

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>	:	05 October 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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 Qualification 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. 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).
		ERRATUM: Please be advised that the position of an Assistant Director: Financial Compliance, referenced as Ref No: HR4/25/06/64HO, located at Head Office, Pretoria, which was advertised in the Public Service Vacancy Circular 21 dated 20 June 2025, with a closing date of 04 July 2025, has been withdrawn.

OTHER POSTS

<u>POST 34/14</u>	:	<u>DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2DDRPD/UIF</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Social Sciences / Public Administration or Management / Development Studies / Public Policy / Social Security Administration at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Research

		and Policy Development and three (3) years' experience at Assistant Director level. Knowledge: Policy Analysis, Development and Management. Research Management. Quality Management. Project Management. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Report Writing. Project Management. Diversity Management. Policy Analysis, Development and Management. Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, and PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Monitor policy development processes in UIF. Monitor policy review in UIF. Manage research studies for UIF. Manage resources (Human, Finance, Equipment / Assets) the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr TJ Molema Tel No: (012) 337 1673
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF20@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disability.
<u>POST 34/15</u>	:	<u>COUNSELLOR GRADE 1-3 REF NO: HR4/4/8/2</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>	:	Ulundi– KwaZulu Natal
<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 Psychometrist/ Registered Counsellor (Independent practice), Valid driver's licence. 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 T Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: Jobs-KZN3@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 34/16</u>	:	<u>ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT</u> <u>REF NO: HR4/4/3/2ASDBSCM/UIF (X2 POSTS)</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy.

<u>DUTIES</u>	:	Facilitate investigations on national appeal cases referred by Provinces. Provide technical support on enquiries referred to the Fund (e.g Minister's Office, Public Protector, Director-General and Commissioner). Provide administrative and support services to the Board. Manage resources (Financial, Equipment/ Assets/ Human Resources) in the Sub- Directorate.
<u>ENQUIRIES</u>	:	Ms LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>POST 34/17</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE GOVERNANCE REF NO: HR4/4/3/2ASDCG/UIF</u> Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification (NQF Level 6) in Public Management/ Administration / Auditing/ Law / B Com Law/ B Com Auditing. Four (4) years' experience of which two (2) years must be functional experience in Board and Committees environment and two years at a supervisory level Knowledge: Public Finance Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of persons/s in Boards of State and State Owned Entities (HAPBSSOE). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR) Skills. Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Conduct research on governance developments and best practices. Facilitate Implementation of Corporate practices in the Fund. Facilitate the review and approval of Charters/ Terms of Reference of Committees. Quality assure quarterly board and committees validations reviews. Facilitate Board and Committee annual evaluations. Manage all resources (Human, Financial, Equipment/ Assets) in the sub- directorate.
<u>ENQUIRIES</u>	:	Mr SP Mashele Tel No: (012) 337 1608/ 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF22@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>POST 34/18</u>	:	<u>ASSISTANT DIRECTOR: TRADE CREDITORS: REF NO: HR4/4/3/2ASDTC/UIF (X2 POSTS)</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting /Auditing / Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Four (4) years of experience of which two (2) years must be functional experience in Finance environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (AX-One, BAS, etc.). HR System (PERSAL). Financial Systems Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
<u>DUTIES</u>	:	Internal and External invoices paid within 30 days of receipt by the Fund. Monthly DEL Claim process and paid. Approved weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information. Improve Governance. Manage resources (Human, Financial, Equipment / Assets) in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr V Nefale Tel No: (012) 337 1450
<u>APPLICATIONS</u>	:	email: Jobs-UIF23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Practices

<u>POST/ 34/19</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/3/2ASDHRM&ER/WC</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management / Public Management/ Employee Relations at NQF Level 6 as recognized 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, Organizing and Planning, Financial Management, Policy Analysis and 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 Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment / Assets) in the Division.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/20</u>	:	<u>CHIEF PERSONNEL OFFICER: HR OPERATIONS REF NO: HR4/26/10/01HO</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management. PERSAL Certificate in Personnel Administration. Two (2) years functional experience in Service Benefits and Recruitment and Selection. Two (2) years supervisory experience in HR Operations. Knowledge: National Skills Development Strategy, Public Service Human Resource Development, Management principles and practices, Public Service rules and regulations, Batho Pele principles, Public Finance Management Act, DEL policies and procedures, Management information systems. Skills: Time Management, Stress Management, Team building, Managerial skills (Plan, organise, coordinate and control), Communication skills incl. presentation skills, report writing and interviewing skills, Training, mentoring and coaching, Technical skills (Project Management, Quality management), Interpersonal skills, Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Access and Ms-Project)
<u>DUTIES</u>	:	Ensure efficient and effective recruitment practices. Facilitate the accurate and timely processing and approval of service benefits. Administer and oversee Permanent Incapacity Leave and Ill-Health Retirement (PILIR) processes.
<u>ENQUIRIES</u>	:	Ms N Darmalingam Tel No: (012) 309 4533
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za
<u>NOTE</u>	:	EE targets priority will be given to African Males, Coloured Males, Indian Females and White Males and Females.
<u>POST 34/21</u>	:	<u>SENIOR PRACTITIONER EMPLOYEE RELATIONS REF NO: HR4/4/10/1 (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Western Cape

