

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>	:	07 August 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 26/13</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Auditing / Auditing / Accounting / Computer Science / Information Systems / Informatics / IT Auditing at NQF

Level 6 as recognized by SAQA. Registered Institute of Internal Auditors (IIA) and / or Information Systems and Control Association (ISACA). Certified Information Systems Auditor (CISA) / Professional Internal Auditor Certification (PIA) / General Internal Auditor Certification (GIA) / Certified Internal Auditor (CIA) / Certified Risk Management Assurance (CRMA) will be an added advantage. Four (4) years of experience of which- two (2) years must be functional experience in Internal Audit / IT Audit environment. Two (2) years at a supervisory level. Knowledge: Conflict Management. Audit Techniques. Policy analysis. International Professional Practices Framework (IPPF). Internal Standards for the professional Practice of Internal Auditing. Global Internal Auditing Standards Skills Communication. Coordinating. Presentation. Conflict and Problem Solving. Planning and Organising Computer Literacy. Interpersonal. Team Leadership. Report Writing. Data Analytics Self Disciplined and Self-Management.

DUTIES : Provide inputs in the development of the three-year rolling and annual risk-based audit plans. Coordinate a strategic risk-based audit plan in the fund. Undertake advisory and assurance services. Conduct the internal audit activities in support of the oversight role of the audit committee. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES : Ms T Mabago Tel No: (012) 337 1609

APPLICATIONS : email: Jobs-UIF6@labour.gov.za

NOTE : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 26/14 : **ASSISTANT DIRECTOR HUMAN RESOURCES MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/7/5**
(Three (3) year contract)

SALARY : R487 197 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: KwaZulu Natal

REQUIREMENTS : An undergraduate qualification in Human Resources Management/ Public management/ Employee Relations at NQF level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience in human resources management and employee relations environment, and two (2) years must be at a senior practitioner level. Driver's license will be added as an advantage. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedure, 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, Power Point, 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 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 Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/ Assets) in the division.

ENQUIRIES : Mr TG Gumede Tel No: (031) 366 2355

APPLICATIONS : Deputy Director: Human Resource Management, P O Box 940, Durban, 4000
Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 26/15 : **SENIOR PRACTITIONER EMPLOYEE RELATION REF NO: HR4/4/7/6 (X2 POSTS)**
(Three (3) year contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: KwaZulu Natal

REQUIREMENTS : An undergraduate qualification in Human Resources Management/ Public Management/ Employee Relations at NQF level 6 as recognized by SAQA. Two (2) years' must be functional experience in Employment Relations Management environment. Driver's license will be added as an advantage.

		Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of case law and trends in Labour Law, Public Finance Management Act (PFMA), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA procedure. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Presentation, Computer Literacy, Report Writing.
<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 department. Represent the department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/16</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/7/7</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Development/ Training and Development/ Management of Training/ Public Management/ Industrial and Organisational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' functional experience in Human Resources Management/ Training and Development/ Performance Management Services. Drivers Licence will be added as an advantage. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Service Regulations 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, Computer Literacy, People Management, Project Management Presentation, Report Writing, Time Management, Design and Development, Organizing and Planning, Problem Solving, People Management, Presentation, Planning and Organizing.
<u>DUTIES</u>	:	Coordinate the implementation Human Resource Development initiatives in the province. Coordinate the implementation of Performance Management System in the province. Implement Internships/Learnership Programmes and Induction Programmes. Manage resources (Human resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN17@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/17</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/7/8</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<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 establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/18</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Pietermaritzburg Ref No: HR4/4/6/2 (X1 Post) Labour Centre: Dundee Ref No: HR4/4/6/5 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12, three (3) year tertiary qualification in Labour Relations/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. A valid motor vehicle driving license. 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, NMWA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all 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 preparing for and appearing in court as a state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Manage the finalisation files of cases received, and investigations conducted by the Inspectors. Contribute at a higher-level planning, drafting and maintenance of regional inspection plans.
<u>ENQUIRIES</u>	:	Mr JSM September, Tel No: (033) 341 5305 (Pietermaritzburg) Mr M Mthimkhulu Tel No: (034) 212 2421 (Dundee)
<u>APPLICATIONS</u>	:	Deputy Director: Pietermaritzburg Labour Centre, P/Bag X9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN12@Labour.gov.za Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/19</u>	:	<u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/6/1</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. 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 Organizing, 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 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 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.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1500
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. E-mail: Jobs-KZN7@labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/20</u>	:	<u>OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/6/3</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Kokstad
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Civil Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. 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 Organizing, 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 Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. 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 legislation 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.
<u>ENQUIRIES</u>	:	Mr S Ngqoza Tel No: (039) 727 2140
<u>APPLICATIONS</u>	:	Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad, 4700 E-mail: Jobs-KZN1@labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/21</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/4</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Pinetown
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Mechanical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. 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 Organizing, 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 Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. 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 legislation 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.

