

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

: 14 May 2025 at 16:00 (walk-in) and 00:00 midnight (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number 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 incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 (with detailed previous experience if any) and a completed and signed new 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). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a 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 applicants 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 for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

POST 14/01 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/05/01HO**

SALARY : R1 436 022 per annum (All- inclusive)
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : A qualification at NQF Level 7 as recognized by SAQA in Public/ Administration/ Public Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior managerial level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms. MM Matyila Tel: (012) 309 4026
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@labour.gov.za

POST 14/02 : **DIRECTOR: FLEET MANAGEMENT AND AUXILIARY SERVICES REF NO HR4/25/05/04 HO**

SALARY : R1 216 824 per annum (All -Inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Qualification at NQF 7 as recognised by SAQA in Public Management / Business Management / Public Administration. A valid driver's license. Five (5) years' experience at Middle/Senior Management level in Fleet or Transport Management, Auxiliary Services and Facilities Management or Property Management. Knowledge: Government immovable Asset Management (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedure, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OSHA), National Archive and Records Act (NAARA). Skills: Communication, attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem solving, Decision Making, Time Management, Managerial and supervision, Analysis.

DUTIES : Oversee the provision of fleet management service within the department. Ensure effective provision of efficient auxiliary services within the Department. Oversee the building lease portfolio and its budget. Oversee the State-owned portfolio, projects and infrastructure. Manage all the resources of the Directorate.

ENQUIRIES : Mr BE Maduna Tel: Tel: 012 309 4285
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ15@labour.gov.za

OTHER POSTS

POST 14/03 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X12 POSTS)**
 (Re-advertisement, applicants who applied previously are encouraged to re-apply for Mbombela, Mashishing, Ermelo and Bethal)

<u>SALARY CENTRE</u>	: R1 059 105 per annum (all- inclusive) : Labour Centre: Cape Town (Western Cape)-Reference No: HR4/4/10/801(X1 Post) Labour Centre: Lusikisiki-Ref No: HR4/4/1/33(X1 Post) Labour Centre: Calvinia-Ref No: HR 4/4/8/91(X1 Post) Labour Centre: De Aar- Ref No: HR 4/4/8/92(X1 Post) Labour Centre: Postmasburg-Ref No: HR4/4/8/93(X1 Post) Labour Centre: Upington-Ref No: HR4/4/8/94(X1 Post) Labour Centre: Mafikeng – Ref No: HR 4/4/03/01 (X1 Post) Labour Centre: Mkhondo– Ref No: HR 4/4/7/26(X1 Post) Labour Centre: Mbombela Labour Centre – Ref No: HR 4/4/7/27 (X1 Post) Labour Centre: Mashishing Labour Centre – Ref No: HR 4/4/7/28(X1 Post) Labour Centre: Ermelo Labour Centre – Ref No: HR 4/4/7/29 (X1 Post) Labour Centre: Bethal Labour Centre – Ref No: HR 4/4/7/30 (X1 Post)
<u>REQUIREMENTS</u>	: Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, 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, Project Management, Commerce (General), Administrative Information Management, Administrative Management, 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, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.
<u>DUTIES</u>	: Manage the service delivery objectives as per the mandate of Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre (Daily).
<u>ENQUIRIES</u>	: Mr Q Bowman Tel: (021) 441 8120(WC) Ms P Mbongwana Tel: (043) 701 3128 (EC) Ms N Litheko, Tel: (053) 838 1632(NC) Mr SS Shongwe Tel: (018) 387 8100(NW) Rev MG Sibanyoni Tel: (013) 655 8702
<u>APPLICATIONS</u>	: 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-WC1@labour.gov.za Chief Director: Human Resources Management: Private Bag X 9005 East London 0001or hand delivers at 3 Hill Street East London 5200 Email: Jobs-EC2@labour.gov.za Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.Email -Calvinia: Jobs-NCCAL@labour.gov.za Email- De Aar: Jobs-NCDEAR@labour.gov.za Email: Postmasburg Jobs-NCPOS@labour.gov.za Email Upington Jobs-NCUPI@labour.gov.za Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW7@LABOUR.gov.za The Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni Email: Jobs-PRT@LABOUR.gov.za Mkhondo Labour Centre Jobs-MBO@LABOUR.gov.za Mbombela Labour centre Jobs-LDB@LABOUR.gov.za Mashishing Labour Centre Jobs-BTH@LABOUR.gov.za Bethal Labour Centre Jobs-EML@LABOUR.gov.za Ermelo Labour Centre

