

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

: 28 September 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE

: Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. 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 and a completed, initialled and signed 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 Qualifications Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. 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. 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. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). 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. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

POST 33/04 : **DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/3DLAP/UIF**

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA /Public Management/ Public Administration/ B-com in Accounting/ Finance/ LLB/ Auditing/ Risk Management/ Project Management. Pre-entry certificated for Senior Management Services. Five (5) years' experience at Middle/ Senior management level in Labour Activation Programme/ Public Employment Programmes/ Enterprise Development environment/, financial management, grant management, monitoring and evaluation of funds, governance, risk and compliance. Experience in managing large-scale public sector programmes and funded entities will be added advantage. Knowledge: Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Diversity Management. Strategic Management. Project Management. Financial Management. Risk Management and compliance. Audit Processes. Skills: Financial Management. Risk Management. Project Management. Strategy Management. Diversity Management. Policy Analysis and Development. Computer Literacy. Communication (verbal and written). Quality Management. Research Methodology. Problem Solving and Decision Making. Contract Management. Monitoring and Evaluation.

DUTIES : Manage the development and implementation of the strategies and policies to guide the monitoring of Labour Activation Programme, TERS Funding. Lead the provision of funding to the institutions identified with the responsibility of executing Labour Activation Programmes. Strategically manage and maintain partnerships and network with relevant stakeholders involved in Labour Activation Programmes. Provide strategic advice and reports to the UIF Board, Investment Committee, Audit Committee, Executive Management, Minister, Director-General and other relevant governance and oversight structures. Lead the coordination of internal and external audit processes, including AGSA audits, relating to LAP and ensure the timely implementation of audit recommendations and corrective action plans. Manage resources (Human, Finance, Equipment/ Assets).

ENQUIRIES : Ms NB Mnconywa Tel No: (012) 337 1460
APPLICATIONS : Direct your applications to: Jobs-UIF18@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices
NOTE : Priority will be given to African Males, Coloured Females, Indian Males, White Males and Persons with disability.

OTHER POSTS

POST 33/05 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/165**

SALARY : R1 101 468 per annum, (all-inclusive salary package)
CENTRE : Barberton Labour Centre
REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Sciences, Public Administration / Management, Business Administration / Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. Presentation Skills. Communication (Both Verbal and written). Interpersonal. Conflict Management. Leadership. Project Management. Diversity Management. Change Management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder

		forums, including interdepartmental structures of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all resources of the Labour Centre. Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.
<u>ENQUIRIES</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8702
<u>APPLICATIONS</u>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-BBN@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females
<u>POST 33/06</u>	:	<u>COUNSELLOR GRADE1 REF NO:HR 4/4/8/1014</u>
<u>SALARY</u>	:	Grade 1: R741 102 – R821 070 per annum, (OSD) Grade 2: R844 128 – R935 045 per annum, (OSD) Grade 3: R953 094 – R1 055 292 per annum, (OSD)
<u>CENTRE</u>	:	Petrusburg, Free State
<u>REQUIREMENTS</u>	:	A Four-year B-Psych degree/ Honours degree in Psychology/ Honours degree in Industrial Psychology. Experience: Grade 1: 0 years' experience, Grade 2: 8 years' experience, Grade 3: 16 years' experience. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA and POPI Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.
<u>DUTIES</u>	:	Provide technical support to labour centres for the delivery of Employment Counselling services. Manage the referral of work seekers to relevant Employment Services and active Labour Market interventions. Co-ordinate the dissemination of Employment and Career information to Labour Centres. Establish and manage relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment. Supervise Administrative Personnel.
<u>ENQUIRIES</u>	:	Mr D Naman Tel No: (053) 574 0623
<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-fs3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>NOTE</u>	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Females.
<u>POST 33/07</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES OFFICE & EMPLOYMENT RELATIONS REF NO: HR4/4/8/1020</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Human Resource Management, Driver's License. Two (2) years' supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Ability to convert policy into action Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Legislative requirements: Public Service Act, Public Service Regulations Act. Skills: Administration and financial management, Project management, Interpersonal, Communication (Verbal and Written), Computer Literacy, Analytical, Problem Solving, Conflict Management and People Management.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of Human Resource Management policies in the Province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage staff and all of the Sub-Directorate.

<u>ENQUIRIES</u>	:	Mr SZ Segalo Tel No: (051) 505 6206
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-ASD-HRMFS@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African Females, Africans with Disability, White Males and White Females.
<u>POST 33/08</u>	:	<u>ASSISTANT DIRECTOR: HRM & ER REF NO: HR4/4/4/09/01</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management / Public Management/ Employee Relations at NQF Level 6 as recognised by SAQA. Driver's License will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human resources System and Procedures, 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, PowerPoint, PERSAL, etc.), Innovative / Creative, Presentation, Responsiveness, Report writing, Time management, Organising and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
<u>DUTIES</u>	:	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 programmes of Employment Equity. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment / Assets) in the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr M Takalo Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. Email: Jobs-GP34@labour.gov.za
<u>POST 33/09</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER REF NO: HR4/4/7/81</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Mashishing
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Experience: Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Mr L Mokhasi Tel No: (013) 235 2368/9
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X20081, or hand deliver at 51 De Klerk Street, Mashishing or email: Jobs-LDB@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.