ENQUIRIES : Mr B Gwala Tel No: (031) 713 9100
APPLICATIONS : Deputy Director: Pinetown Labour Centre, PO Box 1025, Pinetown, 3610 Or hand deliver at 49 Kings Road, Pinetown, 3610 E-mail: Jobs-KZN11@labour.gov.za

NOTE : EE Priority will be given to White Males and Females

POST 26/22 : **OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/05**

SALARY : R413 001 per annum
CENTRE : Labour Centre: Jane Furse
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Mechanical 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 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 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.

ENQUIRIES : Ms JM Fope 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: CFJobs-JF@labour.gov.za

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

<u>POST 26/23</u>	:	<u>ADMINISTRATION OFFICER REF NO: HR4/26/07/13HO</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree(NQF7) in Office Management/ Financial Management/ Public Administration/ Business Administration/ Business Management. Minimum of one (1) year functional experience in office management or inspections and enforcement services. Knowledge: Departmental policies and procedures. Public Finance Management Act, Minimum term expenditure budgeting processes, financial administration processes and systems, Computer literacy (MS Packages, excel, word, PowerPoint and ability to use email). Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).
<u>DUTIES</u>	:	Perform budget planning for the Inspection and Enforcement Services Branch. Perform Human Resources functions for the Inspection and Enforcement Services Branch. Perform the functions of procurement of goods and services for the Inspection and Enforcement Services Branch. Coordinate information on complaints received. Consolidation of Performance Information.
<u>ENQUIRIES</u>	:	Ms M Ruiters Tel No: (012) 309 4407
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to African Males, Coloured Males and Females, Indians Males and Indian Females and White Males and Females.
<u>POST 26/24</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3: MEDICAL ADJUDICATION REF NO: HR 4/4/6/04</u> Re-advertisement applicants who previously applied are encouraged to re-apply
<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, Modimolle
<u>REQUIREMENTS</u>	:	Four (4) years' degree (NQF7)/ three (3) years' Diploma in Nursing (NQF6). Post Graduate Diploma (NQF8) 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 Year's and above experience gained after registration. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public hospital level or private hospital. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupation Health knowledge, Regulatory Knowledge & Implementation, Del and Compensation Fund objectives and business functions, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public Service Act, Health Professions Act, Health Act. Skills: Post claims management and settlement, Claims handling, Claims settlement management, Medical Policy Management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical Systems (IT Systems Control Designs), Clinical Coding, Quality Assurance and Improvement, Research and Benchmarking.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval for medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms JM Fope Tel No: (015) 290 1665

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-MOD@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female
<u>POST 26/25</u>	:	<u>HUMAN RESOURCE MANAGEMENT CLERK REF NO: HR4/4/7/9 (X4 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Knowledge: PERSAL, HR information management system, 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 services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILLIR or etc.), Facilitate performance management function, Address human resource administration enquiries.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
<u>POST 26/26</u>	:	<u>ADMINISTRATION CLERK: INSPECTION & ENFORCEMENT SERVICES REF NO: HR4/4/7/1</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Estcourt Labour
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing Skills: Planning and Organizing, Communication, Computer Literacy.
<u>DUTIES</u>	:	Render administration support services to the Directorate, Control the movement of documents and files in the Directorate, Provide Supply Chain Management support in the Directorate, Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms J Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	:	Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Application: Jobs-KZN6@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to African Males, Indian Males, White Males & White Females.

