

## 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>	:	24 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. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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 24/47** : **DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/26/07/01HO**
- SALARY** : R1 317 384 per annum, (all-inclusive)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management / Employment Relations/ Labour Relations/ Labour Law/ Public Administration/ LLB. A valid driver's licence. Five (5) years' experience at a middle /senior Managerial level in Employment Relations/Labour Relations. Knowledge: Labour Relation Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Human Resources Management Policies, Collective bargaining agreements, CCMA Regulations, procedures and guidelines, Public Service Regulations, Public Service Commission rules, Public Service Co-ordination Bargaining Council's Resolution, Public Finance Management Act. Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Facilitation, Service Delivery Innovation (SDI), Client Orientation and Customer Focus, Communication, Knowledge Management, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving and Analysis, Interviewing listening and observation, Presentation.
- DUTIES** : Provide strategic direction in promoting Employment Relations according to Public Service Act. Manage and control systems for finalization of all grievances and complaints received. Manage finalization of all misconduct cases within the Department. Manage and Monitor representation of the Department in all disputes referred to PSCBC, CCMA and GPSSBC. Oversee that the Department is properly represented in all cases and Labour Appeal Court. Oversee a conducive environment for bargaining with organized labour is created through the Departmental Bargaining Chamber (DBC).
- ENQUIRIES** : Ms MM Matyila Tel No: (012) 309 4026
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email [Jobs-HQ29@labour.gov.za](mailto:Jobs-HQ29@labour.gov.za)
- POST 24/48** : **SENIOR SPECIALIST: ELECTRICAL AND MECHANICAL ENGINEERING REF NO HR4/26/07/02HO**
- SALARY** : R1 317 384 per annum, (all-inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Mechanical Engineering /Electrical Engineering. A Valid driver's license. Five (5) years' experience at the middle/senior Managerial level in Occupational Health and Safety Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Employment Equity Act, Skills Development Act. Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation (SDI), Client Orientation and Customer Focus, Communication, Knowledge Management, Planning and organizing, Computer literacy, Interpersonal Problem solving and Analysis, Interviewing, listening and observation, Presentation.
- DUTIES** : Develop and implement strategies, Policies and Guidelines on Electrical and Mechanical Engineering for the Department of Employment and Labour. Provide Guidance and participate in the conducting of complex inspections for Electrical and Mechanical as per OHS prescripts. Conduct technical research on latest trends of Occupational Health and Safety in terms of Electrical and Mechanical Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings. Oversee the registration of Electrical and Mechanical regulations entities. Manage the resources and monitor performance of staff within the Directorate.

**ENQUIRIES** : Ms M Ruiters Tel No: (012) 309 4407  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ28@labour.gov.za](mailto:Jobs-HQ28@labour.gov.za)

#### **OTHER POSTS**

**POST 24/49** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/1/123**

**SALARY** : R605 742 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Labour Relations Manager/ BCOM Law/ LLB/ Internal Auditing. Two (2) years Supervisor experience. Two (2) years functional experience in Auditing / Financial Management. A valid Driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

**ENQUIRIES** : Mr K Nkanjani Tel No: (043) 701 3041/48  
**APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: [Jobs-EC2@labour.gov.za](mailto:Jobs-EC2@labour.gov.za)

**NOTE** : Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females are encouraged to apply.

**POST 24/50** : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/26/07/03HO**

**SALARY** : R487 197 per annum  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Labour Relations/ LLB. Valid driver's license. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employment Relations services. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Collective bargaining agreements, Public Service Commission, Public Service Co-ordination Bargaining Council's Resolution, Policy/ guideline formulation, Public Finance Management Act. Skills: Management, Problem solving, Organization, Leadership, Interpretation of legislation/ policies, Budgeting/ Financial, Negotiation, Verbal/ written communication, Presentation.

**DUTIES** : Finalize all grievances and complaints received from employees in the department. Process and finalize all misconduct cases in the department. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the employment relations section. Coordinate the finalization of all the disciplinary cases in the department. Manage resources of the section.

**ENQUIRIES** : Mr. T Maraba Tel No: (012) 309 4819  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ29@labour.gov.za](mailto:Jobs-HQ29@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office  
**NOTE** : EE targets-priority will be given to Coloured male and female, Indian males and White males and females.

