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 : 11 December 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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: Please be advised that the position of a Deputy Director: Occupational Therapy, referenced as HR4/4/4/10/19, located at Provincial Office, Gauteng which was advertised in the Public Service Vacancy Circular

42 of 2026 dated 13 November 2026, with a closing date of 27 November 2026, has been withdrawn. For inquiries, please contact Mr S Mdluli Tel: 012 406 5613/ 067 424 6655

MANAGEMENT ECHELON

POST 43/08 : **DIRECTOR- GENERAL REF NO: HR4/26/12/24HO**
(Five (5) year performance based fixed term contract)
Re-advertisement, applicants who previously applied must re-apply.

SALARY : R2 446 749 per annum, all- inclusive remuneration, plus a 10% non-pensionable allowance payable to Heads of Department (HoDs)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A qualification at NQF Level 8 as recognised by the South African Qualifications Authority (SAQA) in Public Management / Public Administration / Labour Relations / LLB / Business Administration / Business Management. Valid driver's license. Ten (10) years of experience at Senior Managerial level. Successful completion of the Nyukela Public Service (SMS) Pre-Entry Programme endorsed by NSG is a prerequisite for appointment. KNOWLEDGE: Constitution of the Republic; National Development Plan; Public Service Act and Regulations; Public Service Administrative Management Act; Public Finance Management Act and relevant treasury regulations; Auditor General Prescripts; Labour Relations Act; Basic Conditions of Employment Act; Employment Equity Act; Unemployment Insurance Act (UIA); Compensation for Occupational Injuries and Diseases Act (COIDA); Occupational Health and Safety Act and regulations; International politics and relations; South African Foreign Policy; Departmental policies and procedures; Batho Pele principles. Thorough understanding of the Global and South African labour market. Knowledge of public service transformation and management issues, Employment Equity Act. Skills: Superior leadership, Excellent written and verbal communication, Ability to interact with people at all levels; Strong public speaking; Proven change management and capability; Analytical, organizational, and interpersonal; Complex stakeholder management skills, especially at the intergovernmental level; Innovative and creative thinking; Strategic coordination; Project management; Policy formulation and computer literacy. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Thorough understanding of the global and South African labour market; Understanding of public service transformation and management issues; Good understanding of the workings of parliament and statutory bodies.

DUTIES : Provide strategic leadership and direction in delivering the department's mandate. Provide strategic leadership on administration, executive support and corporate services. Oversee the provision and management of Intergovernmental Relations, strategic management, governance and risks services. Oversee the delivery of Inspection and Enforcement Services (IES) nationwide. Implement Public Employment Services (PES) across the country. Lead Labour Policy and Industrial Relations (LP&IR) to support the department's mandate. Oversee the formulations, implementation and evaluation of Unemployment Insurance Act (UIA) and Unemployment Insurance Contributions Act (UICA), including the implementation of poverty alleviation schemes and programs. Oversee the formulation, implementation and evaluation of the Compensation for Occupational Injuries and Diseases Act (COIDA), including the implementation of poverty alleviation schemes and programs.

ENQUIRIES : Ms MM Matyila Tel No: (012) 309 4026

APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za

POST 43/09 : **DIRECTOR: PROVINCIAL SUPPORT REF NO: HR4/4/3/3DPS/UIF**

SALARY : R1 317 384 per annum, (all- inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA in Operations Management / Operations Research / Public Management / Business Administration / Public Administration / Administrative Management / Finance. Pre-entry certificated for Senior Management Services. Five (5) years of

experience at a middle/senior managerial level in Operations/ Social Security/ Insurance Operation environment. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Public Service Regulation (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access of Information (PAIA). Management information system. Business analysis. Operational analysis. Skills: Communication. Computer literacy. Listening. Analytical. Presentation. Problem Solving. Numeracy. Report Writing. Interpersonal. Time Management. Planning and organizing. People Management. Decision Making skills. Facilitation skills. Project management. Financial management.

DUTIES : Strategically provide statistic information services for provincial operations. Oversee operations system support to all relevant users in the Fund. Oversee operations support services to provinces. Manage resources within the Directorate.

ENQUIRIES : Ms KJ Mothibedi Tel No: (012) 337 1614

APPLICATIONS : Direct your applications to: Jobs-UIF2@labour.gov.za

NOTE : Priority will be given to African Males, Coloured Females, Indian Males and Females, White Males and Persons with disability.

