

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>	:	28 August 2026 at 16:00
<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 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 29/06</u>	:	<u>ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION & STATISTICS</u> <u>REF NO: HR4/4/6/40</u>
<u>SALARY</u>	:	R605 749 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advance Diploma in Monitoring and Evaluation at NQF Level 6 as recognized by SAQA. Four (4) years functional experience in Performance Management/ Statistics Services/

		Monitoring and Evaluation of which three years (3) function at the Officer/ Senior Officer level. Valid driver's license. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour Legislation and relevant policies, Batho Pele Principles, Statistics and Database software packages, Functioning of Del Labour Centres and Business Units and Labour market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relations, Leadership, Data analysis, Analytical, Innovative.
<u>DUTIES</u>	:	Verify and align the National APP to the Provincial APP and Labour Centre work plan in respect of the Department's policy and planning purposes. Verify and develop the Provincial Information reports. Manage the analysis of the provincial performance information to determine the impact on the Labour market. Oversee the management of the provincial resource centre/library. Manage all the resources of the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr. Makgobola MI Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female.
<u>POST 29/07</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/1</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Electrical Engineering. Four (4) years functional experience in Electrical services. Valid driver's licence (B). Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. OHSAS. OHS standards. OHS Management System. Skills: Facilitation. Planning and Organising. Computer literacy. Interpersonal. Problem Solving. Communication (Verbal & Written). Innovative. Analytical. Research. Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour (DoL) in terms of OHS Legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of Occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr. M Luxande Tel No: (051) 505 6325
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein OR Email: jobs-fs5@labour.gov.za
<u>NOTE</u>	:	EE targets -Priority will be given to African Males, African Females, African with Disabilities, Coloured Males, White Males and White Females.
<u>POST 29/08</u>	:	<u>PROVISIONING CLERK REF NO: HR4/4/6/41</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. Knowledge: Public Service Financial Management, Supply Chain Framework, Logis System, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	GJ Matlhakoane 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 Jobs-LP@labour.gov.za .

<u>NOTE</u>	:	EE target- Priority will be given to African Males, Coloured Males, Coloured Females, Indian Males, White Males and White Females
<u>POST 29/09</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/5</u> (Three (3) Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum, plus 37% in lieu of benefits Provincial Office Free State Grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, knowledge of registry duties, practices as well as the ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing, Time management, Organizing and Planning, Problem Solving.
<u>DUTIES</u>	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of service (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SZ Segalo Tel No: (051) 505 6206 Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein OR email: jobs-fs9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State