

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.

CLOSING DATE

: 17 August 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal

opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 27/23</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: HR4/26/08/01HO</u>
<u>SALARY</u>	:	R1 554 696 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Supported Employment Enterprise, Silverton
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 as Recognized by SAQA in Business Administration / Public Management / Business Management / Commerce / Economics / Industrial Engineering / Mechanical Engineering / Manufacturing Management / Operations Management / Public Management. A valid driver's licence. Five (5) years experience at a Senior Managerial level in the manufacturing or operations environment. Knowledge: Manufacturing and production, Planning, evaluating and governance, Treasury Regulations, Sound Support Employment Enterprise concepts, Employment and labour Market challenges in South Africa, National Development goals, Public Service Act, Finance, Human resource, Operations and marketing, Research and development. Skills: Leadership, Planning and organising, Communication, Diversity management, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Lead and direct the implementation of the Enterprise's strategic plan, business plan and objectives. Ensure sound corporate governance, risk management and compliance. Lead and direct all Operations of the Enterprise. Drive business development, market positioning and Enterprise growth. Lead and direct performance monitoring, evaluation and Enterprise reporting. Provide Strategic leadership, support and advice to the SEE regarding financial management functions and ICT practices. Lead the management of human Resource Operations in the Enterprise. Lead the management of Human Resource Development, Performance Management and Employee Health and Wellness functions in the Enterprise.
<u>ENQUIRIES</u>	:	DDG: PES, Mr S Morotoba Tel No: (012) 309 4783
<u>APPLICATIONS</u>	:	Chief Director: Head Office: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or email: Jobs-HQ10@labour.gov.za

OTHER POSTS

<u>POST 27/24</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION REF NO: HR4/26/08/02HO</u>
<u>SALARY</u>	:	R932 292 per annum, (all- inclusive salary package)
<u>CENTER</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at (NQF 6) as recognised by SAQA in Information and Communication Technology / Computer Science / Information Science. Cobit/ ITIL Fundamentals, CCNA, CompTIA Security+, Certified Ethical Hacker (CEH) and CompTIA CySA+ are added advantage. Five (5) years functional experience in the ICT / IT environment. Knowledge: Public Finance Management Act, Technical standards / procedures, Departmental Policies and procedures, Basic Conditions of Employment Act, Batho Pele principles. Skills: Communications, Analytical thinking, Process improvement, Strategic Management, Leadership, Innovative, Transmission and propagation, Understanding Modulation schemes, Data representation and protocols.
<u>DUTIES</u>	:	Establish and implement processes and procedures of ICT Strategy and technical policy matters. Manage and support telecommunications environment. Manage the national integrated voice network (VOIP) for both landline and cell phones. Design, Implement and manage shared data, Access Point Network (APN) and Mobile Networks. Manage cybersecurity operations within the Department. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr F Chabalala Tel No: (012) 309 4967
<u>APPLICATIONS</u>	:	Chief Director: Head Office: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or email: Email: Jobs-HQ24@labour.gov.za
<u>NOTE</u>	:	EE targets-priority will be given to African males and females, Coloured males and females, Indian females and People with Disabilities.