POST 43/10 : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/4/10/10**

SALARY : R1 317 384 per annum, (all- inclusive)

CENTRE : Mmabatho Provincial Office

REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA B. Degree/B-Tech/ Adv. Diploma in Chemical Engineering/ Electrical Engineering / Construction Engineering / Mechatronics Engineering / Environmental Health / BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/Auditing. Valid driver's license. Five (5) years of experience at middle/senior managerial level in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures. Batho Pele Principles. PFMA. LRA. BCEA. Public Service Act and Regulations. SDLA. OHS Act and Regulations. COIDA. UIA. Ul Contribution Act. Skills Development Act. Employment Equity Act. Immigration Act. Sectorial Determination. Skills: Facilitation skills. Planning and organizing. Computer literacy. Interpersonal Skills. Problem-solving skills. Interviewing skills. Presentation skills. Research skills. Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

ENQUIRIES : Mr MT Mokoena Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand-deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW1@labour.gov.za

NOTE : EE target: Priority will be given to African Male, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female.

OTHER POSTS

POST 43/11 : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/10/11**
Re-advertisement, applicants who previously applied are encouraged to re-apply.

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

CENTRE : Mmabatho Provincial Office

REQUIREMENTS : A qualification at (NQF 6) as recognised by SAQA in B-Proc/ B-Juris/Labour Relations/Industrial Relations/Labour Law/Employment Relations/ B-Com Law/BA Law/LLB. Valid driving license. Five (5) years' experience of which two (2) years at Assistant Director level and three (3) years functional experience in Inspection and/or enforcement of employment laws. Knowledge: Public service and management issues. Ability to convert policy into action. Public service Regulation and Relevant prescripts. Departmental policies and procedures. Corporate governance. Batho Pele Principles. Public Service Act. National Minimum Wage Act. Basic Conditions of Employment Act and Sectoral Determinations. Employment Equity Act. Employment Service Act. Skills:

		Facilitation. Planning and Organizing. Computer literacy. Interpersonal. Problem Solving. Interviewing, listening and observation. Presentation. Innovative. Analytical. Research. Project management. Report writing. Time management. Negotiation.
DUTIES	:	Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.
ENQUIRIES	:	Ms NM Ndamane Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW2@labour.gov.za
NOTE	:	EE target: Priority will be given to African Male, Coloured Male, Indian Male, Indian Female, White Male, White Female.
POST 43/12	:	**DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/09/27**
SALARY	:	R932 292 per annum, (all -inclusive)
CENTRE	:	Provincial Office: KwaZulu Natal
REQUIREMENTS	:	A qualification at NQF 6 as recognised by SAQA in Business Management / Business Administration / Public Administration / Public Management / Accounting / Cost & Management Accounting / Financial Management/Auditing or Supply Chain Management / Logistics Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Five (5) years 'experience of which two (2) years at Middle Management level (Assistant Director level) and three (3) functional experience in Administration, Financial Management, Supply Chain Management or Facilities Management Environment. Knowledge: White paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principle. Departmental policies and prescripts. Knowledge of PFMA. Treasury Regulations and the Budget Guidelines. Knowledge of Word, Excel, PowerPoint and Outlook. Skills: Leadership. Interpersonal relation. Presentation. Planning and organising. Assertiveness. Computer Literacy. Accounting. Innovative. Analytical. Negotiation. Project Management. Strategic management. Ability to build high performance team. Diversity facilitation. Verbal and Written Communication.
DUTIES	:	Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for Financial control and accounting in the Province. Manage the administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province. Manage resources and ensure sound financial management of the sub-directorate.
ENQUIRIES	:	Dr N Kahla Tel No: (031) 366 2000
APPLICATIONS	:	Deputy Director: Human Resource Management, Provincial Office, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
NOTE	:	EE targets- Coloured males, Coloured Females, Indian females, White females and males are encouraged to apply.
POST 43/13	:	**PRINCIPAL INSPECTOR CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/8/1032**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF 7) in Civil/ Construction Engineering. Four (4) years functional experience in Civil/ Construction services. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. OHSAS. OHS standards. OHS Management System. Skills: Facilitation, Planning and organizing, Computer Literacy, Interpersonal, Problem Solving, Communication, Innovative, Analytical, Research, Project Management.

