

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>	:	30 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).

OTHER POSTS

<u>POST 37/20</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/8/193</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	Three years tertiary qualification in Public Administration/ Business Administration or equivalent. Certificate in Project Management methodologies will be added advantage. Four (4) years' experience functional experience relevant experience in project management environment or equivalent. Knowledge: Public Financial Management Act (PFMA). Public Services Regulations (PSR). Labour Activation Framework. Skill Development Act (SDA). Project Management Principles (PMP). Diversity Management. Basic Educational and Training (BET). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Project Management

		Methodologies (PMBOK). Skills: Negotiation. Interpersonal. Presentation. Problem Solvig. Planning and organising. Policy analysis and Interpretation. Communication (Verbal and Written) Computer Literacy. Report writing.
<u>DUTIES</u>	:	Implement training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management system and ensure that records in the section are maintained. Conduct advocacy campaigns to create awareness on Labour Activation Programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
	:	Chief Director: Provincial Operations: Private Bag X 5012, 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 African Females, Coloured Males, Indian Males, Indian Females, White males.
<u>POST 37/21</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/8/192</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Labour Centre: Upington
	:	Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Skills: Facilitation skills, Planning and Organising, Leadership, Computer literacy, Interpersonal skills, Problem-solving skills, Interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.
<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 Upington Labour Centre – Email: NC-Upington@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to Coloured Males, Indian Males and Females, White Males.
<u>POST 37/22</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO HR4/26/10/02HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Head Office, Pretoria
	:	A Qualification at NQF6 as Recognised by South African Qualification Authority (SAQA) In Accounting/ Cost and Management Accounting/ Financial Management/ Internal Audit. Two (2) years functional experience in Finance / Accounting environment. Knowledge: Departmental policies and procedures, Batho Pele principles, Extensive knowledge of BAS, Basic knowledge of PERSAL and LOGIS, Financial Regulations, Delegation of Authority, Computer knowledge, in particular Microsoft Excel, knowledge of prescripts and guidelines on financial reporting for National Departments, Treasury Regulations. Skills: Computer (MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook), Writing, Accounting, Communication (Verbal and Written), Analytical, Planning and Organising, Innovative, Problem-solving.
<u>DUTIES</u>	:	Ensure correct allocation of expenditure, revenue, assets and liabilities. Accurately prepare and timely submit the Department's financial statement. Supervise the staff in the Sub-section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Cecil Lechalaba Tel No: (012) 309 4409
	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ11@labour.gov.za

<u>NOTE</u>	:	EE targets-Priority will be given to Coloured Males and Females, Indian Males and Females, White Males
<u>POST 37/23</u>	:	<u>ADMINISTRATION OFFICER: EMPLOYER SERVICE REF NO: HR4/4/9/29</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 Social Science (Psychology)/ Public Management/ Public Administration/ Business Management/ Business Administration. One (1) year functional clerical/ administrative experience in Public Employment Services. Knowledge: ILO Conventions. Financial Management. Human Resource Management. Skills Development. Immigration Act. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. PFMA. Public Service Act. Skills: Planning and organising. Communication (Oral and written communication skills). Computer. Analytical. Presentation. Interpersonal. Report Writing. Information Management.
<u>DUTIES</u>	:	Provide 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 and technical support to labour centres for the delivery of effective employer services. Provide administrative support for capacity building of ESSA end users. Coordinate Provincial opportunities from key stakeholders and DEL placement service opportunities.
<u>ENQUIRIES</u>	:	Ms PZ Maseko Tel No: (031) 366 2246
<u>APPLICATIONS</u>	:	Director: Public Employment Services, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN14@labour.gov.za
<u>NOTE</u>	:	EE targets- Indian Males, Indian Females, and Persons with disabilities.
<u>POST 37/24</u>	:	<u>BCEA INSPECTOR (X4 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Calvinia Labour Centre Ref No: HR 4/4/8/190 (X2 Posts) Upington Labour Centre Ref No: HR 4/4/8/191 (X1 Post) Kuruman Labour Centre Ref No: HR 4/4/8/180(X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification (NQF6) in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. 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.
<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 Calvinia Labour Centre-Email: Jobs-NCCAL@LABOUR.gov.za Upington Labour Centre – Email: NC-Upington@labour.gov.za Kuruman Labour Centre – Email: NC-Kuruman@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to Coloured Males, Indian Males and Females, White Males.
<u>POST 37/25</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/8/194</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Postmarsburg Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12 / National Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills:

		Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone Etiquette, Interviewing, Ability to Interpret Legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration administrative services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the filling of work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<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>NOTE</u>	:	EE targets-Priority will be given to Coloured Males, Indians Females, Whites Males.
<u>POST 37/26</u>	:	<u>PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/1/13</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	East London Provincial Office
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12 Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles. Skills: Computer Literacy, Analytical, Communication, Planning and Organising.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefit of employees, provide support to the recruitment and selection processes, Capture and update all personal data on PERSAL system, Attend to Clients enquiries.
<u>ENQUIRIES</u>	:	Mr. S Joko Tel No: (043)701 3030
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management: Private Bag X9005, East London, 5201.
<u>NOTE</u>	:	EE targets-Priority will be given to Coloured Males, Coloured Females, Indian Females, Indian Males, White Males, African Females, White Females and People with Disabilities.