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resources Management/ Public Management/ Employee Relations at NQF level 6 as recognised by SAQA. Two (2) years' must be functional experience in Employment Relations Management environment. Driver's license will be added as an advantage. 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 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, Presentation, Computer Literacy, Report Writing.
<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 department. Represent the department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/22</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/10/2</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	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. Two (2) years' functional experience in Human Resources Management/ Training and Development/ Performance Management Services. Drivers Licence will be added as an advantage. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Service Regulations 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 Condition of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA). Skills: Communication, Computer Literacy, People Management, Project Management Presentation, Report Writing, Time Management, Design and Development, Organizing and Planning, Problem Solving, People Management, Presentation, Planning and Organizing.
<u>DUTIES</u>	:	Coordinate the implementation Human Resource Development initiatives in the province. Coordinate the implementation of Performance Management System in the province. Implement Internships/Learnership Programmes and Induction Programmes. Manage resources (Human resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/23</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/10/3</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	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) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, and Report Writing.

<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 the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms. K Fuller Tel No: (021) 441 8119 Jobs-WC4@labour.gov.za Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/24</u>	:	<u>SENIOR STATE ACCOUNTANT: CLAIMS CREDITORS REF NO: HR4/4/3/1SSACC/UIF (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria An undergraduate qualification in Accounting/ Cost and Management Accounting / Financial Management / Public Finance Management / Business Management/ Economics/ Auditing at NQF Level 6 as recognised by SAQA. Two (2) years' experience in Finance environment. Knowledge: Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from the Treasury. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report Writing. Planning and Organising. Analytical. Numeracy. Presentation. Interpersonal.
<u>DUTIES</u>	:	Process daily payment of approved benefit claims to eligible beneficiaries. Verification of open vouchers. Provide information for Financial reports on benefits payments. Verify beneficiary claims. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms DP Manana- Mthembu Tel No: (012) 337 1617 email: Jobs-UIF24@labour.gov.za Sub-directorate: Human Resource Practices
<u>POST 34/25</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X26 POSTS)</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum Labour Centre: Boksburg Ref No: HR4/4/4/07/09 (X1 Post) Labour Centre: Brakpan Ref No: HR4/4/4/07/10 (X1 Post) Labour Centre: Carletonville Ref No: HR4/4/4/07/11 (X1 Post) Labour Centre: Kempton Park Ref: No: HR4/4/4/07/12 (X1 Post) Labour Centre: Nigel Ref No: HR4/4/4/07/13 (X1 Post) Labour Centre: Randburg Ref No: HR4/4/4/07/14 (X2 Posts) Labour Centre: Roodepoort Ref No: HR4/4/4/07/15 (X2 Posts) Labour Centre: Sebokeng Ref No: HR4/4/4/07/16 (X2 Posts) Labour Centre: Soweto Ref No: HR4/4/4/07/17 (X1 Post) Labour Centre: Springs Ref No: HR4/4/4/07/18 (X1 Post) Labour Centre: Vanderbijlpark Ref No: HR4/4/4/07/19 (X3 Posts) Labour Centre: Vereeniging Ref No: HR4/4/4/07/20 (X1 Post) Labour Centre: Bronkhorstspuit Ref No: HR4/4/4/07/21 (X2 Posts) Labour Centre: Ga-Rankuwa Ref No: HR4/4/4/07/22 (X1 Post) Labour Centre: Krugersdorp Ref No: HR4/4/4/07/23 (X2 Posts) Labour Centre: Randfontein Ref No: HR4/4/4/07/24 (X1 Post) Labour Centre: Mamelodi Ref No: HR4/4/4/07/25 (X1 Post) Labour Centre: Soshanguve Ref No: HR4/4/4/07/26 (X1 Post) Labour Centre: Temba Ref No: HR4/4/4/07/27 (X2 Posts)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Business Administration or Management / Public Administration or Management/Operations / Accounting / Finance NQF Level 6 as recognised by SAQA. Management/ Financial Accounting/Finance at NQF Level 6 as recognised by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour and UIF Policies and Procedure/ Operations System / Batho Pele Principles/ Protection of Personal. Information

