

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>	:	16 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 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. 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).

OTHER POSTS

<u>POST 35/07</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)</u> Re-advertisement for Ficksburg and Welkom Labour Centres, applicants who previously applied for those Centres must re-apply.
<u>SALARY CENTRE</u>	:	R1 101 468 per annum, (all- inclusive salary package) Labour Centre: Botshabelo Ref No: HR4/4/8/1022 (X1 Post) Labour Centre: Ficksburg Ref No: HR4/4/8/1023 (X1 Post) Labour Centre: Welkom Ref No: HR4/4/8/1024 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, 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 /services delivery environment. 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, Service Delivery Improvement Plan Skills: Management, Computer skills, Presentation skills, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity management, Change management, Monitoring and Evaluation.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of 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 the resources of the Labour Centre.
<u>ENQUIRIES</u>	:	Ms E Maneli Tel No: (051) 505 6205
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at: Department of Employment and Labour, Laboria House, Charlotte Maxeke Street, Bloemfontein. For online applications: Botshabelo Labour Centre Jobs-FSDDLCOBOTS@LABOUR.gov.za Ficksburg Labour Centre Jobs-FSDDLCOFICKS@LABOUR.gov.za Welkom Labour Centre email: Jobs-FSDDLCOWELK@LABOUR.gov.za
<u>NOTE</u>	:	African Males, African Females, Africans with Disability and Coloured Females.
<u>POST 35/08</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/6/48</u> (Three (3) year contract)
<u>SALARY</u>	:	R605 742 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Operations Management/Public Management or Administration, Business Administration or Management/Administrative Management/Management/Financial Accounting/Finance at NQF Level 6 as recognised by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be at a supervisory experience. Valid driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Conditions of Employment Act (BCEA), Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Computer, Report writing, People management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Coaching skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate local appeals and complaints in the province. Coordinate general support. Manage resources in the unit.
<u>ENQUIRIES</u>	:	Mr. Ml 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 UIJobs-LP@labour.gov.za
<u>POST 35/09</u>	:	<u>ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X13 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R605 742 per annum, plus 37%. in lieu of benefits
<u>CENTRE</u>	:	Labour Centre: Giyani: Ref No: HR4/4/6/49 (X1 Post) Labour Centre: Groblersdal Ref No: HR4/4/6/50 (X1 Post) Labour Centre: Jane Furse Ref No: HR4/4/6/51 (X1 Post) Labour Centre: Lebowakgomo Ref No: HR4/4/6/52 (X1 Post) Labour Centre: Lephalale Ref No: HR4/4/6/53 (X1 Post) Labour Centre: Makhado Ref No: HR4/4/6/54 (X1 Post) Labour Centre: Modimolle Ref No: HR4/4/6/55 (X1 Post) Labour Centre: Mokopane Ref No: HR4/4/6/56 (X1 Post) Labour Centre: Phalaborwa Ref No: HR4/4/6/57 (X1 Post) Labour Centre: Polokwane Ref No: HR4/4/6/58 (X1 Post) Labour Centre: Seshego Ref No: HR4/4/6/59 (X1 Post)

		Labour Centre: Thohoyandou Ref No: HR4/4/6/60 (X1 Post)
		Labour Centre: Tzaneen Ref No: HR4/4/6/61 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Operations Management or Research/Public Management or Administration, Business Administration or Management / Administrative Management / Management / Financial Accounting / Finance at NQF Level 6 or 7 as recognised by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be a supervisory Experience. Driver's License will be an added advantage. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Condition of Employment (BCEA), Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Driving skills, Computer, Report writing, People management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Presentations skills, Numeracy skills, Analysis Skills.
<u>DUTIES</u>	:	Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.
<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 UIFJobs-GIY@labour.gov.za for Giyani UIFJobs-GLD@labour.gov.za for Groblersdal UIFJobs-JF@labour.gov.za for Jane Furse UIFJobs-LEB@labour.gov.za for Lebowakgomo UIFJobs-LEP@labour.gov.za for Lephalale UIFJobs-MAKH@labour.gov.za for Makhado UIFJobs-MOD@labour.gov.za for Modimolle UIFJobs-MOK@labour.gov.za for Mokopane UIFJobs-PHAL@labour.gov.za for Phalaborwa UIFJobs-PLK@labour.gov.za for Polokwane UIFJobs-SESH@labour.gov.za for Seshego UIFJobs-THO@labour.gov.za for Thohoyandou UIFJobs-TZN@labour.gov.za for Tzaneen
<u>POST 35/10</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR 4/4/1/85</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Three- year relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's licence. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem solving, Conflict management, People management.
<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 staff and all the resources of the Sub- Directorate.
<u>ENQUIRIES</u>	:	Mr S Joko Tel No: (043) 701 3030
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag 9005, East London or hand deliver at No. 03 Hill Street East London. Email: Jobs-EC2@labour.gov.za
<u>NOTE</u>	:	Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and People with Disabilities are encouraged to apply.

