

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>	:	04 September 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. The application will not be taken into consideration if all requested required documents are not submitted. 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. 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 30/10</u>	:	<u>ASSISTANT DIRECTOR ADMINISTRATION SUPPORT SERVICES REF NO: HR4/4/3/2ASDASS/UF</u> (Three (3) year contract)
<u>SALARY CENTRE</u>	:	R487 197 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration /Public Management/ Business Administration/ Administrative Management /Government, Administration and Development/ Office Management at NQF Level 6 as recognized by SAQA. Four (4) years, of which two (2) years must be functional experience and two (2) years at the Practitioner level in an Administration environment. Knowledge: Financial Management. Research and Document Analysis. Programme Management. Basic Conditions of Employment Act (BCEA). Labour Relations (LRA) Skills: Decision making. Financial/ Budget Management. Communication (written and verbal). Conflict Management. Planning and organising. Problem solving. Project Management. Team leadership. Computer Literacy. Time Management. Analytical. Facilitation.
<u>DUTIES</u>	:	Coordinate all the parliamentary matters. Facilitate secretariat and executive administrative support to the office of the Commissioner. Coordinate stakeholder interface including meetings between the Commissioner and entity. Manage Resources (Human, Finance, Equipment/ Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962 email: Jobs-UIF7@labour.gov.za
<u>POST 30/11</u>	:	<u>ASSISTANT DIRECTOR PROJECT MANAGEMENT REF NO: HR4/4/3/2ASDPM/UIF</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Project Management/ Business Administration at NQF Level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience and two (2) years at Practitioner level in Project Management environment. Knowledge: Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relation Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contribution Act (UICA). Promotion of Access to Information Act (PAIA). Promotion of Personal Information Act (POPIA). Skills: Financial/ Budget Management. Communication (Written and Verbal). Computer Literacy. Time Management Interpersonal. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical Creative. Facilitation. Negotiation.
<u>DUTIES</u>	:	Coordinate delivery of strategic and special projects in the Fund. Facilitate strategic and special project deliverables in line with the Fund strategic objectives, quality standards and expectation. Coordinate project quality management. Facilitate the implementation of strategic and special projects within the Fund. Manage Resources (Human, Finance, Equipment/ Assets) in the sub- directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962 email: Jobs-UIF8@labour.gov.za
<u>POST 30/12</u>	:	<u>ASSISTANT DIRECTOR QUALITY MANAGEMENT AND BUSINESS PROCESS REENGINEERING REF NO: HR4/4/3/2ASDQMBPR/UIF (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Management Services / Work Study/ Operations Management/ Production Management/ Industrial Engineering at NQF level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience in Quality Management and Business and Business Process Reengineering and two (2) years at a Supervisory level. Knowledge: Industrial engineering practices, Continuous improvement tools. LEAN methodology. Quality Management. Business Process Re-engineering. Continuous improvement techniques. UIF regulations, policies and procedures. Relevant stakeholder. Customer service (Batho Pele Principles). Technical Knowledge.ISO9001. Project Management. Risk Management and Fund Governance. External Environment Awareness. Skills: Business Writing.

		Decision making. Communication and Information Management. Customer focus and Responsiveness. People and Performance Management. Interpersonal. Problem solving. Project or programme Management. Team Leadership. Change Management.
<u>DUTIES</u>	:	Coordinate business process analysis and initiatives processes in the Fund. Develop Standard Operating Procedures (SOP's) for the Fund. Implement quality management systems and plan for the Fund. Implement business process re-engineering activities. Manage resources (Human, Assets, Equipment and Finance) in the sub-unit.
<u>ENQUIRIES</u>	:	Mr KK Maphopha Tel No: (012) 337 1763
<u>APPLICATIONS</u>	:	email: Jobs-UIF9@labour.gov.za
<u>POST 30/13</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/4/6/42</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	A three (3) years relevant tertiary qualification in Human Resource Management. 1-2 years supervisory experience doing the Human Resource Management Services. Knowledge: All labour legislations, Departmental policies and procedures, HR related systems, Public service Act, Batho Pele Principles, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Organizing and Planning, Supervisory, Time Management.
<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 implementation of HR policies. Monitor the payment of salaries.
<u>ENQUIRIES</u>	:	Ms. MS Lebogo Tel No: (015) 290 1662
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: Jobs-LP@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 30/14</u>	:	<u>ADMINISTRATION CLERK (X5 POSTS)</u> Three (3) year contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria Ref No: HR4/4/3/1ADQMBPR/UIF (X1 Post) Ref No: HR4/4/3/1ADOUIC/UIF (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. No experience required. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Minutes writing. Report writing. Computer Literacy. Communication. Planning and Organizing.
<u>DUTIES</u>	:	Render general clerical support services. Provide personnel administration clerical support services. Provide supply chain clerical. Provide financial administration support services.
<u>ENQUIRIES</u>	:	Mr KK Maphopha Tel No: (012) 337 1763 Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	:	email: Jobs-UIF10@labour.gov.za email: Jobs-UIF11@labour.gov.za