DUTIES	:	Provide inputs into development of Civil and Construction Policies and ensure the 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 and Safety in terms of Civil and Construction Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr. M Luxande Tel No: (051) 505 6325
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPICC@labour.gov.za
NOTE	:	EE targets -African Males, African Females and African with Disabilities, Coloured Males, White Males and White Females.
POST 43/14	:	**PRINCIPAL INSPECTOR EMPLOYMENT EQUITY REF NO: HR 4/4/8/1033**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ Management/ BCOM Law/ LLB/ Labour Law. Four (4) years functional experience in compliance/ legal or EE inspections. A valid driver's licence. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Finance Management Act (PFMA). Public Service Regulations, Employment Equity Act. COIDA. Skills: Planning and organizing, Computer Literacy, Problem Solving, Interviewing listening observations, Presentation, Research, Project Management, Analytical, Innovative.
DUTIES	:	Monitor implementation of programme, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspection into complex cases that have not been resolved or referred to ensure compliance with Employment Equity and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the Unit.
ENQUIRIES	:	Mr M Luxande Tel No: (051) 505 6325
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPIEE@labour.gov.za
NOTE	:	EE targets -African Males, African Females and African with Disabilities, Coloured Males, White Males and White Females.
POST 43/15	:	**ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) REF NO: HR4/4/10/12 (X10 POSTS)** (36 Months Contract)
SALARY	:	R605 742 per annum, plus 37% in lieu benefits
CENTRE	:	Mmabatho Provincial Office
REQUIREMENTS	:	Undergraduate qualification in Operations Management or Research / Public Management or Administration / Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 or 7 as recognized by SAQA. Driver's License will be an added advantage. Four (4) year' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be at a supervisory level. Knowledge: Treasury Regulations. Public Service Act (PSA). Public Service Regulations (PSR). Basic Conditions of Employment (BCEA). Public Financial Management Act (PFMA). Protection of Personal Information Act (POPIA). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Skills: Driving skills, Computer, Report writing, People Management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Presentation Skills, Numeracy Skills, Analytical Skills.
DUTIES	:	Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.
ENQUIRIES	:	Ms NM Ndamane Tel No: (018) 387 8195

APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@LABOUR.gov.za
POST 43/16	:	**ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR4/4/10/680** Re-advertisement, applicants who previously applied need to re-apply
SALARY	:	R487 197 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Communication Science/Marketing/Public Relation/Media studies and Journalist. Valid driver's license. Two (2) years supervisor experience. Two (2) years functional experience in a media/public relations/ marketing/communication service. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Basic knowledge of all legislations, Project Management, Botho Pele Principles. Skills: Planning, Organizing, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management.
DUTIES	:	Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach, Programmes, outside broadcasts, national commemorative days etc. (yearly).
ENQUIRIES	:	Ms. B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC4@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males and White Males
POST 43/17	:	**ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/1/15** (Three (3) Year Contract)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	An undergraduate qualification in Risk Management/ Internal Audit / Accounting/ Taxation/ Cost and Management Accounting / Economics/ Forensic Investigation Management at NQF Level 6 as recognized by by South African Qualification Authority (SAQA). Four (4) years' experience of which two (2) years' must be functional and two (2) years' at Supervisory level in Risk Management environment. A valid Driver's License. Knowledge: Public Finance Management Act (PFMA), Prevention and Combating of Corrupt activities Act, National Treasury Regulations, Public Sector Risk Management (ERM) Framework, Public Service Act (PSA), Public Service Regulations (PSR), Basic Conditions of Employment Act, Labour Relations, Employment Equity Act. Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Analytical, Planning and organizing.
DUTIES	:	Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund. Manage resources (Human, Financial, Equipment/ Assets).
ENQUIRIES	:	Mr TM Ramatsetse Tel No: (043) 701 3000
APPLICATIONS	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
POST 43/18	:	**SENIOR ADMINISTRATION OFFICER: OPERATIONS (X2 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Butterworth but stationed at Ngqamakwe Satellite Office Ref: HR4/4/5/01 (X1 Post)

Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR 4/4/6/01 (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 : Ms N Getyeza Tel No: (047) 491 0656

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za

NOTE : EE targets-African Males, Coloured Males, White Males, White Females are encouraged to apply.

POST 43/19 : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/10/110**

SALARY : R413 001 per annum

CENTRE : eMaxesibeni Labour Centre

REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) / Public Administration/ Business Management / Public Management. A valid driver's license. Two (2) years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request 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-Scheme. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Ms L Nongena Tel No: (039) 254 7201

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X530, eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni 4735. Email: Jobs-ECMTA@labour.gov.za

NOTE : EE targets-African Males, Coloured Males, White Males, White Females are encouraged to apply.