**POST 24/51** : **SENIOR MEDIA PRODUCTION OFFICER (GRAPHIC DESIGNER) REF NO:HR4/26/07/04HO**

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

A qualification at NQF level 6 as recognised by South African Qualification Authority in Graphic Design / Visual Communication/ Graphic & Communication Design / Computer-based Graphic Development / Creative Brand Communication / Design and Studio Art / Communication Design. Minimum of two (2) years functional experience as Graphic Designer in the Graphic Design Field. Knowledge: Specific knowledge of Apple Mac Platform including the software packages Adobe creative Cloud, illustrator, InDesign, Photoshop, Lightroom and the Adobe Express. PC platform and all Microsoft Office software (Outlook, word, Excel and PowerPoint), Photography, photographic equipment and photo retouching, Printing processes and requirements, public service regulations, Basic knowledge in motion graphics. Skills: Design and layout skills, Strategic and capability design conceptualization, adaptive to change (software and organization, machineries), Services delivery innovation, Excellent time management (100% adherence to deadlines), Great interpersonal Skills, Client orientation and customer focus, program and project management, Effective communication (verbal and written) and decision-making skills, problem-solving and analytical abilities, interpersonal, negotiation, technical, and commercial skills.

**DUTIES** : Conduct and use system to ensure efficient production of publicity material. Design and layout of publicity material for the Department. Coordinate the quotations process for the publications. Prepare artwork for printing. Execute the photography for in-house Departmental event.

**ENQUIRIES** : Mr I Motsepe at (071) 221 6202  
**APPLICATIONS** : Email: [Jobs-HQ26@labour.gov.za](mailto:Jobs-HQ26@labour.gov.za)  
**NOTE** : EE target-Priority will be given to African Males, Coloureds Males, Indians Males, Indian Females, and White Males and Females.

**POST 24/52** : **SENIOR STATUTORY SERVICE OFFICER REF NO: HR 4/4/1/124**

**SALARY** : R413 001 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** :

BPROC/ BCOM Law/ LLB. One (1) year experience in the legal/compliance environment. A valid Driver's licence. Knowledge: Public service transformation and management issues, Public Service Act and Regulations, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Employment Equity Act, Employment Services Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Written and Verbal Communication.

**DUTIES** : To plan and independently administer work referred to Statutory Services for enforcement of non- compliance under employment law. Assist the ASD Statutory Services in the enforcement processed for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the Provinces. Compile stats for the unit

**ENQUIRIES** : Mr K Nkanjeni Tel No: (043) 701 3041/48  
**APPLICATIONS** : ACTING Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: [Jobs-EC2@labour.gov.za](mailto:Jobs-EC2@labour.gov.za)

**NOTE** : African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.

**POST 24/53** : **PRACTITIONER ACCOUNTS AND BOOKING OFFICER REF NO: HR4/4/1/125**

**SALARY** : R338 106 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Accounting and/or Management Accounting or BCOM with Accounting and/or Management Accounting as major subjects. One (1) year functional experience. In Finance

- Management Services. A valid Driver's licence. Knowledge: Departmental policies and procedures, PFMA Project Management, Intermediate Human Resources Development, Public Service Regulations Skills: Leadership Facilitation, Computer literacy, Presentation, Analytical, Communication Written and Verbal.
- DUTIES** : Render the air travel, hotel accommodation and short term rentals with the Province. Provide support on the allocation, utilization and booking of cars in the Province. Consolidate information of invoices received and prepare payment to service provider. Coordinate information to ensure payment of fines to relevant officials.
- ENQUIRIES** : Mr MM Nohesi Tel No: (043) 701 3029
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: [Jobs-EC2@labour.gov.za](mailto:Jobs-EC2@labour.gov.za)
- NOTE** : African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
- POST 24/54** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/76**
- SALARY** : R237 453 per annum
- CENTRE** : Provincial Office: Mpumalanga
- REQUIREMENTS** : Matriculation/Grade 12/Senior Certificate plus Certificate in Human Resource Management field. Knowledge: Departmental policies and procedures. HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer Literacy. Analytical. Communication. Planning and Organizing.
- DUTIES** : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
- ENQUIRIES** : Rev MG Sibanyoni 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-POHRM@labour.gov.za](mailto:Jobs-POHRM@labour.gov.za)
- NOTE** : African Males, Coloured Males, Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.