UNEMPLOYMENT INSURANCE FUND GRADUATE INTERNSHIP PROGRAMMES FOR 2027/2028 TO 2029 FINANCIAL YEAR.

<u>NOTE</u>	:	The Department of Employment and Labour would like to invite qualifying applicants to apply for Unemployment Insurance Fund Graduate Internship programme, for the Financial year 2027/2028 to 2029. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed, never participated in any Internship Programme (both Public or Private sector).
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OTHER POSTS

<u>POST 26/27</u>	:	<u>INTERNSHIP: OFFICE OF THE UIF COMMISSIONER REF NO: HR4/4/1/3OUIIC2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide support in the management of the Commissioner's diary including the events calendar, arrange meetings and workshops.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern01@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/28</u>	:	<u>INTERNSHIP: AUDIT/ GOVERNANCE COORDINATOR REF NO: HR4/4/1/3AGC2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Internal Audit/Auditing/ Accounting at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Auditor General Processes and Procedures. Internal Audit Manual and Methodology Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Assist internal and external audit coordination. Provide assistance in requests from and external auditors Assist the implementation of Audit Action Plans. Provide assistance in the implementation of PROBITY process.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern02@labour.gov.za For Attention: Sub-directorate: Human Resources Practices, UIF
<u>POST 26/29</u>	:	<u>INTERNSHIP: COMPLIANCE SUPPORT REF NO: HR4/4/1/3CS2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Internal Audit/Auditing/ Accounting at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Skills: Report writing. Policy Analysis, Development and Management. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Provide assistance in the implementation of the compliance universe. Provide assistance in conducting the compliance Risk Assessment. Assist in implementation of the compliance plan. Provide assistance in reviewing of policies and procedures in line with the compliance.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern03@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/30</u>	:	<u>INTERNSHIP: RISK MANAGEMENT REF NO: HR4/4/1/3/RM2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Risk Management / Internal Control / Corporate Governance / Compliance / Public Management / Public Administration at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Risk Management Policies and Strategy. Batho Pele Principles. Anti – Fraud and Corruption Policies. Skills: Communication.

<u>DUTIES</u>	:	Computer Literacy. Innovation/ Creative. Presentation. Report Writing. Time Management Organizing and Planning. Problem Solving.
	:	Render support service in the implementation of risk framework/ strategies. Participate in the conducting of research on aspects of risk. Provide support in the Risk Management programme through communication and training. Administer fraud account.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern04@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/31</u>	:	<u>INTERNSHIP: INTERNAL AUDIT REF NO: HR4/4/1/3/IA2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Auditing / Finance / Accounting / IT Auditing at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Evidence gathering and Audit Execution. Internal Audit Process. Treasury Regulations and internal Audit Standards. Batho Pele Principles. Public Financial Management Act. Skills: Report writing. Computer Literacy. Communication. Research Methodology. Analytical and creativity. Problem Solving. Presentation. Planning and organizing.
<u>DUTIES</u>	:	Render support in carrying out audit engagement planning. Participate in the development of audit projects. Provide internal audit administration support services. Provide assistance in examining audit progress.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern05@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/32</u>	:	<u>INTERNSHIP: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR4/4/1/3/SPME2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Audit / Forensic Audit / Economics / Accounting/ Accounting Science/ Commerce/ Development Studies/ Social Science/ Monitoring and Evaluation/ Business Management/ Business Administration at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform/ Principles. Monitoring and Evaluation Systems. Research Methodology. Skills: Communication. Computer Literacy. Innovative/ Creative. Presentation. Report writing. Time Management. Organizing and Planning. Financial Management. Problem Solving.
<u>DUTIES</u>	:	Administer appropriate governance to support the Fund's strategy development process. Assist in the implementation of monitoring and evaluation framework. Facilitate the evaluation and analysis of service delivery.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern06@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/33</u>	:	<u>INTERNSHIP: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/1/3/RPD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Development Studies/ Social Science/ Monitoring and Evaluation/ Business Management/ Business Administration/ Public Administration at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform/ Principles. Monitoring and Evaluation Systems. Research Methodology. Skills: Report writing. Policy Analysis, Development and Management. Computer Literacy.

		Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Render support in conducting policy research and policy analysis for UIF. Participate in the development, monitoring and review of policies, strategies, frameworks and guidelines in UIF. Render assistance in administrative support to the Sub-directorate
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern07@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/34</u>	:	<u>INTERNSHIP: ADMINISTRATOR OFFICE OF THE CIO REF NO: HR4/4/1/3/CIO2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the CIO. Render administrative support services in the office of the CIO. Provide assistance in the management of the CIO's diary including the events calendar, arrange meetings and workshops
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern08@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/35</u>	:	<u>INTERNSHIP: IT PROJECTS REF NO: HR4/4/1/3/ITP2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology/ Computer Science/ Project Management at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Application of research methodology. Quality management principles and processes. Project Management principles and methodologies. Project Management Information System. Skills: Problem solving. Presentation. Planning and Organizing. Communication Computer Literacy. Reporting Writing. Numeracy.
<u>DUTIES</u>	:	Coordinate delivery of projects within the Fund. Facilitate project deliverables in line with the Fund strategic objectives, quality standards and expectations. Coordinate project/programme quality management.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern09@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/36</u>	:	<u>INTERNSHIP: IT BUSINESS SUPPORT REF NO: HR4/4/1/3/ITBS2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology/ Computer Science / Information Systems/ Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: State Information Technology Agency (SITA) Processes. Infrastructure and Network Architecture Design. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standards (MISS). Skills: Communication (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Provide desktop support and computer systems. Prepare hardware and workstation support for users. Provide support in maintaining maximum access of Technology equipment. Support functioning of technology.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern10@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/37</u>	:	<u>INTERNSHIP: IT INFRASTRUCTURE SUPPORT REF NO: HR4/4/1/3/ITIS2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information Act (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communications and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Service Act. Skills: Problem Solving. Presentation. Planning and Organizing. Analytical. Communication Skills Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in installation, configuration, maintenance of LAN and WAN (Local Area Network, Wide Area Network). Provide support in network monitoring functions (LAN and WAN). Support in planning and providing technical expertise.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services E-mail: UIF-Intern11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/38</u>	:	<u>INTERNSHIP: IT BUSINESS APPLICATION REF NO: HR4/4/1/3/ITBA2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communication and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Services Act Skills: Communications (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Provide support in Process Improvement through systems implementation. Participate in customizing Business Application processes. Provide support in Business Application processes. Provide support in gathering and document Business Application improvement requirements.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: E-mail: UIF-Intern12@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/39</u>	:	<u>INTERNSHIP: ICT RISK AND SECURITY REF NO: HR4/4/1/3/ICTRS2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communication and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Services Act. Skills: Financial Management. Communication (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Support in developing and implement information security policies, procedures and standards. Provide support in ensuring availability of business – critical Information Communication Technology services and applications. Provide support in monitoring and evaluate Information Communication Technology risk and policy compliance. Provide Support in the development,

		Implementation and maintenance of Business Continuation and disaster recovery plan.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/40</u>	:	<u>INTERNSHIP: ADMINISTRATOR OFFICE OF THE DIRECTOR REF NO: HR4/4/1/3/AOD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the Director. Render administrative support services in the office of the Director. Provide assistance in the management of the Director's diary including the events calendar, arrange meetings and workshops.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/41</u>	:	<u>INTERNSHIP: HUMAN RESOURCE PRACTICES REF NO: HR4/4/1/3/HRP2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Public Management/ Public Administration/ Organizational Psychology/ Industrial Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: PERSAL. HR information management systems. Skills: Communication Computer literacy. Innovative/ Creative. Presentation. Report writing. Time management. Organizing and Planning.
<u>DUTIES</u>	:	Assist in administration of service benefits and service conditions. Conduct recruitment, selection and placement process and implement employment equity plan. Maintain personnel records and staff establishment.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern15@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/42</u>	:	<u>INTERNSHIP: EMPLOYEE RELATIONS REF NO: HR4/4/1/3/ER2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Labour Relations/ Human Resource Management/ LLB at NQF level 6 as recognized by SAQA. No experience. Must never be participated in any internship programme (for both public and private sector). Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR) Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation, Problem solving, Presentation, Planning and Organizing, Communication, Computer literacy, Report writing.
<u>DUTIES</u>	:	Provide support in handling all Labour relations cases in the Fund (i.e grievance, misconduct and Labour disputes). Provide support in the implementation of Labour Relations Act. Policies, guidelines, procedures and provide advice thereof. Support in representing the department in conciliations, arbitration and bargaining chambers (under supervision).
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern16@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF

POST 26/43 : **INTERNSHIP: EMPLOYEE HEALTH AND WELNESS PROGRAMME REF NO: HR4/4/1/3/EHWP2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Social Work/ Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Employee Health Wellness Programs. Mental Health Care. Occupational Health and Safety Act. Departmental policies and procedures. Skills: Counselling. Motivational. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. Numeracy.
DUTIES : Provide support in the management of Employee Health and Wellness programmes. Provide assistance in the management of HIV/ AIDS, TB Programmes and chronic illness. Provide assistance in the management of Health and Productivity programmes.
ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
APPLICATIONS : E-mail: UIF-Intern17@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/44 : **INTERNSHIP: DIVERSITY MANAGEMENT REF NO: HR4/4/1/3/DM2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Social Sciences/ Gender Studies/ Youth Studies at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Act and Regulations (PSAR). Basic Conditions of Employment Act (BCEA). Public Financial Management (PFMA). Departmental policies and procedures. Human Resource Management Policies. Code of Ethics. Batho Pele Principles. Skills. Communication (Verbal and written). Organizational Skills. Negotiation skills. People Management. Interpersonal skills. Presentation skills. Report Writing skills. Planning and organizing. Computer Literacy.
DUTIES : Provide support in implementing Gender, Disability, Youth and diversity management programmes within the Fund. Participate in Gender, Disability and Youth Forums within the Fund. Assistant in promoting mainstreaming, development and empowerment of woman, youth and people with disabilities.
ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
APPLICATIONS : E-mail: UIF-Intern18@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/45 : **INTERNSHIP: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR4/4/1/3/OHS2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Occupational Health and Safety/ Health and Safety/ Safety Management/ Environmental Management/ Environmental Health at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Occupational Health and Safety Act (OHS). Public Finance Management Act (PFMA). Code of Ethics. Batho Pele Principles. Safety procedure guidelines. Fire equipment standards prevention. Procedures. Disaster Management. All Labour Legislations. Skills. People Management. Problem Solving. Presentation Planning and Organizing Analytical skills. Communications. Computer Literacy. Report Writing. Creativity.
DUTIES : Assist in maintaining Health, Safety and Security of Staff in all UIF buildings. Assist in monitoring the implementation of the requirements for SHE (Safety Health and Environment) Programme. Assistant in verifying Occupational Health and Safety (OHS) Risk assessments. Participate in OHS Investigations at UIF buildings.
ENQUIRIES : Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
APPLICATIONS : E-mail: UIF-Intern19@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

<u>POST 26/46</u>	:	<u>INTERNSHIP: TRAINING AND DEVELOPMENT REF NO: HR4/4/1/3/TD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management of Training/ Human Resource Development/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Financial Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Skills. Communication. Computer Literacy. Time management. Negotiation. Presentation. Problem Solving. Planning and Organizing. Report Writing.
<u>DUTIES</u>	:	Provide Learnership and internships functions program. Implement bursary programs. Provide induction and orientation programs in the fund. Implementation of human resource development and workplace skills plan programs (AET, MDP). Assist in implementation of business training.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern20@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/47</u>	:	<u>INTERNSHIP: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/1/3/EPM2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management/ Public Administration / Human Resource Development/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private Knowledge: Human Resource Management. Basic Conditions of Employment Act (BCEA). Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Time Management. Communication. Computer Literacy. Interpersonal. Planning and Organizing.
<u>DUTIES</u>	:	Participate in the implementation of Performance Management and Development System (PMDS) for the Fund. Render support to the Fund's Performance Structures. Participate in the capturing of Performance Management documents on PERSAL. Assist in providing Performance and Development System advice and guidance.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/48</u>	:	<u>INTERNSHIP: ORGANIZATIONAL DEVELOPMENT, BUSINESS PROCESS AND CHANGE MANAGEMENT REF NO: HR4/4/1/3/ODBPRCM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management Services/ Production Management/ Operations Management / Industrial Engineering/ Work-Study/ Industrial and organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Organizational Development relating prescription. Change Management strategy. Business Processes related prescripts. Skills: Communication. Computer Literacy. Time Management. Negotiation. Presentation. Problem Solving. Planning and Organization. Report writing.
<u>DUTIES</u>	:	Perform organizational design services in the Fund. Develop, review and update Business Processes and SOP's for Fund. Provide support in change management initiatives within the Fund.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern22@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF

<u>POST 26/49</u>	:	<u>INTERNSHIP: LEGAL SERVICES REF NO: HR4/4/1/3/LS2026/UIF (X5 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law / Paralegal Studies at NQF Level 6 as recognized by SAQA No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Promotion of Administration Justice Act (PAJA). Law of evidence. Unemployment Insurance Contributions Act (UICA). The Constitution of the Republic of South Africa. Constitutional Law. Labour Relations Act (LRA). Criminal Procedure Act. Litigation Procedures. Skills: Communications. Computer Literacy. Time Management. Negotiation. Presentation. Problem Solving. Planning and Organising. Report Writing.
<u>DUTIES</u>	:	Provide Legal advice and support to the Fund under supervision of the Senior Legal Admin Officer. Provide support in handling of litigation for and on behalf of the Fund. Provide assistance in drafting of legal documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc) for the Fund. Provide support in processing of sections for Benefit Applications under supervision of the Senior Legal Officer. Provide general legal administrative support.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/50</u>	:	<u>INTERNSHIP: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/1/3/BSCM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Office Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sectors). Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations, Basic Accounting Systems (BAS). Minutes writing. Relevant legislation/ policies/ prescripts and procedures. Department's policies and relevant procedures. Skills: Computer Literacy. Interpersonal. Communications (verbal and written). Listening. Analytical skills. Problem Solving. Presentation. Report writing. Planning and organising.
<u>DUTIES</u>	:	Provide assistance in UIF national appeal cases referred by provinces. Provide Assistance with Secretariat, administration and support services to the Board and its Committees. Provide assistance in technical/ general support on enquiries referred to the Board and its Committees. Assist in supply chain management process, logistical arrangement and maintenance of the asset register.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern24@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/51</u>	:	<u>INTERNSHIP: CORPORATE GOVERNANCE REF NO: HR4/4/1/3/CG2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Corporate Governance/ Business Management/ Administration/ Auditing/ Law at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Computer Problem Solving. Presentation. Planning and Organising. Analytical Skills.

