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 : 27 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).

OTHER POSTS

POST 41/06 : **DEPUTY DIRECTOR: OCCUPATION THERAPY REF NO: HR4/4/4/10/19**

SALARY : R1 101 468 per annum, (all -inclusive)

CENTRE : Provincial Office: Gauteng, Parktown

REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Occupational Therapy/ Post Graduate Diploma in Vocational Rehabilitation/Disability Studies or any other postgraduate in rehabilitation will be added as an advantage. 8 years' experience in Rehabilitation post qualification of which 3 years is management. Statutory Body Requirements: Registration with HPCSA. Knowledge: DEL and Compensation Fund business strategies and goals, Public Service Act, The Constitution of RSA, Public Service Regulation, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles),

Technical Knowledge, Rehabilitation related Legislation & Regulatory Knowledge & Implementation, Knowledge of Rehabilitation Services, Basic Conditions of Employment Act (BCEA), Protection of Personal Information Act (POPIA), Promotion of Administrative Justice Act (PAJA), Promotion of Equity and Prevention of Unfair Discrimination Act (PEPUDA), Occupational Health and Safety Act (OHS), PFMA and Treasury Regulations, Promotion of Access to Information Act, National Health Act, Allied Health Profession Act, Integrated National Disability Strategy (INDS), Social Services Act, Legislative Requirements: COIDA. Skills: Rehabilitation skills, Analytical skills, Service Delivery Innovation (SDI), Planning and organising, Problem solving and analysis, Financial management, Communication (written and verbal), People management, Patient care, Rehab therapy management, Medical and Rehabilitation policy management, Programme management and Planning, Clinical excellence and advisory, Stakeholder Development & Management, Monitoring and assurance and Clinical vocational rehabilitation.

DUTIES : Manage the pre-authorisation request on medical assistive devices. Manage the clinical rehabilitation services. Manage social re-integration programs. Manage return to work program. Establish and maintain high level relationship with various internal and external stakeholders and Manage resources.

ENQUIRIES : Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. Email: Jobs-GPCF10@labour.gov.za

NOTE : EE targets – Priority will be given to Coloured females, Indian females, White females and White males.

POST 41/07 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/41/36**

SALARY : R1 101 468 per annum, (all- inclusive)

CENTRE : Labour Centre: KwaMaqoma, Eastern Cape

REQUIREMENTS : Three years' (3) National Diploma (NQF6)/ Under graduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science means.(Developmental Studies, Social Work and Nursing, Industrial Psychology / Psychology, Qualifications with Research, Economics, and Statistics as major subjects) Engineering Science(Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering) Management / Public Management / Administration, Business Management / Administration, Operations Management and Project Management, Commerce (General), Administrative Information Management, Administrative Management, three (3) years' legal qualification in LLB/BCOM LAW/BA LAW/B Proc. 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. Drivers Licence. 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. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Conflict Management, Leadership and Project Management.

DUTIES : Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stake-holder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.

ENQUIRIES : Ms P Mbongwana Tel No: (043) 701 3128

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X9005, East London, 0001 or hand delivers at 3 Hill Street, East London, 5200. Email: Jobs-EC1@labour.gov.za

NOTE : EE Targets - Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and People with Disability.

POST 41/08	:	**PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR4/4/4/11/01**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	A qualification at (NQF 6) as recognised by SAQA in B-Proc / B-Juris / Labour Law / Diploma in law/ B-Com Law/ BA Law/ LLB. Four (4) years' functional experience in Inspection and/ or Enforcement Services. Valid driver's licence. Knowledge: COIDA, Unemployment Insurance Act, Employment Services Act, UI Contributions Act, Pension Fund Act, OHS Act, Skills Development Act, Skills Development and Levies Act, Immigration Act, Labour Relations Act, National Minimum Wage Act, BCEA, Public Services Act and Regulations, Departmental policies and procedures, IES Standard Operating Procedure, IES Strategy, National Labour Migration Policy. Skills: Facilitation, Planning and organizing, Computer literacy, Problem solving, Interviewing, listening and observation, Presentation, Problem solving, Negotiation, Report writing, Time management, Conflict handling, Innovative, Analytical, Verbal and written Communication skills.
DUTIES	:	Manage and conduct complex inspections (DG reviews, Re-assessment and Monitoring) with the aim of enforcing and ensuring compliance with Employment Equity Act (EEA) and Regulations. Manage and monitor reported cases pertaining to contravention of Employment Equity Act, Regulations and enforce compliance. Monitor unfair discrimination, bullying and harassment in the workplace. Coordinate and implement advocacy campaigns on Employment Equity Act as per work plan and analyse the impact thereof. Manage the resources in the Unit.
ENQUIRIES	:	Mr M Tshabalala Tel No: (012) 309 0500
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to Jobs-GP-IES/1@labour.gov.za
NOTE	:	EE targets priority will be given to Coloured Males, Indian males and white males.
POST 41/09	:	**ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/4/11/02**
SALARY	:	R487 197 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	BPROC/ LLB. Admission as an Attorney or Advocate. Valid driver's licence. Two years functional in compliance and legal services environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
DUTIES	:	Appear in Court for enforcement of COID and OHS, Manage the implementation of COIDA and OHS enforcement processes, Manage the advocacy strategy for COIDA and OHS in IES, Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
ENQUIRIES	:	Mr M Tshabalala Tel No: (012) 309 0500
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to Jobs-GP-IES/2@labour.gov.za
NOTE	:	EE targets priority will be given to Coloured Males, Indian males and white males.
POST 41/10	:	**EMPLOYMENT SERVICE PRACTITIONER REF NO: HR4/4/7/100**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Ermelo
REQUIREMENTS	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Two (2) years functional experience in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills:

Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) 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.

ENQUIRIES : Mr M Rathipe Tel No: (017) 819 7632

APPLICATIONS : Acting Deputy Director Labour Centre Operation's: Private Bag X9054 or hand delivery at Merino Building Cnr of De Jager and Joubert Streets Ermelo. EMAIL: Jobs-ESP-EML@LABOUR.gov.za

NOTE : EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disabilities.

POST 41/11 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/7/101**

Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY : R413 001 per annum

CENTRE : Labour Centre: Secunda

REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/ Public Administration/ Social Sciences/ OHS/ Finance/ HRM. Experience: 2 years' functional experience in pension administration/Claims processing environment of a financial nature. Drivers Licence. Knowledge: Relevant regulations, laws and legislation, Tariffs Administration, Index Administration, Claims Administration, Claims Registration, Claims Investigations, Claims Management and Legal Cost assessment and settlement, Claims Litigation, Claims Finalization, Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, Constitution Act, Public Service Act and Occupational Health and Safety Act (OHS) Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Orientated Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance and Team Orientation.

DUTIES : Verify pension claims. Initiate pension claims for payment. Process commutations applications and attend to pension enquiries.

ENQUIRIES : Mr S Ndimande Tel No: (017) 631 2585/2652/2672

APPLICATIONS : Acting Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302, 4 Waterson Street, Sunset park, Secunda email: Jobs-SCU-SAO@LABOUR.gov.za

NOTE : EE target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability.

POST 41/12 : **SENIOR ADMINISTRATION OFFICER: OPERATIONS (X4 POSTS)**

SALARY : R413 001 per annum

CENTRE : Labour Centre: Ku-Gompo City Ref No: HR4/4/11/19 (X1 Post)
Labour Centre: Graaff-Reinet Ref No: HR4/4/11/20 (X1 Post)
Labour Centre: Makhanda Ref No: HR/4/4/11/21 (X1 Post)
Labour Centre: Kariega Ref No: HR4/4/11/22 (X1 Post)

REQUIREMENTS : 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 recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment / Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, 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 Organizing.
DUTIES	:	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.
ENQUIRIES	:	Mr. S Mshumpela Tel No: (049) 892 2142 Mr M Njamela Tel No: (043) 702 7500 Ms Ntlokwana Tel No: (046) 622 2104 Ms W Koba Tel No: (041) 260 7047
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 342 Graaff-Reinet, 6280, Hand deliver at 63 Church Street Graaff-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets East London 5201. Email: Jobs–ECELN@labour.gov.za Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za Deputy Director Labour Centre Operations: PO Box 562, Kariega 5200, Hand deliver at 15A Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Male, White Males, White Females, Coloured Males.
POST 41/13	:	**SENIOR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: HR4/4/4/10/20**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Undergraduate qualification (NQF6) as recognised by SAQA in Human Resource Management/ Personnel Management. Two (2) years' functional experience in Human Resource Management environment. Knowledge: Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM systems / Learning Systems / Performance Systems etc, DeL and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho-Pele Principles), Technical knowledge, Budgeting and Financial Management, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPI). Legislative Requirements: Public Service Regulation, Public Service Act. Skills: Critical and Innovative Thinking, Inspire Commitment, Programme/ Project Management, Quality Assurance, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/Record Management.
DUTIES	:	Conduct recruitment and selection processes for COID Services in the Provinces. Develop the Database for filled and vacant posts for COID Services in the Province. Perform conditions of service processes for COID Services in the Province. Administrate PERSAL establishment for COID Services in the Province. Keep safe all HR records for COID Services in the Province.
ENQUIRIES	:	Mr AA Mabusela Tel No: (011) 853 0505
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown. To apply online follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE Target Priority will be given to White males and White females.
POST 41/14	:	**SENIOR PRACTITIONER: LOCAL APPEALS AND COMPLAINTS REF NO HR4/4/4/10/21**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Business Administration/ Management; Public Administration/ Public Relations/ Social Science/ Accounting/ Finance/