<u>POST 33/10</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PUBLIC EMPLOYMENT SERVICES</u> <u>REF NO: HR4/4/7/89</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three (3) relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administrative. Two (2) years functional experience in Public Employment/Administrative Services. Knowledge: ILO Conventions, PFMA, Human Resource Management, Skills Development. Skills: Planning and organising, communication, Computer, Analytical, Presentation, Interpersonal, leadership, Networking.
<u>DUTIES</u>	:	Coordinate information for compilation of reports, coordinate PES training process to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the Province. Provide administration support service within PES section.
<u>ENQUIRIES</u>	:	Ms LL Shawe Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivered at Corner of Hoffmeyer and Beatty Avenue, Emalahleni.
<u>APPLICATIONS</u>	:	Email: Jobs-MPU-PES@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.
<u>POST 33/11</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ANTI-FRAUD AND ANTI-CORRUPTION</u> <u>REF NO: HR4/4/7/90</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. 2 years functional experience in anti-fraud and anti-corruption/ Risk Management environment. A valid drivers license. Knowledge: Public Finance Management Act (PFMA), Fraud and Corruption Legislative Framework, Prevention of Organised Crime Act, Promotion of Access to Information Act (PAIA), Basic Conditions of Employment Act (BCEA), Protected Disclosure Act, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management, Analytical and Creativity, Time management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report writing.
<u>DUTIES</u>	:	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption campaigns. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Ms S Shokane Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or Hand delivered at Corner of Hofmeyer Street and Beatty Avenue, Emalahleni or Email: Jobs-MPU-RAIM@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males
<u>POST 33/12</u>	:	<u>OHS INSPECTOR</u> <u>REF NO: HR4/4/7/82</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Secunda
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification in the relevant field i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Driver's licence. 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, Unemployed 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 the Occupational Health and Safety Act, Act 85 of 1993, 36 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 APPLICATIONS</u>	:	Mr S Ndimande Tel No: (017) 631 2585
	:	For attention Acting Deputy Director: Labour Centre Operations, Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda. Email: Jobs-SCU-INSPT@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males.
<u>POST 33/13</u>	:	<u>SENIOR PRACTITIONER: HRD & PERFORMANCE MANAGEMENT REF NO: HR4/4/09/02</u> (Three (3) Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Provincial Office: Gauteng, Parktown
	:	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 recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Human Resource Management Development / Training and Development / Performance Management Services. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), 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 Conditions of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA), Project Management, Diversity Management and OD-ETDP. Skills: Communication (Verbal and Written), Computer Literacy, People Management, Project Management, Presentation, Report writing, Time Management, Design and Development, Organizing and Planning, Problem Solving.
<u>DUTIES</u>	:	Coordinate the implementation Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement internship/ Learnership programmes in the Province. Coordinate and facilitate Orientation and Induction programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Seleke Tel No: (011) 853 0300
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 33/14</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO:HR4/4/09/03</u> (3-Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Provincial Office: Gauteng, Parktown
	:	An undergraduate qualification in Human Resource Management/ Public Management at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Human Resource Management environment. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Labour Relations Act (LRA), Employment Equity Act (EEA), Batho Pele Principles, PSCBC and CCMA Procedures. Skills: Negotiation, People Management,

		Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy and Report Writing.
<u>DUTIES</u>	:	Monitor the Recruitment and Selection processes. 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 APPLICATIONS</u>	:	Mr K Maqedana Tel No: (011) 853 0300
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 33/15</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/09/04 (X2 POSTS)</u> (Three (3) Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Provincial Office: Gauteng, Parktown
	:	An undergraduate qualification (NQF Level 6) in Human Resource Management / Labour Relations Management as recognised by SAQA. Driver's license will be an added advantage, Two (2) year's functional experience in Employment Relations Management environment. 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 Regulations (PSR). 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 Organising, Communication, Computer Literacy and Report Writing, Conflict, and Research.
<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 Province. Represent the Department in all disputes referred to the general Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment-related matters to the Province. Provide administration support services in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Maqedana Tel No: (011) 853 0300
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 33/16</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/07/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Provincial Office: Gauteng, Parktown
	:	Three (3) year relevant qualification in BPROC/ LLB/ BCOM LAW. A valid driver's license. One (1) year functional experience in the legal/ compliance environment. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation, Innovative, Analytical, Verbal and Written 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: SS in the enforcement processes 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 APPLICATIONS</u>	:	Mr M Tshabalala at 082 908 3224
	:	Acting Principal Chief Inspector, Hand deliver 47 Empire Road, Parktown, Johannesburg. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	Priority will be given to White males and white females.
<u>POST 33/17</u>	:	<u>INSPECTOR REF NO: HR 4/4/07/29</u>
<u>SALARY</u>	:	R338 106 per annum