<u>DUTIES</u>	:	Communication (Both Written and Verbal). Ability to influence. Computer Literacy. Report Writing. Time Management. Numeracy.
	:	Provide administrative support in the implementation of Corporate Governance Charters for Committees in the Fund. Support research on corporate governance best practices. Assist in maintaining the effectiveness of corporate governance structures in the Fund. Provide support in legislative compliance and audit coordination processes.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: at 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/52</u>	:	<u>INTERNSHIP: COMMUNICATION AND MARKETING REF NO: HR4/4/1/3/COM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Journalism / Communication/ Public Relations/ Marketing Management/ Media studies/ Web Graphic Design/ Multimedia at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Problem Solving. Presentation. Planning and Organising. Communication (both written and verbal). Computer Literacy. Innovation and creative. Analytical.
<u>DUTIES</u>	:	Administer marketing and events for the Fund. Provide support in effective stakeholder relations. Assist in coordinating media relations and monitor the activities for the Fund. Assist in providing effective publications for the Fund.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Applications: Chief Director: Corporate Services:
<u>FOR ATTENTION</u>	:	E-mail: UIF-Intern26@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/53</u>	:	<u>INTERNSHIP: DEMAND AND ACQUISITION REF NO: HR4/4/1/3/DA2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Logistics Management/ Purchasing Management/ Procurement Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills: Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Render demand management services. Render acquisition management services. Render logistics management services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern27@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/54</u>	:	<u>INTERNSHIP: MAINTENANCE MANAGEMENT REF NO: HR4/4/1/3/MM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Property Management / Facilities Management/ Real Estate Management / Public Management/ Public Administration/ Business Management/ Business Administration at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills: Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Render facilities management services. Render office automation services. Render telecommunication and reception services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern28@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/55</u>	:	<u>INTERNSHIP: RECORDS MANAGEMENT REF NO: HR4/4/1/3/RM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Archives Records Management/ Public Management/ Public Administration/ Information Science at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: National Archives and Records Service of South Africa Act. Promotion of the Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Protection of Personal Information Act (POPIA). Skills: Record Management. Financial Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in the implementation of record-keeping systems and control mechanisms. Provide support in the implementation of records management systems (the provision of storage and custody of records). Implement the disposal of records in accordance with National Archives and Records Services of South Africa Act.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern29@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/56</u>	:	<u>INTERNSHIP: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/1/3/AFM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Logistics Management/ Purchasing Management/ Transport Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Numeracy.
<u>DUTIES</u>	:	Provide support in rendering fleet administration support services. Provide assistance with the assets administration support services. Provide assistance in rendering travel services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/57</u>	:	<u>INTERNSHIP: REVENUE MANAGEMENT: REF NO: HR4/4/1/3/REVM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Financial Management / Financial Accounting / Cost and Management Accounting / Accounting / Accountancy / Public Finance Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management. Relevant Financial Systems. Reconciliation Processes. Batho Pele Principles Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and written). Computer Literacy. Report Writing Creativity. Numeracy.
<u>DUTIES</u>	:	Provide support in maintaining debtors accounts and collect outstanding contributions. Provide assistance with the maintenance of SARS & Sundry debtors records and make follow up on the outstanding sundry payments, Provide assistance with allocating non-SARS unallocated electronic contributions to debtor's accounts.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197

<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern31@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/58</u>	:	<u>INTERNSHIP: BUDGET REF NO: HR4/4/1/3/B2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting Sciences/ Financial Management/ Commerce at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Generally Recognised Accounting Practices (GRAP). Public Finance Management Act (PFMA). Public Service Act (PSA). National Treasury MTEF Guidelines. Treasury Regulations. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Financial Management. Computer Literacy. Time Management. Creative. Report Writing. Planning and Organising. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer effective budget process in the Fund. Provide support in the budget, governance and compliance. Assist in preparing budget reports. Provide support in external/ internal reports
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern32@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/59</u>	:	<u>INTERNSHIP: BANK RECONCILIATION REF NO: HR4/4/1/3/BR2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Auditing/ Business Information Systems/ Economics at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Financial delegations, processes and policies of UIF. Financial Management principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer manual and electronic bank reconciliation services. Provide support in maintaining bank accounts on general ledger. Assist in identifying unauthorised and fraudulent transactions on the bank statements. Provide administrative support services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern33@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/60</u>	:	<u>INTERNSHIP: AP CLAIMS CREDITORS REF NO: HR4/4/1/3/APCC2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Cost and Management Accounting/ Financial Management/ Public Finance Management/ Business Management/ Economics/ Auditing at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from Treasury. Batho Pele Principles Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Act (UIA). Skills: Communication (both verbal and written). Financial Management. Training and Coaching. Diversity Management Problem Solving. Presentation. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Numeracy.