		HRM at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment/ Claims Processing environment of UIF or Insurance claims. Knowledge: Department of Employment and Labour & UIF Policies and Procedures. Operations System. Protection of Personal Information Act (POPIA). Public Financial Management Act (PFMA). Public Service Regulation (PSR). Batho Pele Principles. Public Service Act (PSA). Labour Relations Act. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
DUTIES	:	Verify provision of secretariat functions for Local Appeal Board. Verify processing of appeals. Supervise rendering of administrative support services to the Regional Appeals Board. Supervise resources.
ENQUIRIES	:	Ms L Sibiya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver 47 Empire Road, Parktown, Johannesburg. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White Females
POST 41/15	:	**SENIOR ADMINSTRATION OFFICER: OPERATIONS REF NO: HR4/4/4/10/22**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Business Administration or Management /Public Administration or Management / Operations / Accounting / Finance NQF Level 6 as recognised by SAQA. 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. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour and UIF Policies and Procedure/ 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.
DUTIES	:	Provide Unemployment Insurance service 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.
ENQUIRIES	:	Ms L Sibiya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White Females
POST 41/16	:	**SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE REF NO: HR4/4/4/10/23**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' experience in accounts receivable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA)., Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy.
DUTIES	:	Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
ENQUIRIES	:	Ms L Sibiya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets –priority will be given to White males and White Females

POST 41/17	:	**ADMINISTRATION OFFICER: EMPLOYER SERVICES REF NO: HR4/4/10/5**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office, KwaZulu-Natal
REQUIREMENTS	:	Senior Certificate plus a Three (3) year relevant tertiary qualification at NQF 6/7 in Social Sciences (Psychology; Public / Business Administration). One (1) years functional experience in Public Employment/Administration Services. Knowledge: Social Plan Guidelines, ILO Conventions, PEA Regulations, Immigration Act, Employment Services Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing Skills.
DUTIES	:	Render human resources management functions for the PES business unit. Provide support for the budget administration of the PES business unit. Provide administrative support for the trainings of the unemployed. Consolidate monthly and quarterly statistics for the PES business unit. Perform general administrative functions to the PES business unit.
ENQUIRIES	:	Ms PZ Maseko Tel No: (031) 366 2011
APPLICATIONS	:	Director: Public Employment Services, PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za
NOTE	:	EE target- Indian males, Indian females and White males are encouraged to apply
POST 41/18	:	**FACTORY INSTRUCTOR: WOOD (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Supported Employment Enterprise, Pietermaritzburg Ref No: HR4/26/10/01 (X1 Post) Supported Employment Enterprise, Bloemfontein Ref No: HR4/26/10/02 (X1 Post)
REQUIREMENTS	:	Occupational Certificate: Carpenter/or Furniture Upholstery (NQF Level 4). Two (2) years functional experience in wood environment. A valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
DUTIES	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
ENQUIRIES	:	Ms ME Msiza Tel No: (012) 843 7300 / 7409
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email for Pietermaritzburg use: Jobs-SEE10@labour.gov.za Email for Bloemfontein use: Jobs-SEE11@labour.gov.za
NOTE	:	EE target priority will be given to Persons with Disabilities, African Males, Indian Females, White Males.
POST 41/19	:	**EMPLOYER AUDIT OFFICER REF NO: HR4/4/4/11/03**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contributions Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management and Verbal and written communication skills.
DUTIES	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluates impact of UIA and

		COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
ENQUIRIES	:	Mr M Tshabalala Tel No: (012) 309 0500
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets priority will be given to African males and white males.
POST 41/20	:	**CLIENT SERVICE OFFICER: EMPLOYER SERVICES REF NO: HR4/4/11/26**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: KuGompo City
REQUIREMENTS	:	Grade 12 / Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).
DUTIES	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
ENQUIRIES	:	Mr M Njamela Tel No: (043) 702 7500
APPLICATIONS	:	Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets, East London, 5201. Email: Jobs –ECELN@labour.gov.za
NOTE	:	EE Targets- Priority will be given to African Male, White Males, White Females, Coloured Males.
POST 41/21	:	**CLIENT SERVICE OFFICER: PAYMASTER REF NO: HR4/4/11/27**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: KuGompo City
REQUIREMENTS	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).
DUTIES	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
ENQUIRIES	:	Mr M Njamela Tel No: (043) 702 7500
APPLICATIONS	:	Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets, East London, 5201. Email: Jobs –ECELN@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Male, White Males, White Females, Coloured Males.
POST 41/22	:	**CLAIMS PROCESSORS (X8 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Johannesburg, stationed at Pretoria Ref No: HR4/4/4/10/09 (X1 Post) Labour Centre: Mamelodi, stationed at Pretoria Ref No: HR4/4/4/10/10 (X2 Posts) Labour Centre: Vereeniging, stationed at Pretoria Ref No: HR4/4/4/10/11 (X1 Post) Labour Centre: Soshanguve, stationed at Pretoria Ref No: HR4/4/4/10/12 (X2 Posts) Labour Centre: Krugersdorp, stationed at Pretoria Ref No: HR4/4/4/10/13 (X1 Post)