<u>CENTRE REQUIREMENTS</u>	:	Labour Centre: Johannesburg
	:	Three (3) year relevant tertiary qualification in Labour Relations Management / BCOM Law / LLB. Valid driver's licence. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organising (Mainly for own), Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation Skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Executive investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr HT Ntsoko Tel No: (011) 843 4157
	:	Acting Deputy Director: Labour Centre Operations, Hand deliver 47 Empire Road, Parktown, Johannesburg. For online application follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	Priority will be given to White Males and white Females.
<u>POST 33/18</u>	:	<u>ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MANAGEMENT REF NO: HR 4/4/7/91</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Provincial Office: Mpumalanga
	:	Three (3) years relevant tertiary qualification (NQF Level 6) in Statistics / Economics / Public administration / Monitoring and Evaluation. One-year functional experience in data Management / Monitoring and Evaluation. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Computer, Analytical, Communication, Interpersonal, Interviewing, Innovative and creative, Data analysis, Statistical and research.
<u>DUTIES</u>	:	Capture Performance information data received from Branches/Units for the compilation of Provincial monthly/quarterly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RH Moloabi Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivered at Corner of Hofmeyer and Beatty Avenue, Emalahleni. Email: JOBS-MPU-LMIS@LABOUR.GOV.ZA
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and White Males.
<u>POST 33/19</u>	:	<u>RECORDS ADMINISTRATOR REF NO: HR 4/4/6/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Provincial Office: Limpopo
	:	Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organising.
<u>DUTIES</u>	:	Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms GJ Matlhakoane Tel No: (015) 290 1665
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UIFJobs-LP@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane.
	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female

<u>POST 33/20</u>	:	<u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/6/44 (X3 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate with Accounting or Mathematics as major subjects. 0 to 6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and organising, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Collect outstanding overpayment balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<u>ENQUIRIES</u>	:	Ms MJ Matlakala Tel No: (015) 290 1699
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UIFJobs-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>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 33/21</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICE REF NO: HR 4/4/6/45</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Makhado Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seeker on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	MI Makgobola 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 email: Job-MAKH@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 33/22</u>	:	<u>INSPECTOR (X4 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Bloemfontein Free State Ref No: HR4/4/8/1016 (X1 Post) Labour Centre: Bethlehem Ref No: HR4/4/8/1017 (X1 Post) Labour Centre: Ficksburg Ref No: HR4/4/8/1018 (X1 Post) Labour Centre: Sasolburg Ref No: HR4/4/8/1019 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law / LLB., No experience required. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. 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 Ndlela Tel No: (051) 285 0687 Ms T Mvelase Tel No: (058) 623 5277 Mr T Moholi Tel No: (058) 303 5293 Ms M Lelope Tel No: (016) 976 2084
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Operations, Free State Priority will be given to African Males, African Females, Africans with Disabilities, Coloured Males, Coloured Females Coloured with Disabilities, Indian Males, Indian males, White Males and White Females.
<u>POST 33/23</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/1015</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Welkom Free State Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations. Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre daily. Provide a Finance and office management service to the Labour Centre daily. Render a Human Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Qhalane Tel No: (057) 065 0500 Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African with Disabilities, Coloured Males, Coloured Females and White Females.
<u>POST 33/24</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HR/4/4/4/09/05 (X4 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum, plus 37% in lieu of benefits. Provincial Office: Gauteng, Parktown A 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, Organising 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, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Maqedana Tel No: (011) 853 0300 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 33/25</u>	:	<u>SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/80</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Mbombela Labour Centre Matriculation / Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures and treasury regulations. Skills: Verbal

		and written communication, Interpersonal relations, problem solving, computer literacy, analytical and planning and organizing.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre. Render a Human Resource Management service at a Labour Centre. Responsible for training and performance activities in a Labour Centre. Responsible for the records Management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms JP Thwala Tel No: (013) 762 8235
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200, Employment and Labour Building, 3 Ferrera Street, Nelspruit. Email: Jobs-MSS-MBO@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Males, Indian Males, Indian Females and white Males.
<u>POST 33/26</u>	:	<u>SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year's tertiary qualification (NQF Level 6) in Purchasing Management/ Facility Management / Logistic Management / Management. Two (2) years functional experience in Acquisition Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Electronic Operations System • Public Service Regulations (PSR). Public Service Act (PSA). National Treasury Regulations. Supply Chain Management Systems and Processes. Bid Processes. Broad Based Black Economic Empowerment (BBBEE). Preferential Procurement Policy Framework Act (PPPFA). Skills: Problem Solving. Presentation. Planning and Organising. Communications. Computer Literacy. Report Writing. Financial Management. Analysis. Time Management. Numeracy.
<u>DUTIES</u>	:	Render administration of contracts for the UIF. Provide technical support on bidding processes. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committees. Supervise resources (Human, Financial, Equipment/ Assets) in the sections.
<u>ENQUIRIES</u>	:	Ms WE Kruger Tel No: (012) 337 1876
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to African Males and Females, White Males and Persons with disabilities