POST 43/20 : **SENIOR RISK MANAGEMENT OFFICER REF NO: HR4/4/1/16**
(Three (3) Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Eastern Cape Provincial Office

REQUIREMENTS : An undergraduate qualification in Risk Management/ Internal Audit/ Accounting/ Taxation/ Cost and Management Accounting/ Economics/ Forensic Investigation Management at NQF Level 6 as recognized by South African Qualification Authority (SAQA). Two (2) years functional experience in Risk Management/ Internal Audit/ Accounting/Economics environment. A valid Driver's License. Knowledge: Public service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Batho Pele Principles, Risk Management Policies and Strategy, Unemployment Insurance

Act (UIA), Unemployment Insurance Contributions Act (UICA) Criminal Procedure Act, Basic Conditions of Employment Act (BCEA). Skills: Conflict Management, Communication, Presentation, Problem Solving, Planning and Organizing, Report writing, Computer Literacy, Interpersonal, Analytical.

DUTIES : Implement of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources (Human, Equipment, Assets and Finance) in the Sub-Unit.

ENQUIRIES : Mr TM Ramatsetse Tel No: (043) 701 3000

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za

POST 43/21 : **SENIOR FRAUD INVESTIGATION AND ANTI-FRAUD OFFICER REF NO: HR4/4/1/17**
(Three (3) Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Eastern Cape Provincial Office

REQUIREMENTS : An undergraduate qualification in Risk Management/ Internal Audit/ Risk and Security/ Accounting/ Taxation/ Cost and Management Accounting Forensic Investigation Management at NQF Level 6 as recognized by South African Qualification Authority (SAQA). Two (2) years functional experience in the Fraud and anti-corruption/ Risk Management environment. A valid Driver's License. Knowledge: Public service Act (PSA), Promotion of Access to information Act (PAIA), Public Finance Management Act (PFMA) Labour Relations Act (LRA), Prevention of Organized Crime Act, Fraud and Corruption Legislative Framework, Labour Relations Act (LRA) Basic Condition of Employment Act (BCEA), Unemployment Insurance Act (UIA) Unemployment Insurance Contributions Act (UICA), Investigate Principles and Practices. Skills: Conflict Management, Analytical and Creativity, Communication, Computer literacy, Presentation, Report writing, Time Management, Planning and Organizing, Problem Solving.

DUTIES : Implement and Corruption Prevention Strategies. Conduct Investigation on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment and Labour and external stakeholders on Fraud Prevention measures. Supervise resources (Human, Finance, Equipment, Assets) in the Division.

ENQUIRIES : Mr TM Ramatsetse Tel No: (043) 701 3000

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za

POST 43/22 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/681**

SALARY : R413 001 per annum

CENTRE : Bellville Labour Centre: Western Cape

REQUIREMENTS : A three (3) year tertiary qualification in, Mechanical Engineering. Valid Driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or in the relevant environment. 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. Employment Equity Act-relevant key elements, Basic Conditions of Employment Act-relevant key elements, Relevant guidelines of the aforementioned legislation. 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.

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	:	Ms. B. Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-BELL@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males and White Males
POST 43/23	:	**SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (X5 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: De Doorns Satellite Office- Ref NO: HR4/4/10/682 (X2 Posts) Labour Centre: Ceres Satellite Office Ref NO HR4/4/10/683 (X3 Posts)
REQUIREMENTS	:	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.
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	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WS@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males and White Males
POST 43/24	:	**ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/10/684**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year 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 B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC4@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/25	:	**SUPERVISOR: CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/686**
SALARY	:	R413 001 per annum

CENTRE	:	Cape Town Labour Centre: Western Cape
REQUIREMENTS	:	Three (3) year tertiary qualification in Customer Services / Management / Customer Relations / Contact Centre Management / Office Administration Management / Communication/Marketing. Two (2) years functional experience in customer care/client service environment. Knowledge: All Legislations and Regulations. Private Employment Agency regulations and related ILO conventions. Batho Pele Principles. Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer literacy, Basic interpersonal skills, Listening Skills, Communication Skills, Ability to interpret legislation, Telephone etiquette, Mediation skills.
DUTIES	:	Monitor and oversee the help desk at the first port on entry within the COID service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-CTN@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Western Cape
NOTE	:	EE targets- Priority will be given to White Males.

