

## 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.*

<b><u>CLOSING DATE</u></b>	:	03 July 2026 at 16:00 (walk-in) and 23:59 (online)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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

<b><u>POST 21/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/6/05</u></b>
<b><u>SALARY</u></b>	:	R605 742 per annum
<b><u>CENTRE</u></b>	:	Durban Labour Centre

- REQUIREMENTS** : A qualification at (NQF6) a recognized by SAQA in B-Proc / B-Juris / Labour Relations / Industrial Relations / Labour Law / Employment Relations / B-COM Law / BA Law / LLB. Valid Driving License. Four (4) years' functional experience of which two (2) years at Supervisory level and two (2) years functional experience in inspections / enforcement services. Knowledge: Labour Relations Act, Compensation of Occupational Injuries, Diseases Act, Unemployment Insurance Act, UI Contributions Act, Public Finance Management Act, Public Service Regulations, Pension Fund Act, Departmental policies and procedures, Basic Conditions of Employment Act, National Minimum Wage Act, Public Service Act. Skills: Facilitation; Planning and Organizing; Computer literacy; Interpersonal; Conflict handling; Negotiation Problem Solving; Interviewing, listening and observation; Report writing; Time management; Presentation; Innovative; Analytical; Verbal and written communication.
- DUTIES** : Plan, manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Employment Law. Monitor reported cases pertaining to contravention of Employment Law and enforce, including making preparations for and appearing in Adjudication Forums as a State Witness. Provide quality assurance to inspectors for enforcement action, including preparation of reports for legal processes. Manage and provide guidance on BLITZ inspections programme for compliance with Employment Law. Manage and monitor advocacy campaigns on Employment Laws as per work plan and analyse the impact thereof, Compile and consolidate statistical reports for Labour Centre. Manage the resources within the Inspection and Enforcement Unit.
- ENQUIRIES APPLICATIONS** : Mr SA Mchunu Tel No: (031) 336 1500  
Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN16@labour.gov.za
- NOTE** : Priority will be given to Coloureds, Indians and White Males.
- POST 21/64** : **TEAM LEADER REF NO: HR 4/4/8/178**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
Labour Centre: Calvinia  
Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), 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. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributions 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. Supervise the resources in the Sub-section.
- ENQUIRIES APPLICATIONS** : Ms Sherelda Kleinsmith Tel No: (053) 838 1517  
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCCAL@LABOUR.gov.za
- FOR ATTENTION NOTE** : Human Resources Operations, Provincial Office Kimberley  
EE targets- Priority will be given to Coloured Male, Indian male and females, White males.

**POST 21/65** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/06/01**

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
: Mmabatho Provincial Office  
: Three-year tertiary qualification at NQF6 in Human Resource Management. 1-2 years of Supervisory experience in Human Resources management. Knowledge: All labour legislations, Departmental policies and procedures, HR related systems, Public Service Act, Public Service regulations, Batho Pele Principles. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and Organising, Supervisory and Time management.

**DUTIES** : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor the termination of service in the Province. Monitor the establishment and implementation of HR policies. Monitor the payment of salaries.

**ENQUIRIES APPLICATIONS** : Mr MT Mokoena Tel No: (018) 387 8195  
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW3@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/66** : **OHS INSPECTOR: CONSTRUCTION REF NO: HR4/4/10/07**

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
: Kariega Labour Centre  
: Three-year tertiary qualification in Civil & Construction Engineering. A valid driver license. 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, Unemployment Insurance Act. Skills: Planning and organising, 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.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration 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 the impact thereof, consolidate and compile a report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports, including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Ms. WXS Koba Tel No: (041) 995 7047  
: Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za

**NOTE** : EE Targets: priority will be given to African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities.

**POST 21/67** : **ADMINISTRATION OFFICER REF NO: HR 4/4/10/05**

**SALARY CENTRE REQUIREMENTS** : R338 106 per annum  
: Provincial Office: Eastern Cape  
: Three (3) year relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration). One (1) years functional experience in Public Employment/ Administration Services. Knowledge: Social Plan Guidelines, ILO Conventions, Public Employment Agency (PEA) regulations. Skills: Planning

		and organising, Communication skills, Computer skills, Analytical skills, Presentation skills, Interpersonal skills, Report writing skills.
<b><u>DUTIES</u></b>	:	Render human resources management functions for the PES business unit, Provide support for the budget administration of the PES business unit, Provide administrative support for the trainings of the unemployed, Consolidate monthly and quarterly statistics for the PES business unit, Perform general administrative functions to the PES business unit.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngaki Tel No: (043) 701 3076
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations, Private Bag X9005 East London, 5201, Hand deliver at No.3 Hill Street East London Email: Jobs-EC3@labour.gov.za
<b><u>NOTE</u></b>	:	EE Targets- priority will be given to African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities.
<b><u>POST 21/68</u></b>	:	<b><u>INSPECTOR BCEA (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R280 278 per annum
<b><u>CENTRE</u></b>	:	Kariega Labour Centre Ref No: HR4/4/10/06 (X1 Post) Gqeberha Labour Centre Ref No: HR4/4/10/07 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation, namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including preparing for appearing in Court as the State witness. Plan and conduct allocated proactive (BLITZ) inspections regularly to monitor compliance with labour legislation, including compilation and consolidation of reports emanating from such inspections. Plan and conduct Advocacy campaigns on all labour legislation, independently analyse the impact thereof, and consolidate and compile reports. 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.
<b><u>ENQUIRIES</u></b>	:	Ms WXS Koba Tel No: (041) 995 7047– Kariega Mr V Sityana Tel No: (041) 506 5000 – Gqeberha Labour Centre
<b><u>APPLICATIONS</u></b>	:	<b>Deputy Director:</b> Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za <b>Deputy Director:</b> Labour Centre Operations Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000; Email: Jobs-ECPLZ@LABOUR.gov.za
<b><u>NOTE</u></b>	:	EE Targets- priority will be given to African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities.
<b><u>POST 21/69</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: HR 4/4/10/04 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R237 453 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<b><u>DUTIES</u></b>	:	Liaise with stakeholder relations for acquisition of placement opportunities, Avail information for coordination of International Cross-Boarder Labour Migration functions, Support coordination of the registration and certification of Private Employment Agencies, and coordinate large (Provincial) opportunities from key stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngaki Tel No: (043) 701 3076

**APPLICATIONS**

: Chief Director: Provincial Operations, Private Bag X9005 East London, 5201,  
Hand deliver at No.3 Hill Street East London Email: Jobs-EC8@labour.gov.za

**NOTE**

: EE Targets- Priority will be given to African Males, Coloured Females, Coloured Females, Indian Males, Indian Females, White Males, White Females and People with Disability.