POST 35/11 : **ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE: REF NO: HR5/1/2/3/33 (X4 POSTS)**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting/Auditing/Compliance Management. 4 years' functional experience in employer assessment/revenue management/Financial management/auditing/ Compliance management/ health insurance environment of which 2 years at supervisory level. Valid driver's license. Knowledge: Compensation Fund, policies, procedures, processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). COIDA. Public Service Act (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognised Accounting Practices (GRAP). Financial and budgeting management. Fund Governance and Risk Management. Customer Service (Batho Pele Principles). Understanding of risk management and audit practices. Debtors Management. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations (NTR). Skills: Technical Proficiency. Communication (verbal and written). Meeting planning, organisation, and facilitation. Analytical thinking. Data and records management. Telephone Skills and Etiquette. Problem-solving and decision-making. Computer literacy. Customer Focus and Responsiveness. People and Performance Management. Team leadership. Planning and Organising. Project management. External Environmental Awareness.

DUTIES : Provide support to Provincial Office COIDA Compliance. Coordinate the employer audit activities within the Fund. Facilitate COIDA compliance rate and links with relevant units. Manage all resources in the Sub-directorate.

ENQUIRIES : Mr K Makgamatha, Cell: 083 288 2845
APPLICATIONS : Direct Your Applications to: Jobs-CF24@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 35/12 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: HR 5/1/2/3/34**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognised by SAQA in Human Resource Management. 4 years' functional experience in human resource administration environment of which 2 years should be supervisory experience at Senior Practitioner level or equivalent level. Knowledge: Human Resource Management methodology, principles and strategy. Digital Acumen/Relevant HRM Systems/Performance Systems. Compensation Fund Objectives and Business Function. Compensation Fund services. Compensation Fund services. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. Legislative requirements: Public Service Regulations. Public Service Act. Basic Conditions of Employment Act. POPI Act. Skills: Project Management and Planning. Quality Assurance and Improvement. Data Integrity and Management. Ethics and Governance. Monitoring and Evaluation. Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Stakeholder Development and Management.

DUTIES : Coordinate the implementation of employee benefits, conditions of service and remuneration of employees in the Fund. Coordinate the process of administering the incapacity leave process (Pillar). Coordinate the maintenance of the Human Resource Information of the Fund. Management of resources.

ENQUIRIES : Ms. VH Masemola, Cell: 082 520 3935
APPLICATIONS : Direct Your Applications to: Jobs-CF28@labour.gov.za
NOTE : Preference will be given to Persons with Disabilities, Whites and Indians

POST 35/13 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/8/185**
 (Three-Year Contract)

SALARY : R487 197 per annum, plus 37% in lieu of benefits

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Northern Cape
	:	An undergraduate qualification in Human Resource Management/Public Management/Employee Relations at NQF Level 6 as recognised by SAQA. Driver's Licence 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 the Public Service, Human Resource Systems 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 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 resources (Human, Finance, Equipment/Assets) in the Sub-directorate
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>POST 35/14</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/186</u> (Three-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Provincial Office: Northern Cape
	:	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</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>POST 35/15</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/8/187</u> (Three-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Provincial Office: Northern Cape
	:	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) years must be functional experience in Employment Relations Management environment. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council 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 procedures. Basic Conditions of Employment Act (BCEA). Skills: Negotiation. People

		Management. Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report Writing. Conflict Management. 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 in the province. Provide administrative support services in the section.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>POST 35/16</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/8/188</u> (Three-Year Contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management / Development / Training and Development / Management of Training / Public Management / Public Management / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Driver's license will be an added advantage. Two (2) years functional experience in Human Resource 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 Relation Act (LRA). Basic Condition of Employment Act. Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organising 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</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>POST 35/17</u>	:	<u>SENIOR ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR5/1/2/3/35</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting / Auditing / Compliance Management. 2 years' functional experience in employer assessment or revenue management or compliance management or health insurance environment. Valid driver's license. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customer. Customer Service (Batho Pele Principles). COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organising, and facilitation. Data and records management. Telephone Skills and Etiquette. Problem-solving and decision-making. Computer literacy.
<u>DUTIES</u>	:	Review various extracts/requested data reports to identify possible non-compliant employers for profiling. Review identified possible non-compliant employers. Collaborate with the provinces in the conducting of employer

		compliance audit (Proactive and reactive) in relation to COIDA. Conduct advocacy on employer compliance in relation to COIDA. Supervisor Staff.
<u>ENQUIRIES</u>	:	Mr K Makgamatha Cell: 083 288 2845
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF25@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 35/18</u>	:	<u>SENIOR PRACTITIONER: VOCATIONAL REHABILITATION BURSARIES</u> <u>REF NO: HR5/1/2/3/36</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Administration / Public Management / Accounting / Finance / Business Management / General Management / Business Administration / Human Resource Management/ Informatics/ Business Analytics/Information Systems/ Data Analytics / Developmental Studies / Training & Development. 2 years' functional experience in Vocational training and development/employability environment. Knowledge: Project Management. Stakeholder Management. Del and Compensation Fund objectives and business functions. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Fund Value. PFMA. National Treasury Regulations. Skills Development Levies Act. Legislative Requirements: COIDA. Skills: Data Gathering, Analysis and Strategic Reporting. Knowledge Management. Visualisation, facilitation and Presentation. Analysing & interpreting information (Data Analytics).
<u>DUTIES</u>	:	Provide support in the implementation of Vocational Rehabilitation Programme on bursary administration. Liaise with internal and external stakeholders for the provision of required information and data. Assist in the implementation of the Vocational Rehabilitation Programme outreach. Render effective administrative support services.
<u>ENQUIRIES</u>	:	Mr S Bogopa, Cell: 076 940 1894
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF26@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 35/19</u>	:	<u>SENIOR PRACTITIONER: VOCATIONAL REHABILITATION TALENT PIPELINE & RETURN TO WORK</u> <u>REF NO: HR5/1/2/3/37</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Administration / Public Management / Accounting / Finance / Business Management / General Management / Business Administration / Human Resource Management / Informatics / Business Analytics / Information Systems / Data Analytics / Development Studies / Training & Development. 2 years' functional experience in Vocational training and development/Employability environment. Knowledge: Project Management. Stakeholder Management. Del and Compensation Fund objectives and business functions. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Fund Values. PFMA. National Treasury Regulations. Skills Development Levies Act. Legislative requirements: COIDA. Skills: Data Gathering, Analysis and Strategic Reporting. Knowledge Management. Visualisation, Facilitation and Presentation. Analysing & Interpreting information (Data Analytics).
<u>DUTIES</u>	:	Provide support in the implementation of Vocational Rehabilitation Programme on Talent Pipeline and Return to work. Liaise with internal stakeholders for the provision of required information and data. Assist in the implementation of the Vocational Rehabilitation Programme outreach. Render effective administrative support services for the section.
<u>ENQUIRIES</u>	:	Mr S Bogopa Cell: 076 940 1894
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF27@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 35/20</u>	:	<u>SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT</u> <u>REF NO: HR 4/4/6/46</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo

<u>REQUIREMENTS</u>	:	Three years' relevant tertiary qualification in Risk Management / Internal Audit. Two (2) years' functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and Organizing.
<u>DUTIES</u>	:	Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centre and Provincial Office. Supervise sources in the section.
<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 Jobs-LP@labour.gov.za for Provincial Office: Limpopo.
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 35/21</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X3 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Mdantsane Labour Centre Ref No: HR4/4/1/200 (X1 Post) Labour Centre: Kwa-Maqoma Ref No: HR4/4/1/201 (X1 Post) Labour Centre: Kwa-Maqoma but stationed at Alice Satellite Office Ref No: HR4/4/1/202 (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management / Public Management or Administration / Business Administration or Management / Administrative Management / 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. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act, Department of Employment and Labour & UIF Policies and procedures, 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 services 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</u>	:	Mr Lisolomzi Mduduma Tel No: (043) 285 0402 (Mdantsane Labour Centre) Mr Tamsanqa Mgudane Tel No: (046) 307 7280 (Kwa-Maqoma Labour Centre and Alice Satellite Office)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Operations, Private Bag X19, Mdantsane, 5201, Hand deliver at No.1 Mazaule Street, NU 1, Mdantsane. Email: Jobs-ECMDS@labour.gov.za Deputy Director: Labour Operations, Private Bag X530, Kwa-Maqoma, 4735 or hand deliver at No.528 Alice Road Old Teba Building Kwa-Maqoma, 5720. Email: Jobs-ECFOB@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 35/22</u>	:	<u>EMPLOYER SERVICES PRACTITIONER (ESP11) REF NO: HR4/4/8/182</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Springbok
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration / Business Management / Public Management, Valid driver's licence. Two (2) Years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and Organising, Communication skills, Computer, Analytical,

		Presentation, Interpersonal, Report writing, Networking, Negotiation, 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-Board Labour Migration 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 APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: NC-Springbok@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to Coloured Males, Indian Males and Females, White Males.
<u>POST 35/23</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: PERFORMANCE MANAGEMENT REF NO: HR4/26/09/11HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Head Office, Pretoria
	:	Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resource Management / Development / Training & Development / Management of Training / Public Management. One (1) years functional experience in Performance Management. Knowledge: Departmental policies and procedures, Batho Pele principles, Public Financial Management Act, Performance Management and Development Policies and Directives, Public Service Act, Public Service Regulations. Skills: Computer Literacy, Communication skills, Interpersonal Relations, Facilitation, Report writing, Minutes taking, Basic Project Management.
<u>DUTIES</u>	:	Facilitate performance agreements and performance assessments in the Department. Verify and quality check submitted performance agreements and assessment reports on the Electronic Performance Management system and provide a report to the supervisor. Provide secretariat and logistical support for PMDS committees meetings. Produce goods and services for Sub-Directorate Performance Management & Committee Services. Responsible for administration of performance management on the online system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ratau Tel No: (012) 309 4605
	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ29@labour.gov.za
<u>NOTE</u>	:	EE targets: African Males, Coloured Males, Indian Females, White Males and Females.
<u>POST 35/24</u>	:	<u>ADMINISTRATION OFFICER REF NO: HR 4/4/8/1020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Provincial Office Free State
	:	A qualification at NQF level 6 as recognised by SAQA in Public Administration/ Public Management/ Business Administration. One (1) year functional experience in Public Employment Services / Administration Services. Knowledge: Social Plan Guidelines. ILO Conventions. PEA Regulations.
<u>DUTIES</u>	:	Render human resources management functions for the PES business unit. Provide support for the budget administration of the PES business unit. Consolidate monthly and quarterly statistics for the PES business unit. Perform general administration to compliance and audit functions of the PES business.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KD Mogotloane Tel No: (051) 505 6207
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FSOfficeAdminPES@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.

<u>POST 35/25</u>	:	<u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/9/1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum Stanger – KwaZulu Natal Grade 12; no experience required. Knowledge: All relevant Labour legislations and regulations, Relevant ILO conventions, Public Service Regulations, Public Service Act, Knowledge of Departmental policies, procedures and guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration services. Resolve all complaints on IES labour legislation received from clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mwelase Tel No: (032) 307 0989 Deputy Director: Stanger Labour Centre, PO Box 138, Stanger, 4450, or hand deliver at 12 Cato Street, Stanger. For Online Applications: Jobs-KZN25@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 35/26</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES IES REF NO: HR/4/4/8/184</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Labour Centre Kimberly Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, data capturing. Skills: Planning and organising, Communication, Computer Literacy.
<u>DUTIES</u>	:	Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to Coloureds Males, Indians Females, Whites Males.
<u>POST 35/27</u>	:	<u>REGISTRY CLERK REF NO: HR 4/4/6/47 (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum, plus 37% in lieu of benefits Provincial Office: Limpopo Grade 12/Senior Certificate or equivalent. No experience required. Knowledge: National Archive Act, Public Service Regulation, Public Service Act, Public Finance Management Act, 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 filing and record management services. Process documents for archiving and/disposal.
<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 UJFJobs-LP@labour.gov.za
<u>POST 35/28</u>	:	<u>UMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/189 (X3 POSTS)</u> (Three-Year Contract)
<u>SALARY CENTRE</u>	:	R237 453 per annum, plus 37% in lieu of benefits Provincial Office: Northern Cape

<u>REQUIREMENTS</u>	:	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 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</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>POST 35/29</u>	:	<u>OFFICE AID: IT AND OFFICE SERVICES REF NO: HR4/4/1/14</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	East London, Provincial Office
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10, No experience required. Knowledge: Cleaning Practices, Catering and Office Practices. Skills: Interpersonal relations, Verbal Communication, Listening Skills.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food Services Aid. Assist in distributing Stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr M Nohesi Tel No: (043) 701 3029
<u>APPLICATIONS</u>	:	Acting Chief Director Provincial Operations: Provincial Operations: Private Bag X 9005, East London, 5201 or hand deliver at No 3 Hill Street, East London or email at Jobs-EC10@Labour.gov.za
<u>NOTE</u>	:	EE targets: -Priority will be given to African Males, Coloured Males, Indian Females, White Males
<u>POST 35/30</u>	:	<u>OFFICE AID (X2 POSTS)</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Labour Centre: Sasolburg Ref No: HR4/4/8/1021 (X1 Post) Labour Centre: Kuruman Ref No: HR4/4/8/181 (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10. No experience Knowledge: Cleaning Practices, Catering, Office Practice Skills: Interpersonal relations, Verbal communications, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Ms M Lelope Tel No: (016) 970 3200 (Sasolburg) Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Kuruman)
<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-FSOfficeAidSasol@labour.gov.za Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: NC-Kuruman@labour.gov.za
<u>NOTE</u>	:	EE targets for Sasolburg Labour Centre- priority will be given to African Males, African with Disabilities, Coloured Males and Coloured Females, White Females, EE targets- for Kuruman Labour Centre- priority will be given to Coloureds Males, Indians Females, Whites Males.