

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>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>CLOSING DATE</u>	:	24 August 2026 at 16:00
<u>NOTE</u>	:	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 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). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be 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 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 28/12</u>	:	<u>REGISTRY CLERK: OFFICE OF THE DG REF NO: GAP-PRET-91903840-20260730-1</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. No experience. Knowledge: Departmental Policies, Public Services Regulation Act, Public Finance Management Act, Management Information Systems, National Archive and Records Services of South Africa Act no 43 of 1996. Skills: Communication, Interpersonal Relations, Problem Solving, Organizing, Computer literacy, Coordination.

<u>DUTIES</u>	:	Maintain the smooth, efficient and effective flow of documents (receive and distribute) between the office of the Director General, the Department and other structures like cluster committees, external role players etc. File all documents in accordance with the File Plan Office of the Director -General and relevant prescripts i.e. the National Archives Act and Management of Information System Prescripts. Provide general administrative support function in the office of the Director-General. Study the relevant Public Service and Departmental prescripts and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr VE Myeki Tel No: (012) 309 4969
<u>APPLICATIONS</u>	:	Online application use the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets-Priority will be given to African Males, Coloured Male, Indian Male and Female, People living with disabilities and White Male and Female.
<u>POST 28/13</u>	:	<u>ADMIN CLERK: AUXILIARY SERVICES REF NO: GAP-PRET-91903840-20260730-2</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matriculation / Grade 12. No experience. Knowledge: Knowledge of Public Finance Management, Understanding of Supply Chain Management Act, Knowledge of customer relations to Batho Pele Principles, Good interpersonal relations and ability to work various stakeholders. Skills: Strong sense of urgency and accountability, must be customer focused, Interpersonal relationship, Excellent customer focused.
<u>DUTIES</u>	:	Render administrative services in tracking service delivery in accordance with SLA. Render quality control and inspection for cleaning services. Record service delivery issue and instances of non-compliance. Provide efficient and effective administration support for the unit.
<u>ENQUIRIES</u>	:	Mr G Motaung Tel No: (012) 309 4941
<u>APPLICATIONS</u>	:	Online application use the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets-Priority will be given to African Female, Coloured Female, Indian Male and Female, People living with disabilities and White Male.