

## 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>	:	10 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 22/19</u></b>	:	<b><u>ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/7/69</u></b>
<b><u>SALARY</u></b>	:	R605 742 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification in Operations Management/ Public Management or Administration / Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment (BCEA). Public Financial Management Act (PFMA). Protection of Personal Information Act (POPIA). Skills: Computer. Report writing.

<b><u>DUTIES</u></b>	:	People Management. Time Management. Communication (both verbal and written). Customer Relations. Supervisory skills. Coaching Skills.
	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Bahololo Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: <a href="mailto:Jobs-ASD-UI@labour.gov.za">Jobs-ASD-UI@labour.gov.za</a>
<b><u>NOTE</u></b>	:	Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.
<b><u>POST 22/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/6/01</u></b> Re –advertisement: applicants who previously applied are encouraged to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R487 197 per annum
	:	Provincial Office: Limpopo
	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management. Four (4) year's functional experience on Senior Practitioner Level in Human Resource Management (Recruitment & Selection, Conditions of Services, Performance Management and HRD) environment of which 2 years at a supervisory level. Knowledge. Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM system/Learning System/Performance System etc., Del and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho Pele Principles), Technical knowledge, Budgeting and Financial Management , Labour Relation Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA) Skills: Coaching and Mentoring , Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance/ Project Management, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/ Record Management
<b><u>DUTIES</u></b>	:	Co-ordinate recruitment and selection processes for COID Services in the Province. Manage condition of service processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Service in the Province. Coordinate HR audits and reconciliation for COID Services in the Province. Coordinate and implement workplace skills plan, developmental programs and PMD systems for COID Services in the Province. Manage all resources in the Provincial HR section for COID Services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms.JM Fope Tel 015 290 1665
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:CFJobs-LP@labour.gov.za">CFJobs-LP@labour.gov.za</a> for Provincial Office: Limpopo.
<b><u>NOTE</u></b>	:	Priority will be given to Coloureds, Indian Female and Whites
<b><u>POST 22/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO:HR4/26/06/11HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R487 197 per annum
	:	Head Office, Pretoria
	:	A qualification at NQF 6 as recognised by the South African Qualifications Authority in Security Management/ Security Risk Management. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Security Management/ Information Services. Grade A PSIRA certificate. Knowledge: Departmental Policies and Procedures, Security Management, Personnel Management, Document Security, Communication Security, IT Security, Criminal Procedure Act, Disaster Management, Control of Access to Public Premises and Vehicle Act, OHS Act, Public Finance Management Act, The Constitution (section 21 and 36) Promotion to Access of Information Act. Skills: Management, Computer Literacy, Written and verbal communication, Presentation, Project Management, Conflict Resolution and Negotiation, Diversity facilitation.
<b><u>DUTIES</u></b>	:	Monitor Personnel Security with the Department. Monitor Communication and IT security in the Department. Monitor Document Security in the Department. Conduct Information Security awareness. Manage resources of the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms N Tshehlo. Tel: (012) 309 4051

- APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ25@labour.gov.za](mailto:Jobs-HQ25@labour.gov.za)
- NOTE** : EE targets-Priority will be given to African Males, Coloureds, Indians and Whites.
- POST 22/22** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/7/70**  
(Three-Year Contract)
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum plus 37% in lieu of benefits  
: Provincial Office: Mpumalanga  
: An undergraduate qualification in Human Resource Management/Public Management/Employee Relations at NQF Level 6 as recognized by SAQA. Driver's Licence will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards, PERSAL and other HR Information Management Systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL etc.), Innovative/Creative, Presentation, Responsiveness, Report Writing, Time Management, Organizing and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
- DUTIES** : Coordinate and monitor the implementation of Human Resource Management policies in the province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.
- ENQUIRIES APPLICATIONS** : Ms E Bahololo Tel No: (013) 655 8700  
: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni, 1035. For Online Applications Email to: [Jobs-ASD-UI-HRM@labour.gov.za](mailto:Jobs-ASD-UI-HRM@labour.gov.za)
- POST 22/23** : **SENIOR SECURITY INFORMATION OFFICER REF NO: HR4/26/06/12HO**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
: Head Office, Pretoria  
: A qualification at NQF 6 as recognised by the South African Qualifications Authority in Security Management/ Security Risk Management. Valid Divers License. Two (2) years functional experience in Security Management/ Information Services. Grade B PSIRA certificate. Knowledge: Minimum Information Security Standard, Departmental Policies and Procedures, Security Management, Minimum Security Standards, OHS Act. Skills: Leadership, Project Management, Decision Making, Analytical Skills, Problem Solving, Facilitation Skills, Computer Literacy, Presentation Skills, Innovative, Verbal and Written communication.
- DUTIES** : Conduct vetting administration. Verify and capture forms on SVIS system. Administration of safes and keys. Consolidate clearance certificates or reports from SSA. Administer screening of all service providers.
- ENQUIRIES APPLICATIONS** : Ms N Tshehlo. Tel: (012) 309 4051  
: The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ17@labour.gov.za](mailto:Jobs-HQ17@labour.gov.za)
- NOTE** : EE targets-Priority will be given to African Females, Coloureds, Indians and Whites.
- POST 22/24** : **SENIOR PRACTITIONER: SUPPORT SERVICES (LR) REF NO HR4/26/06/14HO**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
: Head Office, Pretoria  
: A qualification at NQF level 6 as recognised by SAQA in Business/ Public Administration/ Public Management. Two (2) years functional experience in support services. 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 Regulation and procedures, corporate governance, Batho Pele principles, International Labour Organisations, Access recognition and Licencing Committee. South African Development Community, African Union, Minimum Information Security Standards. Skills: Administration and financial management, verbal and written communication, Interpersonal relations,

- Ability to build high-performance teams, Computer literacy, Time management, Statistical, Economic analysis, Research, Problem Solving, Management.
- DUTIES** : Coordinate and monitor the Chief Directorate budget and provide financial administration support, Coordinate and administer human resources activities for the Chief Directorate. Render records management services for the Chief Directorate. Render procurement and logistical support services in the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Ms S Xaba Tel: (012) 309 4254
- : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ15@labour.gov.za](mailto:Jobs-HQ15@labour.gov.za)
- NOTE** : EE targets-Priority will be given to African Males, Coloured Females, Indians Males and Whites.
- POST 22/25** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO HR4/26/05/02**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
- : Supported Employment Enterprise, Silverton
- : Three-year tertiary qualification in Human Resource Management at NQF Level 6. Two (2) years' functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
- DUTIES** : Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
- ENQUIRIES APPLICATIONS** : Ms ME Msiza Tel: 012 843 7300 / 7409
- : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or email: [Jobs-SEE15@LABOUR.gov.za](mailto:Jobs-SEE15@LABOUR.gov.za)
- NOTE** : Priority will be given to Persons with Disabilities, African Males, Indian Females, White Males.
- POST 22/26** : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/30**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
- : Provincial Office: Limpopo
- : An undergraduate qualification in Public Administration/Public Management/Human Resource Development/Management at NQF Level 6 as recognized by SAQA. Two 2 years' functional experience in Operations/Training/Learning and Development environment. Knowledge: Unemployment Insurance and Contribution Act, Batho Pele Principles, Employment Services, Assessment, Operations system (Siyaya Systems: ICRS & UI online), Human Resource Management System (PERSAL), Logis, Skills Development Act, Skills Development Levies Act, Public Service Regulations, Public Service Act, Human Resource Development Strategy. Skills: Communication, Computer literacy, Training, Interpersonal, Presentation, Project Management, Report Writing.
- DUTIES** : Verify the list of training needs that adhere with workplace Skill Plan (WSP). Providing training of processing staff and Client Service Officers on procedures, processes and the relevant systems. Verify monthly statistics for sections within the Operations Division and Labour centres. Coordinate stakeholder communications (i.e. campaigns, briefing sessions) in the business unit and Labour centres. Provide administration services to the business unit.
- ENQUIRIES APPLICATIONS** : Mr MI Makgobola Tel 015 290 1723
- : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: [UIFJobs-LP@labour.gov.za](mailto:UIFJobs-LP@labour.gov.za)
- NOTE** : Priority will be given to Coloureds and Whites
- POST 22/27** : **TEAM LEADER REF NO: HR 4/4/6/28**
- SALARY** : R413 001 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour Centre, Polokwane
	:	Three-year National Diploma (NQF 6) Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/BCOM LAW. Two year's functional experience in Inspection and enforcement Services. A valid driver's licence. Knowledge: Departmental policies and procedures, Employment Service Act, Labour Relation Act, Basic Condition 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.
<b><u>DUTIES</u></b>	:	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 inspection. Conduct Advocacy Campaign on Labour legislation regularly. Manage the finalisation 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MJ Matlakala Tel 015 290 1699/Ms GJ Mathakoane Tel 015 290 1665.
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane or email: <a href="mailto:Job-PLK@labour.gov.za">Job-PLK@labour.gov.za</a> .
<b><u>NOTE</u></b>	:	Priority will be given to Coloureds and Whites
<b><u>POST 22/28</u></b>	:	<b><u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: 4/4/6/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R413 001 per annum
	:	Labour Centre: Modimolle
	:	Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Electrical Engineering. Valid driver's License. Registration with the relevant, recognised 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, Unemployment Insurance Act. Skills: Planning and Organizing, Communication, Computer Literacy, Facilitation, Interpersonal, Conflict handling, Negotiation skills, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication skills
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standard. 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 legislations 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms JM Fope Tel: 015 290 1665
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:CFJobs-MOD@labour.gov.za">CFJobs-MOD@labour.gov.za</a>
<b><u>NOTE</u></b>	:	Priority will be given to Coloureds and Whites
<b><u>POST 22/29</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/6/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R413 001 per annum
	:	Labour Centre: Tzaneen
	:	Three-year tertiary qualification in Public Management / Public Administration / Social Science/ OHS/ Finance/ HRM. 2 year's functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and

processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating System, Data Capturing, Data and records management, Telephone and Skills and Etiquette, Planning and organizing, Analytical thinking, Problem solving and decision making.

**DUTIES** : Render pension administrative duties. Claims adjudication and processing  
**ENQUIRIES** : Ms JM Fope Tel: 015 290 1665  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email [CFJobs-TZN@labour.gov.za](mailto:CFJobs-TZN@labour.gov.za)

**NOTE** : Priority will be given to Coloureds and Whites

**POST 22/30** : **SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/71**  
(Three-Year Contract)

**SALARY** : R413 001 per annum plus 37% in lieu of benefits  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing.

**DUTIES** : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.

**ENQUIRIES** : Ms E Bahololo Tel No: (013) 655 8700  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: [Jobs-SPHRM-UI@labour.gov.za](mailto:Jobs-SPHRM-UI@labour.gov.za)

**POST 22/31** : **SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/7/73 (X1 POST)**  
(Three-Year Contract)

**SALARY** : R413 001 per annum plus 37% in lieu of benefits  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Human Resource Management/Labour Relations Management as recognized by SAQA. Driver's License will be an added advantage. Two (2) years must be functional experience in Employment Relations Management environment. KNOWLEDGE: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council resolutions. Interpretation of case law and trends in Labour Law. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA procedures. Basic Conditions of Employment Act (BCEA). Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report Writing. Conflict Management. Research.

**DUTIES** : Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment-related matters in the province. Provide administrative support services in the section.

**ENQUIRIES** : Ms E Bahololo Tel No: (013) 655 8700  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: [Jobs-SPER-UI@labour.gov.za](mailto:Jobs-SPER-UI@labour.gov.za)

**POST 22/32** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/7/74**  
(Three-Year Contract)

**SALARY** : R413 001 per annum plus 37% in lieu of benefits  
**CENTRE** : Provincial Office: Mpumalanga

- REQUIREMENTS** : An undergraduate qualification in Human Resource Management/Development / Training and Development/ Management of Training/ Public Management/ Public Management/ Industrial and Organisational Psychology at NQF Level 6 as recognized by SAQA. Driver's license will be an added advantage. Two (2) years functional experience in Human Resource Development /Training and Development/ Performance Management Services. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR). Public Finance Management Act (PFMA). Human Resource Development Policies. Human Resource Systems (Persal). Skills Development Act (SDA). Skills Development Levies Act (SDLA). Labour Relation Act (LRA). Basic Condition of Employment Act. Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organizing and Planning. Problem Solving.
- DUTIES** : Coordinate the implementation Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement Internship / Learnership Programmes in the Province. Coordinate and facilitate Orientation and Induction Programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.
- ENQUIRIES** : Ms E Bahololo Tel No: (013) 655 8700
- APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: [Jobs-SPHRD-UI@labour.gov.za](mailto:Jobs-SPHRD-UI@labour.gov.za)
- POST 22/33** : **ADMINISTRATION OFFICER: WORK SEEKER REGISTRATION SERVICES**  
**REF NO: HR 4/4/6/31**
- SALARY** : R338 106 per annum
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : A three-year national qualification in Administration /Public Administration. 1-year functional experience in work-seeker registration. Knowledge: ILO Conventions, Financial Management, Human Resource Management. Knowledge Management, Skills Development, Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Ensure provision of support to labour centre for the delivery of work-seeker registration services. Dissemination of information to Labour Centre on registration of work seekers on ESSA. Ensure provision of administrative support for capacity building of ESSA end users. Consolidate reports for ESSA user master database.
- ENQUIRIES** : Ms. SM Lebogo Tel 015 290 1662/Ms. TE Maluleke Tel 015 290 1768/Mr. MI Makgobola Tel 015 290 1723/Ms. JM Fope Tel 015 290 1699/Ms. MJ Matlakala Tel 015 290 1699/Ms. GJ Matlhakoane Tel 015 290 1665.
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za).
- NOTE** : Priority will be given to Coloureds and Whites
- POST 22/34** : **INSPECTOR REF NO: HR4/4/6/29**
- SALARY** : R338 106 per annum
- CENTRE** : Labour Centre: Louis Trichardt
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation, Presentation, innovative, Analytical, Communication (Verbal and Written).
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES** : Ms. TE Maluleke Tel 015 290 1768/Mr MI Makgobola Tel 015 290 1723
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: [Job-Makh@labour.gov.za](mailto:Job-Makh@labour.gov.za).
- NOTE** : Priority will be given to Coloureds and Whites

<b><u>POST 22/35</u></b>	:	<b><u>INSPECTORS REF NO: HR4/4/6/32 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R280 278 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Modimolle
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Communication (Verbal and Written)
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms GJ Matlhakoane Tel 015 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-MOD@labour.gov.za">Job-MOD@labour.gov.za</a> for Modimolle.
<b><u>NOTE</u></b>	:	Priority will be given to Coloureds and Whites
<b><u>POST 22/36</u></b>	:	<b><u>BCEA INSPECTOR: INSPECTION SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R280 278 per annum
<b><u>CENTRE</u></b>	:	Carolina Labour Centre Ref No: HR4/4/7/66 (X1 Post) Standerton Labour Centre Ref No: HR4/4/7/67 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/ BCom Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations 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, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr R Mokoena Tel: (017) 843 1077/2111 (Carolina) Mr L Ledwaba Tel: (017) 712 1351/4809 (Standerton)
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: Carolina Labour Centre, Private Bag X718, Carolina, 1185 or hand delivery at No. 9 Goud Street, Carolina, 1185. Email: <a href="mailto:Jobs-INSP-CRL@labour.gov.za">Jobs-INSP-CRL@labour.gov.za</a> Deputy Director: Labour Centre Operations: Standerton Labour Centre, Private Bag X2001, Standerton, 2430 or hand delivery at 14C Vry Street, Standerton, 2430. Email: <a href="mailto:Jobs-INSP-STN@labour.gov.za">Jobs-INSP-STN@labour.gov.za</a>
<b><u>NOTE</u></b>	:	African Males, Coloured Males, Indian Males, Indian Females, White Males and Persons with Disabilities are encouraged to apply.
<b><u>POST 22/37</u></b>	:	<b><u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/68</u></b>
<b><u>SALARY</u></b>	:	R280 278 per annum
<b><u>CENTRE</u></b>	:	Piet Retief Labour Centre
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Render registration services of work-seekers on ESSA. Render registration administrative services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the filling of work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Mashego Tel No: (017) 826 1883/4
<b><u>APPLICATIONS</u></b>	:	Acting Deputy Director: Labour Centre Operations: Mkhondo Labour Centre, Amersfoort and Volkrust Satellite, Private Bag X34, Mkhondo, 2380 or hand deliver

at Balas Building, 42 Kotze Street, Mkhondo, 2380. Email: [Jobs-PRT-CSOPES@labour.gov.za](mailto:Jobs-PRT-CSOPES@labour.gov.za)

**NOTE** : African Males, Coloured Males, Indians, White Males and Persons with Disabilities are encouraged to apply.

**POST 22/38** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/33**

**SALARY** : R237 453 per annum  
**CENTRE** : Labour Centre: Louis Trichardt  
**REQUIREMENTS** : 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.

**DUTIES** : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management Service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the Records Management in a Labour Centre.

**ENQUIRIES** : Ms MJ Matlakala Tel 015 290 1699  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or [Job-MAKH@labour.gov.za](mailto:Job-MAKH@labour.gov.za) for Makhado.

**NOTE** : Priority will be given to African Male, Coloureds, Indian Male and Whites

**POST 22/39** : **HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/72 (X3 POSTS)**  
(Three-Year Contract)

**SALARY** : R237 453 per annum plus 37% in lieu of benefits  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, knowledge of registry duties, practices as well as the ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing, Time management, Organizing and Planning, Problem Solving.

**DUTIES** : Implement human resource administration practices (Recruitment and Selection). Implement conditions of service (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.

**ENQUIRIES** : Ms E Bahololo Tel No: (013) 655 8700  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: [Jobs-HRCLERK-UI@labour.gov.za](mailto:Jobs-HRCLERK-UI@labour.gov.za)