

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>	:	31 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 25/15</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYEE RELATIONS (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE</u>	:	R487 197 per annum, plus 37% in lieu of benefits Provincial Office: Mmabatho Ref No: HR4/4/07/01 (X1 Post)

<u>REQUIREMENTS</u>	:	Provincial Office: Free State Ref No: HR 4/4/8/1006 (X1 Post) An undergraduate qualification in Human Resource Management/Public Management/Employee Relations at NQF Level 6 as recognised 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 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, Organising and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-ASDHRM-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za
<u>POST 25/16</u>	:	<u>SENIOR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: HR4/4/7/78</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Human Resource Management. Two (2) years' functional experience in Human Resources Management (conditions of service, recruitment and selection) environment. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen / Relevant HRM Systems. Compensation Fund business strategies and goals. Compensation for Occupational Injuries and Diseases Act (COIDA). DPSA Directives. Batho Pele Principles. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Public Finance Management Act (PFMA). National Treasury Regulations. Preferential Procurement Policy Framework (PPPF). Promotion of Access to Information Act (PAIA). Promotion of the Administrative Justice Act (PAJA). Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPIA). Public Service Regulations (PSR). Public Service Act (PSA). SKILLS: Critical and Innovative Thinking. Inspire Commitment. Programme/Project Management. Quality Assurance. Service Delivery Innovation. Stakeholder Development and Relations. Data Gathering and Analysis. Data/Record Management.
<u>DUTIES</u>	:	Conduct recruitment and selection processes for COID Services in the Province. Develop the database for filled and vacant posts for COID Services in the Province. Perform conditions of service processes for COID Services in the Province. Administer PERSAL establishment for COID Services in the Province. Keep safe all Human Resource records for COID Services in the Province.
<u>ENQUIRIES</u>	:	Mr J Mputlwane Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	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-COIDHR1@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.

<u>POST 25/17</u>	:	<u>SUPERVISOR: CLIENT SERVICES REF NO: HR4/4/06/08</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Customer Services / Management / Customer Relations / Contact Centre Management / Office Administration Management / Communication / Marketing. Two (2) years functional experience in customer care/client services environment. Knowledge: Relevant regulations, laws and legislations. Public Service Act. Public Service Regulation. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirement. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. The Constitution of RSA. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative thinking. Inspire Commitment. People Management. Performance oversight. Programme/Project Management. Quality Assurance. Service Delivery Innovation. Stakeholder Development and Relations.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of entry within the COID service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislations and follow up on pending queries. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1692 (Durban)
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001. For Durban Labour Centre Online Application: Jobs-KZN7@labour.gov.za
<u>NOTE</u>	:	EE Target: Priority will be given to Africa Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females.
<u>POST 25/18</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Bloemfontein Labour Centre, Free State Ref No: HR4/4/8/1012 (X1 Post) Zastron Labour Centre, Free State Ref No: HR4/4/8/1013 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate plus 3 year recognised qualification in the relevant field Electrical Engineering. A valid driver license. No experience required. 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.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration 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.
<u>ENQUIRIES</u>	:	Mr. M Ndlela Tel No: (051) 411 6403 Mr. C van Niekerk Tel No: (058) 713 0373
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: jobs-fs2@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African with Disabilities, Coloured Males, Coloured with Disabilities, White Males and White Females.

<u>POST 25/19</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCES MANAGEMENT (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE</u>	:	R413 001 per annum, plus 37% in lieu of benefits Provincial Office: Mmabatho Ref No: HR4/4/07/02 (X1 Post) Provincial Office: Free State Ref No: HR 4/4/8/1007 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor the establishment and implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>POST 25/20</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE</u>	:	R413 001 per annum, plus 37% in lieu of benefits Provincial Office: Mmabatho Ref No HR4/4/07/03 (X1 Post) Provincial Office: Free State HR 4/4/8/1008 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPER-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

<u>POST 25/21</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Mmabatho Ref No: HR4/4/07/04 (X1 Post) Provincial Office: Free State Ref No: HR 4/4/8/1008 (X1 Post)
<u>REQUIREMENTS</u>	:	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 Relations 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. Organising and Planning. Problem Solving.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRD-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>POST 25/22</u>	:	<u>MEDICAL ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3)</u>
<u>SALARY</u>	:	Grade 1: R337 359 – R397 392 per annum, (OSD) Grade 2: R411 978 – R485 289 per annum, (OSD) Grade 3: R495 423 – R635 088 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: Durban - Ref No. HR4/4/06/09
<u>REQUIREMENTS</u>	:	4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and National Treasury Regulations. Public Service Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Data Capturing. Data and record management. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD Medical accounts.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1692 (Durban)

<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001. For Durban Labour Centre Online Application: Jobs-KZN7@labour.gov.za .
<u>POST 25/23</u>	:	<u>CLIENT SERVICE OFFICER PES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum Labour Centre: Bethlehem- Ref No: HR4/4/8/1008(X1 Post) Labour Centre: Kroonstad-Ref No: HR4/4/8/1009(X1 Post) Labour Centre: Phuthaditjhaba- Ref No: HR4/4/8/1010(X1 Post) Labour Centre: Zastron- Ref No: HR4/4/8/1011(X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matric Certificate. No experience. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Compensation for Occupational and Injury Diseases Act, OHS Act and Regulations, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employers Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/ Project Planning & Management, Facilitation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities. Refer work seeker for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms M Lelope Tel No: (056) 215 1812 (Kroonstad) Mr T Moholi Tel No: (058) 303 5293/ (058) 713 0373 (Bethlehem & Phuthaditjhaba) Mr C van Niekerk Tel No: (051) 673 1471 (Zastron)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African Females, African with Disabilities, Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.
<u>POST 25/24</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum Durban Labour Centre Ref No: HR4/4/6/6 (X2 Posts) Ulundi Labour Centre Ref No: HR4/4/6/7 (X3 Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 Daily.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1692 (Durban) Mr TJ Nkosi Tel No: (035) 879 8824 (Ulundi)
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001. Deputy Director: Ulundi Labour Centre, P/Bag X56, Ulundi, 3838 or hand deliver at Unit A, Wombe Street, Ulundi, 3838. For Durban Labour Centre Online Application: Jobs-KZN7@labour.gov.za For Ulundi Labour Centre Online Application: Jobs-KZN3@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to African Male, Indian male, White Male and White females,

<u>POST 25/25</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT (X7 POSTS)</u> (Three (3) Year Contract)
<u>SALARY CENTRE</u>	:	R237 453 per annum, plus 37% in lieu of benefits Provincial Office: Mmabatho Ref No: HR4/4/07/ (X3 Posts) Provincial Office: Eastern Cape Ref No: HR4/4/1/16 (X4 Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. T Mokoena Tel No: (018) 387 8100 Mr TM Ramatsetse Tel No: (043) 701 3000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-HRCLERK-NW@labour.gov.za Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>POST 25/26</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/7/77</u>
<u>SALARY CENTRE</u>	:	R201 093 per annum Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public Premises and Vehicles Act. Evacuation procedures. Minimum Information Security Standards. Private Security Industry Regulatory Authority (PSIRA) Procedures. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Listening. Computer Literacy. Planning and Organising. Analytical.
<u>DUTIES</u>	:	Control access in and out of the Labour Centre and Provincial Office. Secure the flow of information and assets within the Labour Centre and Provincial Office. Conduct security patrols of the building and offices to ensure the safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
<u>ENQUIRIES</u>	:	Ms N Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Deputy Director: Finance, 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-SEC1@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.