<u>DUTIES</u>	:	Administer daily payments of approved benefit claims to eligible beneficiaries. Provide support in the verification of open vouchers. Assist in gathering information for financial report on benefits payments. Provide support in validating beneficiary claims.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern34@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/61</u>	:	<u>INTERNSHIP: AP TRADE CREDITORS INTERNSHIP REF NO: HR4/4/1/3/APTC2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Financial Accounting/ Cost and Management Accounting/ Financial Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Service Act and Regulations. Basic Conditions of Employment Act Labour Relations Act. Generally Recognised Accounting Principles (GRAP). Relevant Financial Systems HR System (PERSAL). Skills: Computer Literacy, Communications. Interpersonal. Analytical Skills, Time Management. Accounting Report Writing. Creative. Financial Management. Planning and Organising.
<u>DUTIES</u>	:	Processing and payment of internal and external invoices within 30 days of receipt by the Fund. Provision of administrative support for petty cash EFT. Reconciliation of the Accounts Payable sub-module against the general ledger. Processing and payment of DEL claims.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern35@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/62</u>	:	<u>INTERNSHIP: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/1/3/LAP2026/UIF (X6 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Public Administration/ Public Management/ Business Administration/ Business Management / Development Studies/ Project Management/ Social Science/Risk Management/ Auditing/ Accounting/ Legal at NQF level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Batho Pele Principles. Departmental and Fund's Policies and Procedures. Skills Development Act (SDA). Public Financial Management Act (PFMA). Knowledge of the Unemployment Insurance and Unemployment Insurance Contributions Act. Project Knowledge. Skills: Numeric and analytical skills, Report writing. Presentation skills, Problem Solving and Decision Making, Communication (Verbal and written), Computer Literacy.
<u>DUTIES</u>	:	Receive training on the facilitation training/ skills programmes approved by the Fund. Assist in the administration of project progress against approved deliverables. Participate in the awareness campaigns of the programme and its outcomes through publicity and media strategies in co-operation with Communication section. Provide assistance with general administrative duties.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern36@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/63</u>	:	<u>INTERNSHIP: COMPLIANCE SERVICES REF NO: HR4/4/1/3/CS2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate Accounting/ Internal Auditing / Auditing at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Treasury Regulations. Generally Recognized Accounting Practice (GRAP). Generally Accepted Accounting Practice (GAAP). Debtors Management. Diversity Management. Skills: Problem solving. Presentation. Planning and Organizing. Communication. Computer literacy. Report writing. Numeracy.

<u>DUTIES</u>	:	Coordinate the provision of support to employer audit services in Provincial Offices. Administer debtor's information and identity non-compliance. Coordinate declaration and contribution information. Facilitate the evaluation and monitoring of employer audit services.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197 E-mail: UIF-Intern37@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/64</u>	:	<u>INTERNSHIP: BUSINESS OPERATIONS STATISTICS REF NO: HR4/4/1/3/BOS2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Information Technology/ Computer Science/ Information Systems / Operations Management/ Operations Research at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management (PFMA), Electronic Document Management System, Public Service Regulations (PSR), Public Service Act (PSA), SITA MIS, Database & Data Security Policy, System Development and Database Management, Minimum Information Security Standards (MISS), Promotion of access to Information Act (PAIA). Skills: Communications, Listening, Computer Literacy, Time Management, Analytical, Negotiation, Report writing, Planning and Organizing, Computer Programming.
<u>DUTIES</u>	:	Provide support on the Implementation of business operations statistics. Provide assistance in analysing information collected in an enquiry. Provide assistance on the maintenance of business operations statistics database.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197 E-mail: UIF-Intern38@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/65</u>	:	<u>INTERNSHIP PROVINCIAL SUPPORT REF NO: HR4/4/1/3/PS2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Public Administration/ Administrative Management/ Finance at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None Skills: Problem solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Assist in coordination of operation system support to all relevant users in the Fund. Provide support in statistic information services for provincial operations. Provide administrative support in operations support services to provinces.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern39@labour.gov.za For Attention: Sub-directorate: Human Resources Practices, UIF
<u>POST 26/66</u>	:	<u>INTERNSHIP: OPERATION SYSTEMS SUPPORT SERVICES REF NO HR4/4/1/3/OSSS2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Operations Management/ Computer Science/ Informatics at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Operations Systems. Systems Development and Database Management. Skills: Report writing. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Administer the registration of new users on the operational system. Maintain user management on the operational system. Administer operational system on calls logged.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern40@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/67 : **INTERNSHIP: DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/4/1/3/DCCS2026/UIF (X9 POSTS)**

STIPEND : R8 174.75 per month

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : An undergraduate qualification in Contact Centre Management/ Business Management/ Business Administration/ Administration Management/ Public Administration/ Financial Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contribution Act. Batho Pele Principles. Call Centre Operating System. Skills: Computer Literacy. Communication (Verbal and written). Listening. Interpersonal. Customer Focused. Telephone Etiquette.

DUTIES : Support inbound and outbound call services. Support helpdesk services. Support maintenance of employer database.

ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197

APPLICATIONS : E-mail: UIF-Intern41@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF