

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>	:	23 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 36/11</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: HR4/4/6/06</u>
<u>SALARY</u>	:	R1 041 402 - R1 121 241 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	MBCHB. 10 years of functional experience in the medical environment. Assessment of medical /disability claims will be an added advantage. Registration with the HPCSA. Knowledge: Medical related Legislation & Regulatory Knowledge & implementation, Medical aid knowledge (case management), Compensation Fund policies, Procedures, processes, Compliance Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Services (Batho Pele Principles), Technical Knowledge, Medical Anatomy, Medical Terminology, AMA guidelines application, Public service Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy

		Framework, Promotion of Access to Information Act, Protection of Personal Information Act (POPI). Skills: Medical Policy Management, Occupational Health knowledge, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen / Medical Systems (IT Systems Control Designs), Clinical risk mitigation, Clinical coding, Quality Assurance and improvement, Research and Benchmarking, Stakeholder Development and Management, Negotiation, Consensus and Coalition Building.
<u>DUTIES</u>	:	Manage medical advisory services for all COID services. Manage and monitor healthcare. Manage medical claims processing. Manage and provide support to medical service providers. Manage all resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. JM Fope Tel No: (015) 290 1665
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-LP@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Male, African Female, Coloured Male, Indian Male, Indian Female, White Male, White Female
<u>POST 36/12</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/6/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum
	:	Labour Centre: Groblersdal Labour Centre
	:	Three (3) year National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Environmental Health / Occupational Health / Hygiene/ Analytical Chemistry / Chemical Engineering. Valid driver's License. Four (4) years functional experience in Health and Hygiene inspection/ services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standard, OHS Management System. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Presentation, Innovative, Analytical Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per the inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms.JM Fope Tel No: (015) 290 1665
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-GLD@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female
<u>POST 36/13</u>	:	<u>OHS: INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/6/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Labour Centre: Lephalale
	:	Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Construction Engineering. Valid driver's License. Registration with the relevant, recognised professional body is an advantage but not compulsory. 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, Unemployment Insurance Act. Skills: Planning and Organising, 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 inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standard. 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 the impact thereof, consolidate and compile a 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</u>	:	Ms.JM Fope Tel No: (015) 290 1665
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-LEP@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female.
<u>POST 36/14</u>	:	<u>TEAM LEADER REF NO: HR 4/4/7/64</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Middelburg Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations/Labour Law, LLB/BCOM LAW. A Valid driver's licence. Two (2) years of functional experience in the Inspection and Enforcement Service. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Conflict handling skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment act, (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and safety (OHS) and UI Contribution (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforcement as and when necessary including making preparations for and appearing in Court as State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of report emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Management the finalisation of files of cases received and investigation conducted by the Inspectors, Contribute at 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 allocates cases, ensure that non-compliant employers are referred for prosecution within the relevant time frames
<u>ENQUIRIES</u>	:	Mr RT Milanzi Tel No: (013) 240 0236
<u>APPLICATIONS</u>	:	The Deputy Director Labour Operations: Private Bag X251833, Middelburg, 1050 or Hand deliver at Emily Hobhouse Building, 15 Cowen Nthuli Street, Middelburg. For online application, email: to Jobs-MPU-TL01@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Male, Indian Male, Indian Female, White Male and People with Disability.
<u>POST 36/15</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/5/100</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Emaxesibeni
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3-year recognised qualification in the relevant field i.e. Occupational Hygiene or Environmental Health. A Valid driver's licence. No experience required. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Skills: Facilitation, Planning, Organizing, Computer Literacy, Interpersonal,

		Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993. Regulations and incorporated standards. To confirm registration with the Unemployment Insurance Act and 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 the 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 the impact thereof, consolidate and compile a 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</u>	:	Ms. L Nongena- Sigidle Tel No: (039) 254 0282
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X530, eMaxesibeni ,4735, Hand deliver at No 52 Church Street eMxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 36/16</u>	:	<u>SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/5/101</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Three years' relevant tertiary qualification in Risk Management / Internal Audit / Risk and Security Management / Accounting / Law / Policing / Forensic Investigation/CFE qualification. Two (2) years of functional experience in an anti-fraud and corruption environment. ACFE membership will be an added advantage. Prepared to travel nationally (In possession of at least a Code 8 driver's license). Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud-related administration and operations, Batho Pele Principles. Skills: Planning and Organising skills, Time Management, Conflict Management, Analytical Skills, Investigation skills, Computer Literacy, Presentation skills, Communication skills, Report writing Skills.
<u>DUTIES</u>	:	Implement Fraud and Corruption Prevention Strategies, Conduct, Investigations on reported Fraud and Corruption, analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources.
<u>ENQUIRIES</u>	:	Mr. S Nduli Tel No: (043) 703 3326
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9005, East London, 5201, hand deliver at No.3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 36/17</u>	:	<u>INSPECTOR REF NO: HR4/4/7/95</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Emalahleni
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/ B. Tech Degree in Labour Relations/ LLB for BCEA or Electrical / Mechanical Engineering / Environmental Health / Analytical Chemistry / Chemical Engineering / Civil & Construction Engineering for OHS. Two (2) years of functional experience in Inspection and Enforcement Services (BCEA)/ OHS. A valid driver's licence. 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. SABS Codes. Unemployment Insurance Act. UI Contributions Act. Employment Equity Act. Immigration Act. Skills: Facilitation Skills. Planning and organising. Computer Literacy. interpersonal skills. Conflict handling skills. Negotiation skills. Problem Solving skills. Interviewing skills. Presentation skills. Innovative. Analytical. Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislation, namely, Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHSA) and UI Contributions Act (UICA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making presentations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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</u>	:	Mr EA Masemola Tel No: (013) 653 3800/ 656 1422
<u>APPLICATIONS</u>	:	The Deputy Director: Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or Hand delivered at 38 Mandela Avenue Corner of Escombe Street and Mandela Avenue Emalahleni. For online application Email: to Jobs-MPU-EMAL@labour.gov.za
<u>NOTE</u>	:	African Male, Coloured, Male, Indian Male, Indian Female, White Male and People with Disability are encouraged to apply.
<u>POST 36/18</u>	:	<u>EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/7/64</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three-year relevant qualification in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. One (1) year of functional experience in Auditing. Knowledge: Departmental Policies and procedures, Batho Pele, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, interpersonal, Problem Solving, interviewing skills, Communication, Written and Verbal, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Perform Monitor the implementation of UIA and COIDA Programmes, Analyse the systems that provide expert advice on sector specific UIA & COIDA matter, Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs, provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mr ABM Mampuru Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. For online application Email: Jobs-EAS01@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Male, Indian Male, Indian Female, White Male and People with Disability.
<u>POST 36/19</u>	:	<u>ADMINISTRATION OFFICER: SUPPORT SERVICES IES REF NO: HR4/4/7/94</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/ Business Management/ Administration. One (1) year of functional experience in Inspection/ Administration Services. A valid driver's licence. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Public Service Regulations. SDLA. Occupational Health and Safety Act. COIDA. Unemployment Insurance Act. UI Contributions Act. Employment

		Equity Act. Skills: Planning and organising. Computer Literacy. Interpersonal. Problem Solving. Communication (Verbal and Written).
<u>DUTIES</u>	:	Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA). Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improving IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to the supervisor. Coordinate and monitor local and Provincial Blitz Inspections. Prepare an enforcement document for the Labour Court, Public Protector and Magistrate's Court.
<u>ENQUIRIES</u>	:	Mr. ABM Mampuru Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	The Provincial Chief Inspector, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni, 1035. For Online Applications Email to: Jobs-MPU-IES01@labour.gov.za
<u>NOTE</u>	:	African Male, Coloured, Male, Indian Male, Indian Female, White Male and People with Disability are encouraged to apply.
<u>POST 36/20</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/95</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Labour Centre: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Coordination, Computer literacy.
<u>DUTIES</u>	:	To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for records administration in a Labour Centre daily.
<u>ENQUIRIES</u>	:	Ms. S Zaula Tel No: (047) 501 5600
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Email Jobs-ECUTT@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, White Males, White Females, Indian female, Indian Male, Coloured Male, Coloured Female and People with Disability.
<u>POST 36/21</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/7/5</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Grade 12 / Matriculation/ Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, and Innovative.
<u>DUTIES</u>	:	Liaise with identified stakeholder's relations for acquisition of placement opportunity. Avail information for coordination of International Cross-Border Labour Migration functions. Support the coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Ms PZ Maseko Tel No: (031) 366 2011
<u>APPLICATIONS</u>	:	Director: Public Employment Services, PO Box 940, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
<u>NOTE</u>	:	EE Target – Priority will be given to African males, Indian males, White males and White females.