<u>POST 14/04</u>	:	<u>DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/03/02</u>
<u>SALARY</u>	:	R896 436 per annum (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	A relevant three-year (3) tertiary qualification at NQF6/7 in Business Administration/Business Management/ Public Administration/ Public Management / Financial Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. S.S. Shongwe Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW8@LABOUR.gov.za
<u>POST 14/05</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho –Ref No: HR4/4/03/02 (X1 post) Provincial Office: Kimberly-Ref No: HR4/4/8/95 (X1 post)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma NQF6/Undergraduate Degree NQF7 qualification in Human Resource Management/ Labour Relations/ Labour Law/ Training and Development. Valid driver's licence. Five (5) years' experience of which two (2) AT Middle Management level (Assistant Director) and Three (3) years functional experience in HRM environment. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. To effectively manage the employee health and wellness Programmes. To Provide Sound Employee Relations. Management of resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100 Ms N Litheko Tel: (053) 838 1632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW9@LABOUR.gov.za

Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301
OR hand deliver at Laboria House, c/o Priel & Compound Street, Kimberley.
Email: Jobs-NCKIM@Labour.gov.za

<u>POST 14/06</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/10/802</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Auditing. Four (4) Year experience of which two (2) years must be at Supervisory level and two (2) functional experience in Finance. Valid Driver's Licence. Knowledge: Public Service transformation and management issues, White Paper transformation and Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulations, and relevant prescripts, Departmental policies and procedures, Departmental policies and procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Systems. Skills: Administration and Financial Management, Verbal and written communication, Interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strategic management, Communication, Analytical, Problem solving, Conflict Management.
<u>DUTIES</u>	:	Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, PERSAL, Safety web, etc.). Coordinate, review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the Province. Manage expenditure in the Province. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC2@LABOUR.gov.za 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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/07</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDIT) REF NO HR4/25/05/08 HO</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Auditing / Accounting / Financial Information System / BCom Information Management / Information Systems/ BSc IT / Computer Science. Four (4) years' experience of which two (2) years at Supervisory level as (Senior Internal Auditors (ITC) and two (2) years' experience in Information Communication and Technology Audit. Valid driver's license. Registration with Institute of Internal Auditors (IIA). Knowledge: Internal Audit Methodology, Information Technology Frameworks (CoBiT, ITIL, ISO, Public Finance and Management Act (PFMA) and Treasury Regulation, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Frameworks, King Report on Corporate Governance (II and III), Framework for Managing Performance Information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental Legislative and regulatory framework (LRA,BCEA,PAIA etc.)
<u>DUTIES</u>	:	Plan the allocated audit assignment according to the approved Internal Audit Plan, Conduct Audit Projects according to the approved Internal Audit Plan, Manage resource of the unit.
<u>ENQUIRIES</u>	:	Mr. D Mangaye Tel: 012 309 4205
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ20@labour.gov.za

POST 14/08 : **SENIOR INTERNAL AUDIT: INFORMATION TECHNOLOGY AUDIT REF NO HR4/25/05/16 HO**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Internal Auditing / Bcom Accounting / BCom Information System /Bcom IT Management/ Informatics / Information Systems/ BSc IT / Computer Science. Two (2) years functional experience Information Technology Audit including General Controls Reviews, Application Control Reviews. Valid Driver's License. Registration with the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITIL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards , Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics), Ability to work with minimal supervision. Report Writing, driving, Analytical skills, Audit Techniques.

