## **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 : 06 June 2025 at 16:00 (walk-in) and 00:00 (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 in full as it is on the advert not abbreviations 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 guestion 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 posession 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. 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 soley 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)

ERRATUM: Please be advised that the duration for the following advertised posts is a four (4) year contract, and Not a one (1) year renewable contract as previously stated, Registry Clerk with Ref No: GAP-PRET-23521830-20250424-1 (X3 Posts), Messenger/Driver with Ref No: GAP-PRET-23521830-20250424-2 (X3 Posts) and Please be informed that the advertised posts for Office Service Aid with Ref No: GAP-PRET-28298004-20250424-1 (X3 Posts) were published with an incorrect job title. The correct job title is Food Aide Services, and these positions are offered as a four (4) year contract, not a one (1) year renewable contract as previously stated. These positions

were advertised on the Public Service Vacancy Circular 15 dated 09 May 2025 with a closing date of 23 May 2025. Sorry for inconvenience caused. Enquiries: Ms. Z Mdebuka Tel No: (012) 309 4830

## **OTHER POSTS**

POST 17/06 : ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO:

HR4/4/5/24

SALARY:R582 444 per annumCENTRE:Provincial Office: KZN

REQUIREMENTS: Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree

(NQF 7) in Social Sciences (Psychology) / Public / Business Administration. Four (4) years' experience of which two (2) years at Supervisory level (Senior Officer/Practitioner) Public in **Employment** Administration/Management Services. Driver's license. Knowledge: Financial Management, Human Resource Management, Relevant ILO Conventions, Recruitment and Selection Processes, Relevant government strategies, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA), Skills Development Act, Immigration Act. Skills: Planning and organizing, Communication (both verbal and written), Computer literacy, Analytical skills, Presentation skills, Interpersonal skills, Report writing, Leadership, Networking, Information Management, Innovative, Client focused/centric, Sense of responsibility and Ability to work under

pressure.

<u>DUTIES</u>: Coordinate International Cross-Border Labour Migration, PEA and TES

functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.

ENQUIRIES : Ms Z Maseko Tel No: (031) 366 2010

APPLICATIONS : Director: Public Employment Services, Provincial Operations: P. O. Box 940,

Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For

online Applications Email to: <a href="mailto:Jobs-KZN6@Labour.gov.za">Jobs-KZN6@Labour.gov.za</a>

FOR ATTENTION: Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-

Natal

POST 17/07 : ASSISTANT DIRECTOR: ANTI-FRAUD AND ANTI-CORRUPTION REF NO:

HR4/4/3/2ASDAFAC/UIF (X5 POSTS)

(1 Year Contract)

SALARY : R468 459 per annum, plus 37% in lieu of benefits

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three (3) year tertiary qualification (NQF level 6) in Forensic Audit / Internal

Audit / Forensic Accounting / Commerce / Risk Management / Law. Four (4) years' experience of which two (2) years must be functional experience in Risk Management/ Anti-Fraud and Corruption and two (2) years' at supervisory experience. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Interviewing. Communication, Listening. Computer Literacy. Time Management. Analytical. Interpersonal. Report writing. Planning and

Organizing.

<u>DUTIES</u>: Facilitate the implementation of the departmental anti-fraud and anti-corruption

strategies. Coordinate the detection of fraud and corruption irregularities / risks. Coordinate fraud and corruption investigations. Facilitate the fraud and

corruption awareness campaigns. Manage resources in Unit.

**ENQUIRIES** : Mr TI Maphatane Tel No: (012) 337 1827/ 1551

<u>APPLICATIONS</u> : email: <u>Jobs-UIF4@labour.gov.za</u>, Chief Director: Corporate Services: P O Box

1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

POST 17/08 : ASSISTANT DIRECTOR: CORPORATE GOVERNANCE REF NO:

HR4/4/3/2ASDCG/UIF

(1 Year Contract)

**SALARY** : R468 459 per annum, plus 37% in lieu of benefits

**CENTRE** : Unemployment Insurance Fund, Pretoria

REQUIREMENTS: Three-year tertiary qualification (NQF Level 6) in public management/

Administration/ Auditing/ Law/ B Com Law/ B Com Auditing. Four (4) years' experience of which two (2) years must be functional experience in Board and Committees environment and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of person/s in Boards of State owed Entities (HAPBSSOE). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labor Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Skills: Financial management. Communication. Analytical. Problem solving. Presentation. Planning and Organizing. Computer

Literacy. Report Writing.