		Labour Centre: Kempton Park, stationed at Pretoria Ref No: HR4/4/4/10/14 (X1 Post)
REQUIREMENTS	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management / Business Management/ Operations Management / Management / HRM / Nursing / Law / LLB / BCom / Finance / Administration. Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations laws and legislations, Claims handling, Claims verification and validation, Claims litigation, Claims assessment/ settlement, Claims finalisation, Compensation fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principle), Promotion of Access to Information Act, The Constitution of RSA, Occupational Health and Safety Act (OHS), Public Service Act, Public Service Regulation, Legislative Requirements: Compensation for Occupational Injuries and Diseases Act. Skills: Claims registration, Communication (written and verbal), Data capturing, Data & record management, Excellent communication, Computer skills.
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administration activities.
ENQUIRIES	:	Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. To apply online follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White females.
POST 41/23	:	**CLIENT SERVICE OFFICER REF NO: HR4/4/4/10/15 (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Kempton Park
REQUIREMENTS	:	Grade 12, No Experience Required, Knowledge: Relevant regulations, laws and legislation, Data Collection / Capturing, Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, The Constitution of RSA, Legislative Requirements: COIDA Skills: Query Management, Active Listening, Excellent Communication, Emotional Intelligence.
DUTIES	:	Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
ENQUIRIES	:	Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to African males and White males.
POST 41/24	:	**CLAIMS CREDIT OFFICER (X5 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown Ref No: HR4/4/4/10/24 (X3 Posts) Provincial Office: Gauteng, Parktown but Stationed in Pretoria Labour Centre Ref No: HR4/4/4/10/25(X2 Posts)
REQUIREMENTS	:	Minimum qualifications required: Grade 12/ Senior Certificate. Minimum experience 0 to 6 months. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Treasury Regulations. Accepted Accounting Principles (GAAP). Financial Systems. Departmental policies and procedures. Public Finance Management Act. Financial Management Processes and Procedures. Skills: Communication (verbal and written), Financial Management, Computer Literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.
DUTIES	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
ENQUIRIES	:	Mr J Masenya Tel No: (011) 853 0300

APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. To apply online follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – priority will be given to White males and White Females
POST 41/25	:	**RECORDS ADMINISTRATOR (X9 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown but Stationed in Pretoria Labour Canter No: HR 4/4/4/10/26 (X1 Post) Labour Centre: Germiston Ref No: HR 4/4/4/10/27 (X1 Post) Provincial Office: Gauteng, Parktown Ref No: HR 4/4/4/10/28 (X7 Posts)
REQUIREMENTS	:	Grade 12 / Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
DUTIES	:	Maintain the filing system as per the directives of the archives and record management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
ENQUIRIES	:	Mr J Masenya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. To apply online follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White Females
POST 41/26	:	**ADMIN CLERK LEGAL SERVICES (X4 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre: Johannesburg, stationed at Pretoria Ref No: HR4/4/4/10/16 (X2 Posts) Labour Centre: Germiston, stationed at Pretoria Ref No: HR4/4/4/10/17 (X1 Post) Labour Centre: Vereeniging, stationed at Pretoria Ref No: HR4/4/4/10/18 (X1 Post)
REQUIREMENTS	:	Grade 12. No experience required. Knowledge: Regulatory knowledge, Law and legislation, Data capturing, Collecting statistics, Compensation Fund business processes, procedure, policies, Customer Service (Batho Pele Principles), Technical knowledge, Public Finance Management Act (PFMA), Promotion Access to Administrative Justice Act, Promotion of Access to Information Act, Labour Law, Road Accident Fund Act The Constitution of RSA, COIDA Act, Legislative Requirements: Legislative and Law Enforcement and Council Policy. Skills: Computer literacy, interpersonal relations, Communication (written & verbal)
DUTIES	:	Liaise with provinces and labour centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.
ENQUIRIES	:	Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. To apply online follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – priority will be given to African Males and White males.