DUTIES : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within DeL, Supervise the resources in the section.

ENQUIRIES : Ms. D Mangaye Tel: 012 309 4205
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ18@labour.gov.za

POST 14/09 : **SENIOR INTERNAL AUDITOR REF NO HR4/25/03/13 HO (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Auditing/ Accounting/ Finance/BCom Information Systems/Risk Management/ Financial Information System. Two (2) years functional experience in Auditing. A valid driver's licence. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Standards(GRAP), International Professional Practices Framework(IPPF) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics,(3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Computer literacy, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate.

DUTIES : Plan allocated audit assignment. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department. Supervise the resources in the section.

ENQUIRIES : Ms A Mkhonto Tel: (012) 309 4804
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za

<u>POST 14/10</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Lichtenburg Ref No: HR4/4/03/04 (X1 post)
	:	Labour Centre: Durban- Ref No: HR4/4/5/12 (X1 post)
	:	Labour Centre: Estcourt -Ref No: HR4/4/5/13(X1 post)
	:	Labour Centre: Pietermaritzburg- Ref No: HR4/4/5/14 (X3)
	:	Labour Centre: Mthatha- Ref No: HR4/4/10/04 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100(NW) Mr S Mchunu Tel: (031) 336 1500 (Durban) Mr JSM September Tel: (033) 341 5305 (PMB) Mr J Fakazi Tel: (036) 352 7767(Estcourt) Ms S Zaula Tel No: (047) 501 5600(Mthatha)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@LABOUR.gov.za Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Online Applications Email to: Jobs-KZN17@Labour.gov.za Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN18@Labour.gov.za Deputy Director: Pietermaritzburg Labour Centre, P/Bag X 9048, Pietermaritzburg 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN22@Labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha 5100, Hand deliver at No.18 Corner of Madeira & Elliot Street Old Manpower Building Mthatha,5100. Email: Jobs-EC6@labour.gov.za
<u>POST 14/11</u>	:	<u>OHS INSPECTOR (6X POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Beaufort West Labour Centre (Western Cape) – HR4/4/10/804 (1X Post)
	:	Somerset West Labour Centre (Western Cape) – HR4/4/10/805 (4X Posts)
	:	Worcester Labour Centre (Western Cape) – HR4/4/10/806 (1X Post)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A 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 procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of 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 communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr. Q. Bowman, Tel: (021) 441 8120
APPLICATIONS : Jobs-WC3@LABOUR.gov.za 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
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 14/12 : **INSPECTOR BCEA REF NO: HR4/4/10/803 (2X POSTS)**

SALARY : R397 116 per annum
CENTRE : Bellville Labour Centre (Western Cape)
REQUIREMENTS : Three (3) year tertiary qualification (NQF6/7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

DUTIES : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Mr. Q Bowman Tel (021) 4418120
APPLICATIONS : Jobs-WC3@LABOUR.gov.za 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
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 14/13 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO HR4/4/5/24**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Vryheid (KZN)
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field ie, Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and 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, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the 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
<u>ENQUIRIES</u>	:	Mr F Dladla, Tel: (034) 980 8916
<u>APPLICATIONS</u>	:	Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. Email: Jobs-KZN14@Labour.gov.za
<u>POST 14/14</u>	:	<u>SENIOR PRACTITIONER: HR OPERATIONS REF NO: HR 5/1/2/3/01</u> (12 Months Fixed Terms Contract)
<u>SALARY</u>	:	R397 116 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification/ NQF 6 in Human Resource Management/Bcom/BA in HRM. Minimum of 2 years' functional experience in Human Resource Environment at Supervisory level. Knowledge: Compensation Fund business objectives and functions. Directorate or sub-directorate goals and performance requirements. Compensations Fund Services. Compensation Fund value chain and business processes. Relevant fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk awareness. COIDA Act Regulations and policies. COIDA tariffs. Human resource planning procedure. Legislative Requirement: Public Service Act of 1994. Public Service Regulations. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Skills: Business Writing Skills. Required technical proficiency. Data capturing. Data and records management. Telephone skills and etiquette.
<u>DUTIES</u>	:	Coordinate recruitment and selection processes in the Fund. Coordinate the advertising process in the Fund. Develop the database for filled and vacant posts in CF. Supervisor of staff
<u>ENQUIRIES</u>	:	Mr. SV Radzuma/ Ms CL Mashishi: 083 706 5863/067 927 6428
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: Jobs-CF30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 14/15</u>	:	<u>SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION)</u> <u>REF NO: HR 4/4/1/005</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6/7 in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills:

		Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.
<u>DUTIES</u>	:	Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr M Marala Tel: 043 701 3005
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. For Attention: Chief Director: Provincial Operations Email: Jobs-EC6@labour.gov.za
<u>POST 14/16</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/03/05 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr SS Shongwe Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@LABOUR.gov.za
<u>POST 14/17</u>	:	<u>INSPECTOR REF NO: HR 4/4/4/03/01</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Brakpan
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.
<u>DUTIES</u>	:	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) inspections 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.
<u>ENQUIRIES</u>	:	Mr PT Mati Tel: (011) 744 9000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng

<u>POST 14/18</u>	:	<u>PRACTITIONER: HR OPERATIONS REF: HR 4/ 4/3/02 (X2 POSTS)</u> (12 Months Fixed Terms Contract)
<u>SALARY</u>	:	R325 101 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification/ NQF 6 in Human Resource Management/Bcom/BA in HRM. 2 years' functional experience in recruitment and selection. Knowledge: Compensation fund services. Relevant acts, policies and regulations to the business. Stakeholder and customers. Customer services (Batho Pele Principles). Risk awareness. Legislative requirements: Labour relations Act. Public service Act. PFMA and National Treasury Regulations. Public Service Regulations. POPI Act. Skills: Required technical proficiency. Communication and writing skills. Data capturing. Data and records management. Telephone skills and etiquette. Analytical thinking. Planning and organising.
<u>DUTIES</u>	:	Implement the recruitment and selection policy in the Fund. Update the database on statistics for the exits and entrants in the CF. Monitor the recruitment and selection transactions uploaded by the subordinates on the system. Implement the placement of employees in the CF. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. SV Radzuma/ Ms CL Mashishi Cell: 083 706 5863 /067 927 6428
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: Jobs-CF30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>POST 14/19</u>	:	<u>PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO: HR4/4/10/807</u> (Re-advert, all applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office (LMIS): Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6) in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma (NQF7) in Monitoring and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data analysis, Statistical and research, Computer, Management and leadership.
<u>DUTIES</u>	:	Capture the Performance information data received from Branches/ Units for the compilation of the Provincial Monthly/ Quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial report. Manage the provincial resources centre/ library.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel: 021 441 8120
<u>APPLICATIONS</u>	:	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
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel (021) 4418120
<u>APPLICATIONS</u>	:	Jobs-WC4@LABOUR.gov.za 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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/20</u>	:	<u>ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/808</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6/7) in Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills.

		Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.
<u>DUTIES</u>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC5@LABOUR.gov.za 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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/21</u>	:	<u>EMPLOYER AUDIT OFFICER REF NO: HR 4/4/10/809 (2X POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6/7) in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. 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 Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mr. Q Bowman, Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC5@LABOUR.gov.za 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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/22</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/810</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at (NQF6/7) in Human Resources Management. One (1) to two (2) years functional experience doing Human Resource Management Services. Knowledge: All Labour Legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Service Regulations. Skills: Communication, Planning and organizing, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory, Time Management, Report writing.
<u>DUTIES</u>	:	Render the Recruitment and selection process, Process and approve service benefits (e.g. Leave, housing allowance, acting allowance, etc.), Provide and monitor termination of service in the Province, Monitor establishment and implementation of Human Resources policies, Monitor the payment of salaries.
<u>ENQUIRIES</u>	:	Mr. Q Bowman, Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC5@LABOUR.gov.za 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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 14/23</u>	:	<u>BCEA INSPECTOR: IES (X5 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Rustenburg -Ref No: HR4/4/03/06 (3X posts) Labour Centre: Klerksdorp -Ref No: HR4/4/03/07 (1X post) Labour Centre: Stanger-Ref No: HR4/4/5/10(1X post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. 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 Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	: Mr SS Shongwe Tel: (018) 387 8100 Ms S Mkhize, Tel (032) 437 8448
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs- NW6@LABOUR.gov.za Deputy Director: Labour Centre Operations: PO Box 138, Stanger, 4450 Or hand deliver at 12 Cato Street, Stanger OR Email to: Jobs- KZN25@labour.gov.za
<u>POST 14/24</u>	: <u>INSPECTOR: IES (X21 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum : Cradock Labour Centre- Ref No. HR4/4/10/01 (X1 Post) Labour Centre: Kariega- Ref No. HR4/4/10/02 (X1 Post) Labour Centre: Komani -Ref No. HR4/4/10/03 (X1 Post) Labour Centre: Mdantsane -Ref No. HR4/4/10/06 (X1 Post) Labour Centre: Estcourt – Ref HR 4/4/5/16(X1 Post) Labour Centre: Prospecton- Ref HR 4/4/5/17(X1 Post) Labour Centre: Port Shepstone- Ref HR 4/4/5/17(X1 Post) Labour Centre: Cape Town (Western Cape) -Ref No: HR4/4/10/811 (3X posts) Labour Centre: Knysna (Western Cape) -Ref No: HR4/4/10/812 (1X post) Labour Centre: Vredenburg (Western Cape) -Ref No: HR4/4/10/813 (2X posts) Labour Centre: Paarl (Western Cape) -Ref No: HR4/4/10/814 (1X posts) Labour Centre: Worcester (Western Cape) -Ref No: HR4/4/10/815 (1X post) Labour Centre: Beaufort West (Western Cape) -Ref No: HR4/4/10/816 (1X post) Labour Centre: Calvinia Ref No: HR 4/4/8/96 (X1 Post) Labour Centre: De Aar Ref No: HR 4/4/8/97 (X2 Post) Labour Centre: Postmasburg Ref No: HR 4/4/8/98 (X1 Post) Labour Centre: Kimberley Ref No: HR 4/4/8/99 (X1 Post)
<u>REQUIREMENTS</u>	: Three (3) year relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. 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 Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	: Ms N Mkonto Tel No: (048) 881 3010 Ms W Koba Tel No: (041) 260 0608 Mr U Tambo Tel No: (045) 807 5400 Mr L Mduduma Tel No: (043) 761 4526 Ms J Fakazi Tel: (036) 3429369 Mr K Naidoo Tel: (031) 9139700 Mr S Biyase Tel: (039) 6822406/7 Mr Q Bowman Tel: (021) 441 8120 Ms N Litheko Tel: 053 838 1632