POST 43/26	:	**SENIOR PRACTITIONER: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/1SPPICM/UIF**
SALARY	:	R413 001 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Management Services / Operations Management/ Production Management / Industrial Engineering/ Works-Study/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' functional experience in Change Management or Organizational Development environment. Knowledge: Change Management principles and methodologies. Change Management Framework. Skills: Communication (Verbal and Written). Facilitation. Punctuality. People Management. Problem Solving. Computer Literacy. Time Management. Analytical. Presentation. Interpersonal. Report Writing. Panning and Organizing.
DUTIES	:	Diagnoses organizational, individual culture and organizational climate within the Fund. Participate in the implementation of the change management strategy. Administer the implementation of change impact and change readiness assessments tools and instruments. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
ENQUIRIES	:	Mr AM Napo Tel No: (012) 337 1951
APPLICATIONS	:	email: Jobs-UIF6@labour.gov.za
NOTE	:	EE target -priority will be given to African Males, White Males and Persons with disabilities are encouraged to apply

POST 43/27	:	**SENIOR STATE ACCOUNTANT: TRADE CREDITORS REF NO: HR4/4/3/1SSATC/UIF (X3 POSTS)** (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Accounting /Auditing / Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Finance environment. Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (AX-One, BAS, etc.). HR System (PERSAL). Financial Systems Skills: Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Accounting. Report Writing. Planning and organizing. Analytical. Financial Management. Creative.
DUTIES	:	Process payment of internal and external invoices and monthly DEL claims within prescribed time frames. Reconcile financial records to maintain accuracy and completeness. Track and report on performance against predetermined

		targets. Administer and process financial statements and annual reporting. Ensure compliance and internal control practices in accordance with applicable legislation, policies and financial prescripts. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
ENQUIRIES	:	Ms AN Rabothata Tel No: (012) 337 1753
APPLICATIONS	:	email: Jobs-UIF4@labour.gov.za
POST 43/28	:	**SENIOR PRACTITIONER OCCUPATIONAL HEALTH AND SAFETY HR4/4/3/1SPOHS/UIF** (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Occupational Health and Safety/ Health and Safety/ Safety Management/ Environmental Management/ Environmental Health at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Occupational Health and Safety (OHS) environment. Knowledge: Public Service Regulation (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Occupational Health and Safety Act (OHSA). Public Finance Management Act (PFMA). Code of Ethics. Batho Pele Principles. Safety procedure guidelines. Fire equipment standards prevention procedures. Safety auditing. Control of access to Public Premises and vehicle Act. Disaster Management. All labour Legislation Skills: People Management. Problem Solving. Presentation. Planning and Organizing. Analytical skills. Communication, Computer Literacy. Report Writing. Creativity.
DUTIES	:	Maintain Safety, Security and Health of the Staff in all UIF building. Implement the requirements for Safety Health and Environment (SHE) Programme. Conduct occupational Health and Safety (OHS) Risk Assessments. Conduct OHS investigations at UIF offices including investment properties (Bisho and Thohoyandou). Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr SR Phala Tel No: (012) 337 1772
APPLICATIONS	:	email: Jobs-UIF9@labour.gov.za
POST 43/29	:	**PERSONAL ASSISTANT DG'S OFFICE REF NO: HR4/26/12/01HO (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Director-General. Render a secretariat service at the Office of the Director-General. Assist in monitoring and maintaining the budget including the supply chain for the Office of the Director-General. Facilitate and coordinate all logistical and resource requirements of the Office of the Director-General. Provide Management Information and records management services in the Office of the Director -General. Track and monitor projects tasks within the Office of the Director-General.
ENQUIRIES	:	Adv M Ntleki Tel No: (012) 309 4264
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Male and Female, Coloured Male and Female, Indians Male and Female, People living with disabilities and White Female.

POST 43/30	:	**PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR ICT REF NO HR4/26/12/02HO**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Directorate: ICT. Render a secretariat service at the Director: ICT Assist in monitoring and maintaining the budget including the supply chain for the Director. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Chief Directorate/Directorate: ICT. Track and monitor projects tasks within the Chief Directorate/Directorate.
ENQUIRIES	:	Mr V Sirkisson Tel No: (012) 309 4066
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ17@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Male and Female, Coloured Male and Female, Indian Female, People living with disabilities and White Female.
POST 43/31	:	**PERSONAL ASSISTANT: CDPM&E REF NO HR4/26/12/03HO (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Chief Directorate: Planning Monitoring & Evaluation/ Office of the DDG Operations. Render a secretariat service at the Chief Director: PM&E/ Office of the DDG: Operations. Assist in monitoring and maintaining the budget including the supply chain for the Chief Directorate PM&E/Office of the DDG: Operations. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Office of the DDG: Operations. Provide Management Information and records management services in the Office of the Chief Director: PM&E / Office of the DDG Operations. Track and monitor projects tasks within the Chief Directorate: PM&E /Office of the DDG: Operations.
ENQUIRIES	:	Ms NFN Sigaba Tel No: (012) 309 4545
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street Email: Jobs-HQ12@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Males, Coloured Male and Female, Indians Male and Female, People living with disabilities and White Male and Female.
POST 43/32	:	**PERSONAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR: HRM REF NO: HR4/26/12/04/HO**
SALARY	:	R338 106 per annum

CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Directorate: ICT. Render a secretariat service at the Chief Director. Assist in monitoring and maintaining the budget including the supply chain for the Chief Director. 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	:	Ms MM Matyila Tel No: (012) 309 4026
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street Email: Jobs-HQ14@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Male, Coloured Male, Indian Female, People living with disabilities and White Male and Female.
POST 43/33	:	**CHIEF REGISTRY CLERK REF NO: HR4/4/10/685**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year tertiary qualification in / Public Management/ Administration. One (1) year in Operations. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and Organizing.
DUTIES	:	Supervise and provide registry counter services, Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filling and record management services. Supervise the processing and process documents for archiving and disposal. Supervise human resources/staff.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: Po Box 872, Cape Town, 8000 or hand Deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC4@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/34	:	**EMPLOYER AUDIT OFFICER REF NO: HR4/4/10/687**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A Valid Driver's license 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	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr

		Riebeeck and Long Street, Cape Town. Email: WCJobs-WC6@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/35	:	**BCEA INSPECTOR (X2 POSTS)** [Re-advertisement, applicants who previously applied must to re-apply]
SALARY	:	R338 106 per annum
CENTRE	:	Bellville Labour Centre- Ref No: HR4/4/10/688 (X1 Post) Mossel Bay Labour Centre-Ref No: HR4/4/10/689 (X1 Post)
REQUIREMENTS	:	Three (3) year relevant tertiary qualifications in Labour Relations/Bcom Law/LLB. One (1) year functional experience in Inspection and enforcement services. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Occupational Health and Safety Act, Unemployment Insurance Act, UI Contributions Act. Skills: Facilitation, Planning and Organizing (Mainly for own), Computer Literacy, Interpersonal Skills, Conflict handling skills, Negotiation Skills, Problem Solving Skills, Interviewing, listening and observing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
DUTIES	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Bellville Labour Centre: WCJobs-BELL@LABOUR.gov.za Mossel Bay Labour Centre: WCJobs-MBY@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/36	:	**PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/690**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office, Western Cape
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	:	Ms. B. Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC3@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/37	:	**PRACTITIONER: FLEET MONITORING AND INSPECTION OFFICER REF NO:HR4/4/10/691**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office, Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualifications in Transport/Fleet Management. A Valid Driver's license. Knowledge: Procurement, serving operation,

		maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Technical aspects of field of speciality. Skills: Communication (Oral and written communication skills). Coordination. Planning and organisation. Report writing. Computer (Operation of a computer and assigned software). Monitoring and evaluation. Time management.
DUTIES	:	Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative tasks in respect of fleet operations.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC3@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/38	:	**INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/11**
SALARY	:	R280 278 per annum
CENTRE	:	Qonce Labour Centre
REQUIREMENTS	:	Three years' qualification Labour Relations/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (own work), Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
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) inspections 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. L Mduduma Tel No: (043) 718 8380
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za
NOTE	:	African Males, Coloured Males, White Males, White Females are encouraged to apply.
POST 43/39	:	**CLIENT SERVICE OFFICER: UIF (X6 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Butterworth Labour Centre Ref: HR4/4/6/01 (X2 Posts) Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/6/02 (X1 Post) eMaxesibeni Labour Centre Ref No: HR 4/4/6/03 (X3 Posts)
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	:	Ms N Getyeza Tel No: (047) 491 0656 Ms L Nongena Tel No: (039) 254 7201
APPLICATIONS	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530 eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
NOTE	:	African Males, Coloured Males, White Males, White Females are encouraged to apply.
POST 43/40	:	**CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/56**
SALARY	:	R280 278 per annum
CENTRE	:	Butterworth Labour Centre
REQUIREMENTS	:	Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
DUTIES	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Ms N Getyeza Tel No: (047) 491 0656
APPLICATIONS	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
NOTE	:	EE targets- African Males, Coloured Males, White Males, White Females are encouraged to apply.
POST 43/41	:	**ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Graaff Reinet Labour Centre- Ref No HR4/4/1/18 (X1 Post) Nqanqarhu Labour Centre- Ref No HR4/4/1/19 (X1 Post)
REQUIREMENTS	:	Matric/ Grade 12/ Senior Certificate. Zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Date capturing. Skills: Planning and organizing, Communication Computer Literacy.
DUTIES	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
ENQUIRIES	:	Mr S Mshumpela Tel No: (049) 892 2142 Ms N Mvanyashe Tel No: (045) 932 1077
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, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za
NOTE	:	EE targets- Coloured Males, Indian Female, White Males are encouraged to apply.
POST 43/42	:	**ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: HR4/4/10/18**
SALARY	:	R237 453 per annum
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	Matric/ Grade 12/ Senior Certificate. Zero experience. Knowledge: Batho Pele Principles, Public Service Regulations and Act. Public Financial Management

