DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 13 November 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 soley 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: Kindly take note that the advertised post of Personnel Officer with Ref No: HR4/4/1/13 for Provincial Office: East London is withdrawn. The post was advertised on Public Service Vacancy Circular 37 dated 16 October 2026 with closing date of 30 October 2026.

OTHER POSTS

POST 39/08 : **DEPUTY DIRECTOR: FLEET MANAGEMENT & AUXILIARY SERVICES REF NO: HR4/4/4/10/02**
Re-Advertisement, applicants who previously applied must re-apply

SALARY : R932 292 per annum, (all-inclusive salary package)

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : A qualification at NQF 6 as recognised by the South African Qualification Authority (SAQA) in Public Management/Business Management/Public Administration/Fleet/Transport Management. Five (5) years' experience of

		which two (2) years at supervisory level and three (3) years' functional experience in either fleet or transport management, Auxiliary services or Facilities Management or Property Management experience. Knowledge: Government immovable Asset Management Act (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedures, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OSHA), National Archive and Records Act (NAARA). Skills: Communication, Attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem Solving, Decision Making, Time Management, Managerial and supervision, Analysis.
DUTIES	:	Manage the provision of fleet management services within the province. Monitor effective provision of efficient auxiliary services within the province. Manage and maintain the building lease and the State-owned portfolio. Manage all the resources of the Sub-Directorate.
ENQUIRIES	:	Ms H Rampou Tel No: (011) 853 0312
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown, For online applications email: Jobs-GP9@labour.gov.za
NOTE	:	EE targets-African Males, Indian females and White males are encouraged to apply.
POST 39/09	:	**ASSISTANT DIRECTOR UI OPERATIONS REF NO: HR4/4/8/195**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Female, Coloured Males, Indian Males, Indian Females, White males.
POST 39/10	:	**STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/1030**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office Bloemfontein, Free State
REQUIREMENTS	:	BPROC/ LLB/ BCOM LAW. One (1) year in the legal compliance environment. A valid driving license. Knowledge: Public service transformation and management issues. Public Service act. Treasury Regulations. Departmental policies and procedure. Corporate governance. Skills Development Act. Public Service Regulations. SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
DUTIES	:	To plan independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the province. Compile stats for the unit.

ENQUIRIES	:	Mr M Luxande Tel No: (051) 505 6203
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs2@labour.gov.za
NOTE	:	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.
POST 39/11		**SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR5/1/2/3/40**
SALARY	:	R413 001 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting/ Finance. 2 years' functional experience in Financial Reporting. Knowledge: Compensation Fund business strategies and goals. Directorate / sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund value chain and business process. Public Service, DoI and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT operating systems. Technical knowledge. DPSA guidelines on COIDA. Legislative Requirements: COIDA Act, Regulations and policies. Public service Act. Occupational Health and Safety Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing skills. Required IT Skills. IT Operating systems. Decision making. Self-Management. Budgeting and Financial Management. People and Performance Management. Developing others. Planning and organizing. Problem solving. Project or programme management. Team leadership
DUTIES	:	Review and authorize transactions. Perform general ledger activities. Perform GL reconciliation for the accounts. Perform year-end tasks.
ENQUIRIES	:	Ms M Sathekge Cell: 076 257 4989
APPLICATIONS	:	Direct your applications to: Jobs-CF3@labour.gov.za
NOTE	:	EE targets-Priority will be given to Persons with disability, Indians and Whites
POST 39/12	:	**ACCOUNTING AND BOOKING OFFICER REF NO: HR 4/4/8/1029**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office Bloemfontein, Free State
REQUIREMENTS	:	A relevant 3-year tertiary qualification in Accounting and/ or Management Accounting or BCOM with Accounting and/ or Management Accounting as major subjects. One (1) year functional experience in Finance Management Services. Knowledge: PFMA, Departmental Policies and procedures, Project Management, Intermediate Human Resources Development. Skills: Leadership Facilitation. Computer literacy. Presentation. Analytical. Verbal and Written communication.
DUTIES	:	Render the air travel, hotel accommodation and short-term rentals with the province. Provide support on the allocation, utilization and booking of cars in the province. Consolidate information of invoices received and prepare payment to service provider. Coordinate information to ensure payment of fines to relevant officials.
ENQUIRIES	:	Ms N Tokwe Tel No: (051) 505 6299
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-fs3@labour.gov.za
NOTE	:	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.
POST 39/13	:	**STATE ACCOUNTING: FINANCIAL REPORTING REF NO: HR5/1/2/3/41**
SALARY	:	R338 106 per annum
CENTRE	:	Compensation Fund, Pretoria