<u>APPLICATIONS</u>	:	<p>Eastern cape: Deputy Director: Labour Centre Operations, P.O. Box 38, Cradock 5880, Hand deliver at No.73 Frere Street Cradock,5100. <u>Email:Jobs-EC8@labour.gov.za</u></p> <p>Eastern cape: Deputy Director: Labour Centre Operations, P.O. Box 562 Kariega 6230, Hand deliver at 15A Chase Street, Kariega, 6230. <u>Email:Jobs-EC3@labour.gov.za</u></p> <p>Eastern cape: Acting Deputy Director: Labour Centre Operations, P.O. Box 323 Komani 5320, Hand deliver at 10 Robinson Road, Komani, 5320.<u>Email:Jobs-EC2@labour.gov.za</u></p> <p>Eastern cape: Deputy Director: Labour Centre Operations, Private Bag X 19, Mdantsane, 5219, Hand deliver at Mazaule Street, Mdantsane,5219. <u>Email:Jobs-EC2@labour.gov.za</u></p> <p>KwaZulu-Natal: Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt 3310 Or hand deliver to 57 Harding Street, Estcourt. Alternatively e-mail to <u>Jobs-KZN26@labour.gov.za</u></p> <p>KwaZulu-Natal: Deputy Director: Prospecton Labour Centre, P O Box 343, Umbogintwini, 4120 or hand deliver to 3 Prospecton place, Prospecton. Alternatively e-mail to <u>Jobs-KZN24@labour.gov.za</u></p> <p>KwaZulu-Natal: Deputy Director: Port Shepstone Labour, P O Box 379 Port Shepstone 4240 or hand deliver to 16 Bisset Street, Port Shepstone. Alternatively e-mail to <u>Jobs-KZN23@labour.gov.za</u> For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal</p> <p>Cape Town: 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 <u>Jobs-WC6@LABOUR.gov.za</u></p> <p>Kimberley: Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road, Calvinia, Email: <u>Jobs-NCCAL@Labour.gov.za</u>. De Aar, Email: <u>Jobs-NCDEAR@Labour.gov.za</u>. Postmasburg, Email: <u>Jobs-NCPOS@Labour.gov.za</u>. Kimberley. Email: <u>Jobs-NCKIM@Labour.gov.za</u></p>
<u>POST 14/25</u>	:	<u>CLIENT SERVICE OFFICER: IES (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Vryburg- Ref No. HR4/4/03/ Ref No. HR4/4/03/07(X1 Post)
	:	Labour Centre: Lichtenburg- Ref No. HR4/4/03/08 (X1 Post)
	:	Labour Centre: Potchefstroom- Ref No. HR4/4/03/09 (X1 Post)
	:	Labour Centre: Klerksdorp- Ref No. HR4/4/03/10 (X1 Post)
	:	Labour Centre: Rustenburg-Ref No. HR4/4/03/11 (X1 Post)
	:	Labour Centre: Mogwase Ref No. HR4/4/03/12 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12 Knowledge: Public Service Act. Public Service Regulations. All relevant Labour Legislation Regulations. Related ILO Conventions. Knowledge of the department policies, Procedure and guidelines. Customer Service (Batho Pele principles) Skills: Computer Literacy. Business Writing Skills. Listening skills. Communication. Telephone etiquette and Basic Interpersonal skills.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the registration services(daily). Resolve all complaints on all labour legislation received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.S. Shongwe Tel: (018) 387 8100
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <u>Jobs-NW1@LABOUR.gov.za</u>
<u>POST 14/26</u>	:	<u>ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Labour Centre: Nqanqarhu -Ref No: HR4/4/1/07(X1 Post)
	:	Labour Centre: Pietermaritzburg, HR4/4/5/19(X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate Knowledge: Administrative procedures relating to an office, Filling and retrieval of documents, Ability to