		Act (PFMA). Skills: Planning and organizing, Communication Computer Literacy. Listening, Time Management, Report Writing.
DUTIES	:	Handle orders receive and distribution of materials to the officials in the section. Handle and record incoming and outgoing of mails for the section. Administer risk management activities. Manage information system in the section Provide logistical support functions.
ENQUIRIES	:	Mr S Nduli Tel No: (043) 701 3000
APPLICATIONS	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
NOTE	:	EE targets- Coloured Males, Indian Female, White Males are encouraged to apply
POST 43/43	:	**PERSONNEL OFFICER HUMAN RESOURCE MANAGEMENT REF NO: WCP-CAPE-22700471-20260721-1**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: Western Cape
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. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.
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 client's enquiries.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/44	:	**ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: WCP-CAPE-21853959-20260721-1**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Matric/Grade 12 Certificate. No experience. Knowledge: Treasury Regulations. Risk Management. Supply Chain Management Framework. Public Service Regulations and relevant prescripts. Public Administration Management Act. Departmental policies and procedures. Batho Pele Principles. Public Financial Management Act. Skills: Computer literacy. Conflict management. Communication (both verbal and writing). Project management. Leadership. Report Writing. Decision making.
DUTIES	:	Administer and provide effective and efficient management risk registers. Perform office administration, logistical support function and ensure adequate functioning of risk management unit and committee. Provide administration support for the risk management activities in Supply Chain Management. Provide assistance on ethics and anti-corruption prevention strategy implemented.
ENQUIRIES	:	Ms. B. Gae Tel No: (021) 441 8065
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/45	:	**ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POST)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre: Worcester Ref No: WCP-WORC-32261641-20260721-1 (X1 Post) Labour Centre: Mossel Bay Ref No: WCP-MOSS-51956012-20260721-1 (X1 Post)
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre. Provide Finance and office management service to the Labour Centre. Render a

		Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
ENQUIRIES	:	Mr E Van Der Merwe at 072 1194 790 (Labour Centre: Worcester) Mr T Barnardo at 084 4326 652 (Labour Centre: Mossel Bay)
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/46	:	**ADMINISTRATION CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre- Bellville Ref No: WCP-BELL-27247091-20260721-1 (X1 Post) Labour Centre: George Ref No: WCP-GEOR-30913811-20260721-1 (X1 Post)
REQUIREMENTS	:	Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Administrative procedures relating to an office. Filing and retrieving of documents. Ability to operate photocopier, Data capturing. Skills: Planning and organizing. Communication. Computer literacy.
DUTIES	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
ENQUIRIES	:	Ms V Nyhila at 073 1548 475 (Labour Centre Bellville) Mr M Ndlela at 073 2261 493 (Labour Centre George)
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/47	:	**PERSONNEL OFFICER REF NO: HR 4/4/8/1034**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. No experience. Knowledge: Filing system. Operating photostating machine and email. How to use fax machine and email. Data capturing. Administration procedures. Computer. Procurement and procedures. Reporting procedure. Public service regulations. Skills: Basic Literacy, Ability to perform routine task, Interpersonal Relations, Planning and Organising, Communication.
DUTIES	:	Facilitate all Training and Development queries and documentation. Manage information system in the sub-directorate. Perform office administration duties for the sub-directorate HRD.
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-fsPOHRD@labour.gov.za
NOTE	:	EE target -African Males and African with Disabilities, Coloured Males, Coloured Females and White Females.
POST 43/48	:	**MESSENGER / DRIVER REF NO: HR4/4/3/1MD/UIF**
SALARY	:	R201 093 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Grade 10. Valid driver license with Public Driver Permit (PDP). No experience required. Knowledge: National Traffic Regulations. Public Service Regulations (PSR). Public Finance Management Act (PFMA). Public Service Act (PSA). Batho Pele Principles. Interpretation (ability to interpret road signs and map book). Pre-Trip Inspection / Vehicle Safety Inspection. Rules of the road. Skills: Analysis. Communication (verbal and written). Computer Literacy. Listening. Driving.
DUTIES	:	Drive light and medium motor vehicle to transport passengers and delivery other items e.g mail and documents. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render clerical support/ messenger service in the relevant office.
ENQUIRIES	:	Mr DS Mohlala Tel No: (012) 337 1417
APPLICATIONS	:	email: Jobs-UIF28@labour.gov.za
NOTE	:	EE targets -Priority will be given to African Females, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 43/49	:	**MESSENGER REF NO: HR4/4/10/13**
SALARY	:	R170 226 per annum
CENTRE	:	Mmabatho Provincial Office
REQUIREMENTS	:	Grade 10. Knowledge: Departmental policies and procedures. Public Service Act. All legislations relevant to the Post. Skills: Verbal and written communication. Interpersonal relationship. Computer literacy. Time management. Conflict management. Planning and organizing.
DUTIES	:	Provide messenger services within the Provincial Office (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles. Assist with general administrative duties in the unit.
ENQUIRIES	:	Ms NM Ndamane Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho. Email: Jobs-SPHRD-UI@labour.gov.za
NOTE	:	EE target: Priority will be given to Indian Male, Indian Female, White Male, White Female.
POST 43/50	:	**AUDIT COMMITTEE MEMBER REF NO: HR4/4/3/3ACM/UIF**
SALARY	:	Members will be remunerated according to rates approved by the Department of Employment and Labour in line with the circular/guidelines issued by AGSA.
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Applications are invited from suitably qualified and experienced candidates for appointment as members of the Audit Committee of Department of Employment and Labour: Unemployment Insurance Fund. A relevant three-year tertiary or equivalent qualification in Commerce, Administration, Strategic Management, Monitoring and Evaluation, Law, Information and Communication Technology or related studies. Professional certifications such as Certified Internal Auditor, Chartered Accountant SA, Certified Information Systems Auditor, certified in the Governance of Enterprise IT etc. will be an added advantage. Term of office: The appointment is for a period of three (3) years, but may be subject to renewal at the discretion of the UIF's Accounting Authority. Experience: Applicants must have expertise in labour, insurance, risk management, auditing, finance, investments, legal environment, ICT governance, cybersecurity, data analytics etc. Knowledge of Public Finance Management Act, Protection of Personal Information Act, National Treasury and the public service related legislation will be an added advantage. The applicants should be knowledgeable on the status of their positions as member of the Audit Committee. Knowledgeable people who keep up to date with the developments of auditing, accounting profession and developmental aspects. Members of recognised professional bodies, a person who has Government interest in delivering a better service to its citizens. Candidates should have been exposed in the auditing, governance, compliance and risk management environment for more than ten years. Experience in serving in the oversight committees will be an added advantage. Candidates should have strong analytical abilities, and interpersonal skills. Preference will be given to candidates with investment experience, insurance industry experience, governance, risk management and internal control specialist.
DUTIES	:	The Audit Committee member will carry out responsibilities as stipulated in the Public Finance Management Act and its Regulations and operate according to the approved UIF Audit Committee Charter. The Audit Committee member will perform oversight responsibilities to ensure that the Unemployment Insurance Fund maintains effective, efficient and transparent system of financial, risk management and internal control. Review the following: The effectiveness of internal control system. The effectiveness of the internal audit function and provide direction. The risk areas of the Funds' operations to be covered in the scope on internal and external audits. The adequacy, reliability and accuracy of the financial information provided to management and users of such information. Any accounting and auditing concerns identified as a result of internal and external audits. Department compliance with legal and regulatory provisions. The activities of internal audit function including its annual work programme, coordination with external auditors, reporting of significant findings and the responses of management to specific recommendations.
ENQUIRIES	:	Ms N Mthalane Tel No: (012) 337 1121/1609
APPLICATIONS	:	email: Jobs-UIF1@labour.gov.za.