REQUIREMENTS	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Accounting/Finance. One (1) year experience in Accounting. Knowledge: Accounting Framework (GRAP). Digital Acumen (Financial Systems, Tools). Policy and compliance management. Compensation Fund business strategies and goals. Relevant Stakeholders. Customer Services (Batho Pele Principles). Public Service Regulations (PSR). Public Service Act. Supply Chain Management Prescripts on procurement. Promotion of access to Information Act. Legislative Requirements: PFMA and National Treasury Regulation. Public Service Regulations. Skills: Fraud identification. Data analytic & reporting. Stakeholder development & relations. GRI (Global Reporting Initiative) and king IV Requirement. GRAP (Local Reporting Standards). Negotiation. Analysing & Interpreting Information (Analytical Thinking, Forecasting & Projections). Digital Acumen (Financial systems, Tools). Visualisation, Facilitation and Presentation.
DUTIES	:	Execute processing and posting transactions. Analyse and verify accounting records. Extract reports from accounting systems for Prudential reporting. Collate information preparing annual financial statements. Supervision of resources.
ENQUIRIES	:	Ms M Sathekge Cell: 076 257 4989
APPLICATIONS	:	Direct your applications to: Jobs-CF4@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/14	:	**OFFICE ADMINISTRATOR: COID SERVICES REF NO: HR5/1/2/3/42**
SALARY	:	R338 106 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three years' relevant qualification (NQF level 6) as recognised by SAQA in Office/Information Management/Public/Business Administration. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures. Planning and organising. Administration procedures. Batho Pele principles. Interpersonal relations. Legislative Requirements: None. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organizing. Decision making. Analytical. Project Management.
DUTIES	:	Provide a receptionist support to the Chief/Directorate including diary management for the Chief/Director. Render a Secretariat Service for the Office of the Chief/Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief/Directorate. Provide Management Information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.
ENQUIRIES	:	Mr J Soupen Cell: 063 694 7728
APPLICATIONS	:	Direct your applications to: Jobs-CF5@labour.gov.za
NOTE	:	EE targets-Priority will be given to Persons with disability, Indians and Whites
POST 39/15	:	**EMPLOYER REGISTRATION CLERK REF NO: HR 5/1/2/3/43 (X7 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Compensation Fund policies, Procedures and processes. Relevant stakeholders and customer. Customer Services (Batho Pele principles). Knowledge of Financial Accounting. Billing administration. COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.
DUTIES	:	Process employer registration forms. Update master data on existing files. Capture employers banking details. Conduct quality assurance. Provide administration function within the sub-directorate.
ENQUIRIES	:	Mr N Manugu Cell: 067 419 2504
APPLICATIONS	:	Direct your applications to: Jobs-CF6@labour.gov.za
NOTE	:	EE targets-Priority will be given to Persons with disability, Indians and Whites

POST 39/16	:	**BCEA INSPECTOR: INSPECTION SERVICES (X3 POSTS)**
SALARY	:	R280 278 per annum
CENTER	:	Pietermaritzburg Labour Centre Ref No: HR4/4/9/6 (X2 Posts) Estcourt Labour Centre Ref No: HR4/4/9/5 (X1 Post)
REQUIREMENTS	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's licence. Knowledge: Basic Conditions of Employment Act, Department Policies and Procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organising (own work), Computer literacy, Interpersonal Skills, Problem solving Skills, Interviewing skills, Analytical Communication skills.
DUTIES	:	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) Inspection 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.
ENQUIRIES	:	Mr M September Tel No: (033) 341 5300 (Pietermaritzburg) Ms J Fakazi Tel No: (036) 352 7767 (Estcourt)
APPLICATIONS	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand at Langalibalele Street, Pietermaritzburg. Email to: jobs-KZN21@labour.gov.za Deputy Director: Labour Centre Operations: P O Box 445, Estcourt, 3310 or hand at 75 Phillip Street, Estcourt. Email to: jobs-KZN26@labour.gov.za.
NOTE	:	EE targets-Indian Males and Females and persons with disabilities are encouraged to apply.
POST 39/17	:	**BCEA INSPECTOR REF NO: HR 4/4/1/100 (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Mthatha
REQUIREMENTS	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
DUTIES	:	Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including preparing for appearing in Court as the State witness. Plan and conduct allocated pro- active (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 legislations 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.
ENQUIRIES	:	Ms S Zaula Tel No: (047) 501 5600
APPLICATIONS	:	Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Mthatha. Email Jobs–ECUTT@labour.gov.za
NOTE	:	Priority will be given to White Males, White Females & African Males.
POST 39/18	:	**PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/1/14** Re-advertisement, applicants who previously applied must re-apply
SALARY	:	R237 453 per annum
CENTER	:	Provincial Office: East London

REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Mr S Joko Tel No: (043)701 3030
APPLICATIONS	:	Deputy Director: Human Resource Management: 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
NOTE	:	Priority will be given to Coloured Males, Indian Females, White Males, African Females, Coloured Females, Indian Males, White Females and People with Disability.
POST 39/19	:	**ADMIN CLERK: THIRD PARTY REF NO: HR5/1/2/3/44**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Public Service Act. Compensation Fund regulations, policies and Procedures. Understanding audit processes, principles and parties. Customer service (Batho Pele principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Promotion of Access to Information Act. COIDA. Legislative Requirements: None. Skills: Information Processing. Communication (Verbal and Written). Financial Management. Planning and Organising. Computer Literacy. Interpersonal
DUTIES	:	Recover or collect money from internal and external third parties. Administrate Road Accident Fund claims. Handle all income enquiries and provide feedback.
ENQUIRIES	:	Ms A Mbande Cell: 072 480 3142 Direct Your Applications to: Jobs-CF7@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites.
POST 39/20	:	**ACCOUNTING CLERK REF NO: HR5/1/2/3/45 (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Compensation Fund policies, procedure and Processes. Customer service (Batho Pele principles). COIDA. Financial control processes. Accounts payable prescripts and processes. Data capturing. Stakeholder and customers. Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer Literacy. Communication (verbal and written). Interpersonal relations. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.
DUTIES	:	Attend to accounts payable and claims processes. Receive invoice notification for goods received. Provide accounting and administrative support to the sub-directorate.
ENQUIRIES	:	Ms D Mogakala, Cell: 071 613 1702 Direct Your Applications to: Jobs-CF8@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites.
POST 39/21	:	**ADMINISTRATION CLERK: PROJECTS REF NO: HR5/1/2/3/46**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. No experience. Knowledge: Del and Compensation Fund objectives and business functions. Directorate goals and performance requirements. Stakeholder and customer. Customer Service (Batho Pele Principles). Fund Value. Regulation and policies. Legislative Requirements: COID Act. Public Service Act. Skills: Communication (Verbal and Written). Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette. Planning and organising.

DUTIES	:	Provide project management administration services. Render effective administrative support services. Render registry support service. Provide logistical support services.
ENQUIRIES	:	Ms O Mpumlwana, Cell: 082 756 2965 Direct Your Applications to: Jobs-CF9@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/22	:	**DRIVER/MESSENGER REF NO: HR5/1/2/3/47 (X4 POSTS)**
SALARY	:	R201 093 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 10. Valid Code 8 Drivers Licence. Professional Driving Permit (PDP). Knowledge of the city (ies) in which the functions will be performed. Knowledge: Policy and compliance. Risk & Control. Public Service, DEL and Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Knowledge of relevant Regulations, Law and Legislation (PSR, PFMA, PSA, OHS, MISS, COIDA, Public service Act, Occupational Health and Safety Act (OHS), Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administration of Justice Act, Constitution Act 108 of 1996 (amended), Protection of Personal Information Act, Protection of State Information Act). Legislative Requirements: National Road Traffic Act 93 of 1996. National Treasury Regulations. Public Financial Management Act 1 of 1999. Skills: Fleet Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations.
DUTIES	:	Render driver / messenger services for the Fund. Provide shuttle services for the Fund. Render office administration support services in the office.
ENQUIRIES	:	Mr C Nhlapo Cell: 067 425 9687 Direct Your Applications to: Jobs-CF10@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/23	:	**SECURITY OFFICER REF NO: HR5/1/2/3/48**
SALARY	:	R201 093 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate (NQF level 4) as recognised by SAQA. Private Security Industry Authority Grade C certificate is required. No Experience. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PSR, PFMA, PSA, OHS, MISS Private Security Industry Regulatory Act, Firearm Control Act, Occupational Health and Safety Act (OHS), Criminal Procedure Act. Data and Records Management. Physical investigations. Ethics and Governance. Risk & control. Policy and compliance. Compensation Fund objectives. Fund policies, procedures and processes. Customer Service (Batho pele principles). Security Risk Awareness. Security Operations. Legislative Requirements: Control of access to Public premises and vehicle Act (Act 53 of 1985). Minimum Information security standard. Minimum Physical security standard. Skills: Security operations. Investigation skills. Conflict Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation.
DUTIES	:	Conduct security control in accordance to policy and procedure. Provide security for equipment, building and premises. Adhere to patrolling procedure.
ENQUIRIES	:	Ms CF Mnguni Cell: 082 379 9348 Direct Your Applications to: Jobs-CF11@labour.gov.za
NOTE	:	EE target-Priority will be given to Persons with disability, Indians and Whites
POST 39/24	:	**OFFICE AID REF NO: HR4/4//4/10/01**
SALARY	:	R170 226 per annum
CENTRE	:	Mamelodi Labour Centre
REQUIREMENTS	:	Standard 08/Grade 10. No experience required. Knowledge: Cleaning Practices, Catering and Office Practice. Skills: Verbal Communication, Interpersonal and Listening. Ensure a clean office environment at all times. Provide food services' aid. Assist in distributing stock. Assist with messenger functions.
ENQUIRIES	:	Mr Z Gwiliza Tel No: (012) 309 5000 (Mamelodi)

APPLICATIONS	:	Deputy Director - Labour Centre: Mamelodi, Hand deliver at Gauteng Provincial Office, 47 Empire Road, Parktown, Johannesburg. Email: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- priority will be given to African males, Indian males, and White males.