		Act (POPIA), Skills: Interpersonal, Presentation, Listening, Communication (Verbal and Written), Computer Literacy, Problem solving, Planning and Organising.
<u>DUTIES</u>	:	Provide Unemployment Insurance service through interaction with customers. Provide quality assurance and follow up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment / Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana / Mr N Pillay 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 please follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets – Priority will be given to White males and White Females.
<u>POST 34/26</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/4/8/1</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office, KwaZulu Natal
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Human Resource Management. One (1)- Two (2) years functional experience doing the Human Resource Management Services. A valid driver's licence. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
<u>DUTIES</u>	:	Render the Recruitment and Selection process, Process and approve service benefits e.g. Leave, housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TB Gumede Tel No: (031) 366 2355
	:	Deputy Director: Human Resource Management, PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female.
<u>POST 34/27</u>	:	<u>FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/8/3</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office – KwaZulu Natal
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Economics/ Logistics Management/ Supply Chain Management/ Public Management/ Public Administration/ Financial Management. Valid Driver's licence. One (1) year functional experience in Fleet/ Transport Management Services. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Technical aspects of field of speciality. Skills: Communication (Oral and written communication skills). Coordination. Planning and organisation. Report writing. Computer (Operation of a computer and assigned software). Monitoring and evaluation. Time management.
<u>DUTIES</u>	:	Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative tasks in respect of fleet operations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mwelase Tel No: (031) 366 2316
	:	Deputy Director: Finance and Office Services, PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN31@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
	:	Indian Males, Indian Females, White Females and Persons with disabilities are encouraged to apply.

<u>POST 34/28</u>	:	<u>ADMINISTRATIVE OFFICER: EMPLOYER SERVICES OFFICER REF NO: HR4/4/9/180</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office, East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
<u>DUTIES</u>	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large (provisional) opportunities from key stakeholders and DEL placement services opportunities.
<u>ENQUIRIES</u>	:	Ms NR Ngaki Tel No: (043) 701 3074/76
<u>APPLICATIONS</u>	:	Chief Director: Private Bag X9005, East London, 5200 or hand deliver at 03 Hill Street, East London, 5200. Email: Jobs-EC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section
<u>NOTE</u>	:	Priority will be given to African Males, White Males and White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities
<u>POST 34/29</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/03</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Mdantsane, Eastern Cape
<u>REQUIREMENTS</u>	:	Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. 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 Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<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 L Mduduma at (082) 787 7746
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at No 1 Mazaula Street, NU 1 Mdantsane or email at Jobs-ECMDS@Labour.gov.za
<u>NOTE</u>	:	Priority will be given to African males, white males, white females, Coloured Males, Coloured Females, Indian Males, Indian Females, People with Disability.
<u>POST 34/30</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HR4/4/10/4 (X4 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office Western Cape
<u>REQUIREMENTS</u>	:	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</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/31</u>	:	<u>REGISTRY CLERK REF NO: HR4/4/3/1RC/UIF</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Batho Pele Principles. Record Management. Skills: Communication. Listening. Computer Literacy. Time Management. Interpersonal. Planning and Organising.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filling and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Mr S Mkhize Tel No: (012) 337 1423/ 1562
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to Indian Males and Females, White Males, White Females and Persons with disabilities.
<u>POST 34/32</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/8/07</u> Re-advertisement, applicants who applied before must re-apply
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Durban Labour Centre, KwaZulu Natal
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public Premises and Vehicles Act. Evacuation procedures. Minimum Information Security Standards. Private Security Industry Regulatory Authority (PSIRA) Procedures. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Listening. Computer Literacy. Planning and organising. Analytical.
<u>DUTIES</u>	:	Control access in and out of the Labour Centre and Provincial Office. Secure the flow of information and assets within the Labour Centre and Provincial Office. Conduct security patrols of the building and offices to ensure the safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
<u>ENQUIRIES</u>	:	Mr S Mchunu Tel No: (031) 336 0424
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X10074, Marine Parade, Durban, 4056 or hand deliver at Government Building, Masonic Grove, Durban. For online Applications Email: Jobs-KZN16@Labour.gov.za
<u>NOTE</u>	:	African Males, Indian Males, White Males, White Females and People with Disabilities are encouraged to apply