<u>POST 27/25</u>	:	<u>DEPUTY DIRECTOR: HRD AND PERFORMANCE MANAGEMENT REF NO: HR 5/1/2/3/17</u> (24 Months Contract)
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Human Resource Development. 5 years' functional experience in Human Resource Development & Performance Management of which 2 years at Assistant Director level in Human Resource Development & Performance Management environment. Knowledge: Performance Management Methodology, Principles and strategies. Digital Acumen / Relevant HRM system / Learning Systems / Performance Systems, etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service principles (Batho- Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Promotion of the Administrative Justice Act (PAJA). Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Programme/Project Planning & Management. Monitoring and assurance. Research and Development.
<u>DUTIES</u>	:	Manage and monitor the development of workplace skills plan in the Fund. Manage the implementation of Human Resource Development Strategies. Manage the implementation of the developmental programmes and provision of training initiatives for the Fund. Manage the execution and implementation of the performance management systems for the Fund. Manage the resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms VH Masemola at 082 520 3935
<u>APPLICATIONS</u>	:	Direct Your Applications to Email: Jobs-CF23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 27/26</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR5/1/2/3/18</u> (24 Months Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resources Management / Training & Development/Management of Training. 4 years' functional experience in Skills Development of which 2 years at a supervisory level. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems / Learning Systems / Performance Systems etc. Del and Compensation Fund business strategies and goals. Customer Strategic Framework. White paper on the transformation of the Public Service, 1995. White paper on Public Service Education and Training, 1997. Legislative Requirement: Skills Development Act. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Coaching and Mentoring. Conflict Management. Critical and innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Programme / Project Planning & Management. Monitoring and assurance. Research and Development. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.
<u>DUTIES</u>	:	Coordinate the submission of the identified training needs from the various Chief/Directorate's training needs and the implementation of the Workplace Skills plan (WSP) for the Compensation Fund. Implement training interventions, PDPs, Bursaries, and learning and skills development in the Compensation Fund. Coordinate the Developmental Programme of the Compensation Fund. Coordinate and implement both Compulsory Induction

		Programme (CIP) and Departmental Orientation as per approved plan in the Compensation Fund. Manage the resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms VH Masemola at 082 520 3935
<u>APPLICATIONS</u>	:	Direct Your Applications to Email: Jobs-CF23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 27/27</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/7/10</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office-KwaZulu-Natal
<u>REQUIREMENTS</u>	:	BPROC/ BCOM Law/ LLB. One (1) year experience in the legal/compliance environment. A valid Driver's licence. Knowledge: Public service transformation and management issues, Public Service Act and Regulations, Treasury Regulations, Departmental policies and procedures, corporate governance, Skills Development Act, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Employment Equity Act, Employment Services Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Written and Verbal Communication.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of non- compliance under employment law. Assist the ASD Statutory Services in the enforcement processed for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the Province. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Mr M Mthethwa Tel No: (031) 366 2203
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications, email to: Jobs-KZN31@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and People with Disabilities are encouraged to apply
<u>POST 27/28</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/7/2</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Dundee Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations / BCOM Law / LLB. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spreadsheets, PowerPoint, and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M Mthinkhulu Tel No: (034) 299 7000
<u>APPLICATIONS</u>	:	Deputy Director: Dundee Labour Centre, PO Box 445, Dundee or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs-KZN4@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 27/29</u>	:	<u>CLIENT SERVICE OFFICER: IES (X2 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Labour Centre: Ladysmith Ref No: HR4/4/7/3 (X1 Post) Labour Centre: Richards Bay Ref No: HR4/4/7/11 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. Experience: None. Knowledge: All relevant Labour legislations and regulations, Relevant ILO conventions, Public Service Regulations, Public Service Act, Knowledge of Departmental policies, procedures and guidelines,

		Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration services. Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms L Radebe Tel No: (036) 638 1900 (Ladysmith) Mr I Ximba Tel No: (035) 780 8708 (Richards Bay)
<u>APPLICATIONS</u>	:	Deputy Director: Ladysmith Labour Centre, P/Bag X9926, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications: Jobs-KZN5@labour.gov.za Deputy Director: Richards Bay Labour Centre, P/Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 27/30</u>	:	<u>PERSONNEL OFFICER REF NO: HR4/4/7/4</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office- KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Matriculation / Grade 12 / Senior Certificate Plus Certificate in Human Resource Management Field. Experience: None Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles, Employment Equity Act, Public Service Regulations Skills: Computer literacy, Analytical, Communication, Planning and organising.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to clients' 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 Applications Email to: Jobs-KZN9@Labour.gov.za
<u>NOTE</u>	:	EE targets - Priority will be given to African Male, Indian Male, White Male & Female.