

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>	:	17 July 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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)

MANAGEMENT ECHELON

POST 23/53 : **UNEMPLOYMENT INSURANCE COMMISSIONER REF NO: HR4/26/07/02/UIF**

SALARY CENTRE REQUIREMENTS : R1 885 710 per annum, (all-inclusive)
: Unemployment Insurance Fund, Pretoria

: A qualification at NQF level 8 as recognised by SAQA in Finance / Accounting / Public Administration / Public Management / Management / Business Administration / Business Management / Operations Management. Eight (8) years' experience at Senior Management Level in a public sector institution, social security institution, financial institution or public entity. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), The South African Labour market, Public Finance Management Act, Strong governance, Risk management frameworks, Investment management and oversight, Stakeholder management capabilities, Labour legislation and social security systems, Public Service Regulations, Public Service Act, Public Service Code of Conduct, Relevant Labour Legislations, Departmental policies and procedures, Corporate governance, Minimum Information Security Standards, Pele Principles. Skills: Financial Management, Strategic, Capability and Leadership, People Management and Empowerment, Strategic Management, Executive decision making, Verbal and written communication, Stakeholder Management, Interpersonal relations, Computer literacy, Programme and Project Management, Negotiation and influencing, Change Management. Problem Solving. Service Delivery Innovation, Economic Development.

DUTIES : Strategically oversee the management of operations services. Strategically oversee the management of corporate services. Strategically oversee the management of a comprehensive financial service. Provide strategic leadership and guidance on the implementation of Labour Activation Programmes. Strategically manage risk Anti-Fraud and Anti- Corruption services. Ensure the effectiveness and independence of internal audit and assurance services. Provide strategic leadership and overall management of the Fund. Manage and ensure performance and compliance audit in the Fund. Ensure the effective management of resources (Human, Assets and Budget).

ENQUIRIES APPLICATIONS : Mr AC Mathabela Tel No: (012) 337 1815
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand deliver at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF1@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 23/54 : **COMMISSIONER: COMPENSATION FUND REF NO: HR4/26/07/01/CF**

SALARY CENTRE REQUIREMENTS : R1 885 710 per annum, (all- inclusive salary package)
: Compensation Fund, Pretoria

: A qualification at NQF Level 8 as recognized by SAQA in Business Management / Finance / Accounting / Operational Management. Eight (8) years of experience at a Senior Managerial Level. Knowledge: Del and Compensation Fund strategies and Goals. Del and Compensation Fund Service Delivery Models. Labour Relations Act. Risk Management and Corporate Governance. Budgeting and Financial Management. Employment Equity Act. Basic Conditions of Employment Act. Relevant stakeholders. Customer Service (Batho Pele) Principles. COIDA. Legislative requirements: (COIDA). Public Finance Management Act. National Treasury Regulation. Occupational Health and Safety Act (OHSA). Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Promotion of the Administrative Justice Act (PAJA). Constitution of SA. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Competencies and Skills: Communication (verbal and written). Computer Literacy. Strategic leadership and planning. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Managing inter-personal conflict and problem solving. Decision Making.

- Accountability. People Management and Empowerment. Internal and external environmental awareness.
- DUTIES** : Determine the Fund Strategy, Vision, Mission and Value of the Fund and develop strategic plans. Leads and strategically direct the operations of the Fund. Apply a broad Legal understanding in regulatory compliance. Represent the Fund at relevant internal and external structure as well as maintaining stakeholder's relations to enhance the value of Fund. Establish and maintain appropriate internal controls and corporate governance. Champion institutional transformation and organisational change in order to deliver on service delivery commitments. Strengthen the institutional capacity of the Fund. Manage senior management team.
- ENQUIRIES APPLICATIONS** : Mr JM Ledwaba at 072 591 9784
- Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. email: Jobs-CF1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

OTHER POSTS

- POST 23/55** : **COUNSELLOR GRADE 1 REF NO: HR4/4/1/10**
- SALARY** : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 045 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)
- CENTRE REQUIREMENTS** : eMaXesibeni Labour Centre
4-year qualification in Bachelor of Psychology or an equivalent qualification in Psychology. Registered with HPCSA as a Registered Counsellor (Independent practise) or Psychometrist (Independent practise). **Grade 1:** 0 years' experience. **Grade 2:** 8 years' experience **Grade 3:** 16 years' experience. A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Innovative, Presentation, Analytical, Interpersonal skills.
- DUTIES** : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling unit.
- ENQUIRIES APPLICATIONS** : Ms L Nongena-Sigedle Tel No: (039) 254 0282
Deputy Director: Labour Centre Operations: Private Bag X530, eMaxesibeni, 4735 or hand deliver at No. 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
- NOTE** : EE Targets -Priority will be given to Coloured Males, Coloured Female, Indian Males, Indian Females, White Males and White Females.
- POST 23/56** : **EMPLOYMENT SERVICES COORDINATOR REF NO: HR4/4/06/08**
- SALARY** : R605 745 per annum
- CENTRE REQUIREMENTS** : Mmabatho Provincial Office
Three (3) years relevant qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Public Management / Business Administration / Business Management. Valid driver's Licence. Two (2) year functional experience in Public Employment Services environment. Two (2) years management experience. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection processes, Relevant government strategies, Immigration Act. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. Skills: Planning and organizing, Verbal and written communication, Computer literacy, Analytical. Presentation. Report writing, Leadership, Interpersonal. Leadership, Networking, Information management.
- DUTIES** : Coordinate International Cross-Border Labour Migration and PEA/ TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of

effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service. Manage and analyse the reports for employer service. Manage all the resources in the Sub-unit.

ENQUIRIES APPLICATIONS : Ms N Litheko 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-NW2@labour.gov.za

POST 23/57 : **ASSISTANT DIRECTOR: OPERATION SYSTEMS SUPPORT SERVICES REF NO: HR4/4/3/2ASDOSSS/UIF**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
 : Unemployment Insurance Fund, Pretoria
 : Undergraduate qualification in Public Management/ Business Management / Information Technology at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years; must be functional experience and two (2) years at Supervisory level in Application Support / Systems Support Management environment. Knowledge: Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Act (PSA). Operational systems. SAP Business Intelligence including SAP BI Design and universe creation from SAP BW. Skills: Communication (verbal and written). People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing.

DUTIES : Facilitate Operations Applications and ensure that systems are accessible effective and efficient. Provide support in managing service providers and suppliers contract. Coordinate all the Applications within Business Operations. Manage resources (Human, Financial, Equipment/ Assets).

ENQUIRIES APPLICATIONS NOTE : Ms MM Mathobela Tel No: (012) 337 1428
 : email: Jobs-UIF2@labour.gov.za
 : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 23/58 : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2ASDCC/UIF**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
 : Unemployment Insurance Fund, Pretoria
 : Three (3) year relevant tertiary qualification in Contact Centre Management / Public Management / Business Administration / Business Management / Financial Management / Management/ Administration Management / Public Administration. Two (2) years functional experience in Call Centre. Two (2) years supervisory experience in Call Centre. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA) Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing. Diversity Management.

DUTIES : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and manage implementation thereof. Co-ordinate helpdesk service. Manage resources (Human, Finance, Equipment / Assets) within the Sub-Directorate.

ENQUIRIES APPLICATIONS NOTE : Ms ZW Chauke Tel No: (012) 337 1886
 : email: Jobs-UIF3@labour.gov.za
 : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 23/59 : **ASSISTANT DIRECTOR: HRM & ER (X2 POSTS)**
 (Three - Year Contract)

SALARY CENTRE : R487 197 per annum, plus 37% in lieu of benefits.
 : Provincial Office: Limpopo Ref No: HR4/4/6/35 (X1 Post)
 : Provincial Office: Eastern Cape Ref No: HR4/4/1/11 (X1 Post)

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Public Management/Employee Relations at NQF Level 6 as recognized by SAQA. Driver's License 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 Public serve, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Regulations, 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, Power Point, PERSAL, etc.), Innovative/ Creative, Presentation, Responsiveness, Report writing, Time management, Organizing and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms SM Lebogo Tel No: (015) 290 1662 (Limpopo) Mr TM Ramatsetse Tel No: (043) 701 3000 (Eastern Cape)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo. Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
<u>POST 23/60</u>	:	<u>SENIOR PRACTITIONER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1SPAFA/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Unemployment Insurance Fund, Pretoria A three-year tertiary qualification (NQF Level 6) in Risk Management / Internal Audit/ Risk and Security Management / Accounting / Forensic Investigation. Two (2) years' functional experience in Anti-fraud and Anti-corruption / Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organized Crime Act. Promotion of Access to Information (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct investigation of fraud and corruption business cases and propose measure to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr GS Phoshoko Tel No: (012) 337 1978 email: Jobs-UIF4@labour.gov.za EE targets- Priority will be given to African Females and Female, White Males and Persons with disabilities are encouraged to apply.
<u>POST 23/61</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum Labour Centre: Rustenburg, North West province Ref No: HR 4/4/06/04 (X1 Post) Labour Centre: Mogwase, North West province Ref No: HR 4/4/06/05 (X1 Post)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification in Environmental Health, Mechanical engineering, Mechatronic engineering, Electrical engineering, Chemical engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences,

Biotechnology, Biochemistry. A valid driver license. Two (2) years functional experience in inspection and enforcement of labour legislations or in the relevant environment. 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 N Litheko 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-NW015@labour.gov.za

POST 23/62 : **EMPLOYER SERVICES PRACTITIONER (ESP11) REF NO: HR 4/4/06/07**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
 : Labour Centre: Lichtenburg, North West province
 : 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 conventions 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 APPLICATIONS : Ms N Litheko 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-NW1@labour.gov.za

POST 23/63 : **TEAM LEADER REF NO: HR 4/4/06/06 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
 : Labour Centre: Taung, North West province
 : 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** : Ms N Litheko Tel No: (018) 387 8195
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW@labour.gov.za
- POST 23/64** : **SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
 (Three -Year Contract)
- SALARY** : R413 001 per annum, plus 37% in lieu of benefits.
CENTRE : Provincial Office: Limpopo Ref No: HR4/4/6/36 (X1 Post)
 Provincial Office: Eastern Cape Ref No: HR4/4/1/12 (X1 Post)
- 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, Organizing and Planning, 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 implementation of HR policies. Supervise resources (Human, Finance, Equipment/Assets) in the Division.
- ENQUIRIES** : MI Makgobola Tel No: (015) 290 1723 (Limpopo)
 Mr TM Ramatsetse Tel No: (043) 701 3000 (Eastern Cape)
- APPLICATIONS** : **Chief Director: Provincial Operations:** Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.
Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
- NOTE** : Priority will be given to Coloured Male, Coloured Female, White Male, White Female.
- POST 23/65** : **SENIOR PRACTITIONER: HRD AND PERFORMANCE MANAGEMENT (X2 POSTS)**
 (Three -Year Contract)
- SALARY** : R413 001 per annum, plus 37% in lieu of benefits.
CENTRE : Provincial Office: Limpopo Ref No: HR4/4/6/37
 Provincial Office: Eastern Cape Ref No: HR4/4/1/13
- REQUIREMENTS** : An undergraduate qualification in Human Resource Management / Development / Training and Development / Management of Training / Public Management / Industrial and Organizational 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 System (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Conditions of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA), Project Management, Diversity Management, OD-ETDP. 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 of 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. TE Maluleke Tel No: (015) 290 1768 (Limpopo)
Mr TM Ramatsetse Tel No: (043) 701 3000 (Eastern Cape)

APPLICATIONS : **Chief Director: Provincial Operations:** Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.
Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za

POST 23/66 : **SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/6/38**
(Three -Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits.
CENTRE : Provincial Office: Limpopo

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's Resolution, 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. SKILLS: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report writing, Conflict Research.

DUTIES : Conduct and analyze all grievances and complaints received from employees in the Province. Draft charges and finalize 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 to the Province. Provide administration support services in the section.

ENQUIRIES : Ms. GJ Matlhakoane Tel No: (015) 290 1665
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.

NOTE : Priority will be given to Coloured Male, Coloured Female, White Male, White Female.

POST 23/67 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY : R280 278 per annum
CENTRE : Mafikeng Labour Centre Ref No: HR4/4/06/02 (X1 Post)
Klerksdorp Labour Centre Ref No: HR 4/4/06/03 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification (NQF6) in Labour Relations/BCOM Law/LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work),

- Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
- 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.
- ENQUIRIES** : Mr U Qambata Tel No: (018) 387 8195
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW011@labour.gov.za
- POST 23/68** : **SENIOR ADMINISTRATION CLERK: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SACER/UIF (X4 POSTS)**
- SALARY** : R237 453 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Senior Certificate / Grade 12. No experience required. Batho Pele Principles. Services Charter. Skills: Communication. Listening. Time Management. Computer Literacy. Interpersonal. Analytical. Data Capturing.
- DUTIES** : Process the registration of employers. Process the declaration forms of employees. Maintain employers' database. Provide general clerical support services within the section.
- ENQUIRIES** : Mr SS Tanana Tel No: (012) 337 1828
APPLICATIONS : email: Jobs-UIF5@labour.gov.za
NOTE : EE targets- Priority will be given to Indian Males and Females, White Males, Females and Persons with disabilities are encouraged to apply.
- POST 23/69** : **HUMAN RESOURCE CLERK REF NO: HR4/4/6/39 (X3 POSTS)**
(Three- Year Contract)
- SALARY** : R237 453 per annum, plus 37% in lieu of benefits
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : A Grade 12 Certificate or equivalent. 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 resources administration practices (Recruitment and Selection). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Services Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
- ENQUIRIES** : Ms. MJ Matlakala Tel No: (015) 290 1699
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.
- NOTE** : Priority will be given to African Male, Coloured Male, Coloured Female, Indian Male, White Male, White Female.