ANNEXURE C

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 : 20 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 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).

OTHER POSTS

POST 40/05 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR4/4/9/2**

SALARY : R605 742 per annum

CENTRE : Labour Centre: Richmond

REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction Engineering Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

DUTIES	:	Provide inputs into the development of Civil and Construction Engineering Policies and ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Occupational Health & Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr SF Kubeka Tel No: (031) 366 2121
APPLICATIONS	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban, 4001. For Online Applications: Jobs-KZN2@labour.gov.za
NOTE	:	EE Target: Coloured Males, Coloured Females, Indian Males, Indian Females and White Males.
POST 40/06	:	**PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/9/3**
SALARY	:	R605 742 per annum
CENTRE	:	Durban Labour Centre
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate bachelor's degree (NQF7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.
DUTIES	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr SF Kubeka Tel No: (031) 366 2121
APPLICATIONS	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban, 4001 For Online Applications: Jobs-KZN16@labour.gov.za
NOTE	:	EE Target: Coloured Males, Coloured Females, Indian Males, Indian Females and White Males.
POST 40/07	:	**OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/9/4**
SALARY	:	R413 001 per annum
CENTRE	:	Stanger Labour Centre
REQUIREMENTS	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Mechanical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and 21 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 Organizing, 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.
DUTIES	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. 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 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 : Mr. M Mwelase Tel No: (032) 307 0989

APPLICATIONS : Deputy Director: Stanger Labour Centre: P.O Box 138, Stanger, 4450 or hand deliver at 12 EV Mohamed Street, Cator House, Stanger. For online applications Email to: Jobs-KZN25@labour.gov.za

NOTE : EE Target: Indian Male, Indian Female and People with Disabilities are encouraged to apply

POST 40/08 : **TEAM LEADER REF NO: HR/4/4/10/2**

SALARY : R413 001 per annum

CENTRE : Labour Centre: Vryheid

REQUIREMENTS : Matriculation/ Grade 12, three (3) year tertiary qualification in Labour Relations/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. A valid motor vehicle driving license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, NMWA, SABS Codes, Unemployment Insurance Act, UI Contribution 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.

DUTIES : 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 (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including preparing 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. Manage the finalisation files of cases received, and investigations conducted by the Inspectors. Contribute at a higher-level planning, drafting and maintenance of regional inspection plans.

ENQUIRIES : Mr F Dladla Tel No: (034) 980 5600 (Vryheid)

APPLICATIONS : Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid, 3100 or hand-deliver at 99 Landrose Street, Vryheid. For online applications, email to: Jobs-KZN29@Labour.gov.za

NOTE : EE targets: Priority will be given to Indian Males and Indian Females.

POST 40/09 : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/8/196**

SALARY : R413 001 per annum

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : Three years relevant tertiary qualification in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Services Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, communication, listening, computer literacy, time management, analytical, interpersonal, report writing, planning and organising.

DUTIES : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.

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
FOR ATTENTION	:	Human Resources Operations, Provincial Office Kimberley
NOTE	:	EE targets- Priority will be given to Coloured Males, Indian Males, Indian Females, White males.
POST 40/10	:	**COID EMPLOYER AUDITOR CF REF NO: HR4/4/8/197**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	Three years qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Services Act, Public Services Regulations and Public Financial Management Act (PFMA). Skills: Facilitation, Planning and organising, Communication written and verbal, Computer literacy, Interpersonal and Innovative and creativity.
DUTIES	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
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
FOR ATTENTION	:	Human Resources Operations, Provincial Office Kimberley
NOTE	:	EE targets- Priority will be given to Coloured Males, Indian Males, Indian Females, White males.
POST 40/11	:	**PRINCIPAL PERSONNEL OFFICER REF NO: HR4/4/8/1031**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Human Resources Management. One (1) to two (2) years functional experience doing the Human Resources Management services. Knowledge: All Labour Legislations. Departmental policies and procedure. HR related systems. Public Service Act. Batho Pele principles. Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organizing, Supervisory, Time management.
DUTIES	:	Render recruitment and selection process. Process and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries. Supervise all resources within the Section.
ENQUIRIES	:	Mr S Segalo Tel No: (051) 505 6206
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPPO@labour.gov.za
NOTE	:	African Males, African Females and African with Disabilities, Coloured Males, Coloured Females and Coloured with Disabilities. White Males and White Females.
POST 40/12	:	**RISK MANAGEMENT COMMITTEE CHAIRPERSON (X2 POSTS)** (Three years Fixed Term contract)
SALARY	:	Member will be remunerated in accordance with the applicable statutory rates and guidelines as prescribed by the National Treasury.
CENTRE	:	Head Office, Pretoria Ref No: HR4/26/09/01HO (X1 Post) Provincial Office Kimberly Ref No: HR 4/4/8/178 (X1 Post)
REQUIREMENTS	:	A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment

as a Chairperson of the Risk Management Committee of the Department of Employment and Labour: Head Office. Applicants should have executive management experience in Governance, Risk Management and Internal Controls environment for more than ten years with exposure in serving in the oversight Committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applicants should be independent and knowledgeable on the status of their position as Chairperson of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

DUTIES : Fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES : Ms S Talane Tel No: (012) 309 4561 (Head Office)
Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Kimberly)

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ13@labour.gov.za (Head Office)
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za