Equity Plan. Consolidate data collection, reporting, and EE Profiling. Provide support in policy development and consultation processes.

ENQUIRIES APPLICATIONS : Ms S Nene Tel No: (012) 309 4563
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za

NOTE : EE target priority will be given to African Males, Coloured Male, Indian Female, people living with disabilities and Whites.

POST 20/19 : **SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR4/26/06/04HO**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Head Office, Pretoria

A qualification at NQF level 6 in Labour Relations/ Human Resources Management/ Law/Social Science/Public Management/Office Administration and Technology. Two (2) years functional experience performing Labour Relations/ Collective Bargaining services. Knowledge: Trade Unions, employers' organisation and particularly bargaining councils work, Departmental policies and procedures, Public Services Regulation and Financial Management, Labour Relations, Batho Pele Principles. Skills: Computer, Leadership, Project Management, Verbal and written communication, Conflict Management, Interpersonal Relations, Problem solving, Analytical, Client orientation, Customer focus.

DUTIES : Analyse and process recommend of the registration of labour organisation applications. Ensure compliance of labour organisation with legal

		requirements. Analyse and process the extension of collective agreements to non-parties.
<u>ENQUIRIES</u>	:	Ms T Mahlangu Tel No: (012) 309 4112
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>NOTE</u>	:	EE target priority will be given to African Male, Coloureds, Indians, people living with disabilities and Whites.
<u>POST 20/20</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/1/80</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Makhanda Labour Centre
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3-year recognized qualification (NQF6/7 SAQA recognized) in Occupational Hygiene / Environmental Health / Analytical Chemistry / Chemical Engineering / Electrical/Mechanical Engineering/. A valid driver license. Registration with the relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, 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 skills.
<u>DUTIES</u>	:	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. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the 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 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.
<u>ENQUIRIES</u>	:	Ms Z Ntlokwana Tel No: (046) 622 2104
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za
<u>NOTE</u>	:	EE Targets- Priority will be given to African Males, Whites, Indians, Coloureds and People with Disability.
<u>POST 20/21</u>	:	<u>SENIOR CLAIMS ASSESSOR: COMPENSATION FUND REF NO: HR4/4/1/81</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Mthatha Labour Centre
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3-year recognized qualification (NQF6 SAQA recognized) in Public Management / Business Management / Operations Management / Management / Human Resources Management / Nursing / Law / LLB / BCom / Finance / Administration. A valid driver license. 2 years' experience in Compensation or Medical Claims Processing Environment. Knowledge: Claims Handlin, Brand and Customer Oriented Service Delivery, Public Services Act and Regulations, COID Tariffs, Public Services Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund, Occupational Health and Safety Act (OHS), Constitution of the Republic of South Africa No. 108 of 1996, Relevant regulations, laws and legislation. Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Oriented Services Delivery, Business and Finance Acumen, Communications, Emotional Intelligence, Ethics and Governance, Team orientation.

<u>DUTIES</u>	:	Adjudicate registered and fatal claims per delegation's requirements. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as per delegations. Handle complex inquiries and advocacy sessions. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Zaula Tel No: (047) 501 5600
	:	Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Email Jobs-ECUTT@labour.gov.za
<u>NOTE</u>	:	EE Targets- Priority will be given to African Males, Whites, Indians, Coloureds and People with Disability.
<u>POST 20/22</u>	:	<u>CLIENT SERVICE OFFICER IES REF NO: HR4/4/1/120</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Labour Centre: Lusikisiki
	:	Grade 12 and no experience needed Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at helpdesk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Ndiphe Mtwla Tel No: (039) 253 1996
	:	Deputy Director Labour Centre Operations, Private Bag X1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Street, Lusikisiki, 4820. E-mail: Jobs-ECLSS@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Male, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities.
<u>POST 20/23</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Labour Centre: Makhanda Ref No: HR/4/4/1/71 (X1 Post)
	:	Labour Centre: Nqanqarhu Labour Centre Ref No: HR/4/4/1/72 (X1 Post)
	:	Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, 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 APPLICATIONS</u>	:	Ms. Z Ntlokwana Tel No: (046) 622 2104 (Makhanda)
	:	Ms. N Mvanyashe Tel No: (045) 932 1424 (Nqanqarhu)
	:	Deputy Director: Labour Centre Operations , PO Box X342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za
	:	Deputy Director: Labour Centre Operations , PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za
<u>NOTE</u>	:	EE Targets- Priority will be given to African Males, White Males, White Females, Indian female, Indian Male, Coloured Male, Coloured Female and People with Disability.
<u>POST 20/24</u>	:	<u>CLIENT SERVICES OFFICER: COMPENSATION FUND (X2 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum

<u>CENTRE</u>	:	Labour Centre: Mthatha Ref No: HR4/4/1/73 (X1 Post) Labour Centre: Gqeberha Ref No: HR4/4/1/74 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles). Skills: Computer Literacy, Business writing skills, Listening skills, Telephone etiquette and Basic Interpersonal skills.
<u>DUTIES</u>	:	Receive and verify documents for registration. Register claims on the Operational System. Assist employer services at the kiosk, online system and service centre. Handle all services related queries complaints.
<u>ENQUIRIES</u>	:	Ms. S Zaula Tel No: (047) 501 5600 (Mthatha) Mr S Mshumpela Tel No: (041) 506 5116 (Gqeberha)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations , Manpower Building, CNR Elliot and Madeira Streets Mthatha. Email Jobs–ECUTT@labour.gov.za Deputy Director: Labour Centre Operations , Private Bag X6045, Gqeberha, 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000. Email: Jobs-ECPLZ@labour.gov.za
<u>NOTE</u>	:	EE Targets- Priority will be given to African Males, White Males, White Females, Indian female, Indian Male, Coloured Male, Coloured Female and People with Disability.
<u>POST 20/25</u>	:	<u>CLIENT SERVICE OFFICER: UNEMPLOYMENT INSURANCE FUND REF NO: HR/4/4/1/75</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum Labour Centre Makhanda Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Ntlokwana Tel No: (046) 622 2104 Deputy Director: Labour Centre Operations, PO Box X 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za
<u>NOTE</u>	:	EE Targets- Priority will be given to African Males, White Males, White Females, Indian female, Indian Male, Coloured Male, Coloured Female and People with Disability.
<u>POST 20/26</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Labour Centre: Makhanda Ref No: HR/4/4/1/76 (X1 Post) Labour Centre: Nqanqarhu Ref No: HR/4/4/1/77 (X1 Post) Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Coordination, Computer literacy.
<u>DUTIES</u>	:	To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for records administration in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms. N Mvanyashe Tel No: (045) 9321424 (Nqanqarhu) Ms. Z Ntlokwana Tel No: (046) 622 2104 (Makhanda)

APPLICATIONS

: **Deputy Director: Labour Centre Operations**, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

NOTE

: EE Targets- Priority will be given to Whites, Indians, Coloureds, African Males and People with Disability.