	operate the fax machine and photocopier, Data capturing. Skills: Planning and Organising, Communication, Computer literacy.
<u>DUTIES</u>	: Render administrative 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.
<u>ENQUIRIES</u>	: Mr N Mvanyashe Tel 045 9321 424 Mr MSJ September Tel: (033) 541 5300
<u>APPLICATIONS</u>	: Deputy Director: Labour Centre Operations: PO Box 397, Nqanqarhu, 5480 or hand deliver at No1 Royal road, Nqanqarhu. For Attention: Sub-directorate: Labour Centre Operations, Port Nqanqarhu. Email:Jobs-EC6@labour.gov.za : Deputy Director: Pietermaritzburg Labour Centre, Private Bag x 9048, Pietermaritzburg 3200 Or hand deliver at 37 Langalibalele Street, Pietermaritzburg. For Online Application: Jobs-KZN21@labour.gov.za For Attention Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 14/27</u>	: <u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO HR4/4/5/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum : Labour Centre: Pietermaritzburg : 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.
<u>DUTIES</u>	: To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<u>ENQUIRIES APPLICATIONS</u>	: Mr MSJ September, Tel: (033) 541 5300 : Deputy Director: Pietermaritzburg Labour Centre, Private Bag x 9048, Pietermaritzburg 3200 Or hand deliver at 37 Langalibalele Street, Pietermaritzburg. For Online Application: Jobs-KZN12@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 14/28</u>	: <u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/ 04 (X2 POSTS)</u> (12 Months Fixed Terms Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum plus 37% in lieu of benefits : Compensation Fund, Pretoria : Grade 12. No Experience. Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation fund services. Compensation fund value chain and business processes. Stakeholder and customers. Customer services (Batho Pele Principles). Risk awareness. COIDA Act, Regulations and Policies. Human Resource Planning procedure. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service regulations. Skills: Required technical proficiency. Business writing skills. Data capturing.
<u>DUTIES</u>	: Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. SV Radzuma/ Ms CL Mashishi: 083 706 5863/067 927 6428 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: Jobs-CF30@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 14/29</u>	: <u>ADMINISTRATION CLERK: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/10</u> (12 Months fixed terms Contract)

<u>SALARY</u>	:	R228 321 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. No experience required. Experience in a rehabilitation or vocational environment will serve as an added advantage. Knowledge: Compensation Fund, policies, procedures, processes. Knowledge and application of relevant legislation and regulations impacting on the Orthotic & Rehabilitation Chief Directorate (COIDA). Data Gathering, Analysis and strategic Reporting. Batho Pele Principles (Customer Services). Public Service Act (PSA). Public Service Regulations (PSR). Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirement: None. Skills: Digital Acumen. Conflict Management. Communication. Stakeholder Management. Service Delivery Innovation.
<u>DUTIES</u>	:	Render effectiveness administration support services. Provide supply chain clerical support within the Directorate. Provide personnel administration clerical support services within the Directorate. Provide financial administration support services in the Directorate.
<u>ENQUIRIES</u>	:	Mr LK Fani, Tel: 082 886 9452
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: Jobs-CF29@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 14/30</u>	:	<u>ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES REF NO: HR4/4/10/817</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office (Western Cape)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 441 8120
<u>APPLICATIONS</u>	:	Jobs-WC7@LABOUR.gov.za 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
<u>POST 14/31</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: HR 4/4/8/100</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 certificate with Commercial Subjects (Business Management, Economics, and Accounting). No experience required. Knowledge: Public Service Financial Management, Supply Chain Frame work, LOGIS System Preferential Procurement Policy Frame Work, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus Computer literacy, Presentation, Analytical, Communication and Numeracy.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	Ms M Mogongoa Tel: (053) 838 1500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

<u>POST 14/32</u>	:	<u>SECURITY OFFICER: MANAGEMENT AND SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum
	:	Labour Centre: Cape Town (Western Cape)-Ref No. HR4/4/10/818
	:	Labour: Centre: Durban (KZN)-Ref No. HR4/4/5/11
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate. Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
<u>DUTIES</u>	:	Control access in and out if the Labour Centre and a provincial Office (Daily), Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily), Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily), Conduct internal investigations and enforce security rules and regulations (Daily).
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 4418120 Mr S Mchunu Tel: (031) 336 1500
<u>APPLICATIONS</u>	:	Jobs-WC@LABOUR.gov.za 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
	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Online Applications Email to: Jobs-KZN10@Labour.gov.za
<u>POST 14/33</u>	:	<u>OFFICE AID: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/819</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum
	:	Labour Centre: Cape Town
<u>REQUIREMENTS</u>	:	Standard 8/Grade 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel: (021) 4418120
<u>APPLICATIONS</u>	:	Jobs-WC@LABOUR.gov.za 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