**DUTIES** : Facilitate he implementation of the Compliance universe. Conduct the

compliance risks and provide advice. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance

framework. Manage resources (Human, Financial, Equipment/Assets.

**ENQUIRIES**: Mr SP Mashele Tel No: (012) 337 1608

APPLICATIONS : email: <u>Jobs-UIF5@labour.gov.za</u>, Chief Director: Corporate Services: P O Box

1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

POST 17/09 : ASSISTANT DIRECTOR: STRATEGIC PLANNING MONITORING AND

EVALUATION REF NO: HR4/4/3/2ASDSPME/UIF (X4 POSTS)

(1 Year Contract)

SALARY : R468 459 per annum, plus 37% in lieu of benefits

<u>CENTRE</u> : Unemployment Insurance Fund, Pretoria

REQUIREMENTS: A three (3) year tertiary qualification (NQF level 6) in Public Management/

Public Administration/ Management/ Business Studies/ Administration/ Internal Audit. Four (4) years' experience of which two (2) years must be functional experience in Monitoring and Evaluation and two (2) years must be supervisory experience. Knowledge: Prescripts governing Planning, Monitoring and Evaluation in the Public Sector. Revised Framework for developing Strategic Plan, Annual Performance Plan and Annual Operational Plan. Project Management. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Intergovernmental Relations Framework Act. Skills: Communication, Report

writing. Presentation. Analytic.

**DUTIES** : Facilitate verification of the performance information evidence. Conduct

Performance Monitoring and Evaluation of various UIF projects to determine value for money. Track performance against UIF Directorates and Fund's Plans. Coordinate quarterly planning and reporting engagements with Chief

Directorates/ Directorates. Manage Resources in the Sub-Directorate.

**ENQUIRIES** : Mr TJ Molema Tel No: (012) 337 1673

APPLICATIONS : email: Jobs-UIF6@labour.gov.za, Chief Director: Corporate Services: P O Box

1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

POST 17/10 : SENIOR PRACTITIONER: STORES AND WAREHOUSE REF NO:

HR4/4/3/1SPSWM/UIF

(1 Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Logistics/ Supply Chaim

Management/ Public Administration/ Management/ Public Supply Chain Management. Two (2) years functional experience in Purchasing and warehouse environment. Knowledge: Supply Chain Management: A guide for Accounting Officers. Preferential Procurement Policy Framework Act no 5 of 2000. Treasury Regulations. Public Finance Management Act no 1 of 1999. Broad Based Black Economic Empowerment Act 2003. Internal Policies and

Circulars. SCM National Treasury Practice Note. Skills: Communication. People Management. Problem Solving. Planning and Organizing. Computer Literacy. Report Writing. Listening. Negotiation. Conflict Handling. Work in high

pressure environment.

<u>DUTIES</u> : Verify the receipt and issuing of stock. Verify processing of requisitions and

invoice. Validate accurate records of movement of inventory, goods and services procured. Verify the replenishment of stock. Supervise resources in

the Sub-director.

ENQUIRIES: Mr V Moodley Tel No: (012) 337 1834

APPLICATIONS : email: Jobs-UIF7@labour.gov.za, Chief Director: Corporate Services: P O Box

1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 17/11 : OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/35

SALARY: R397 116 per annum

CENTRE : Labour Centre: Newcastle (KZN)

**REQUIREMENTS**: Senior Certificate plus a three (3) year recognised qualification at NQF6/7 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, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills,

Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring

compliance with 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.

ENQUIRIES : Mr S Pillay Tel No: (034) 312 3334

APPLICATIONS : Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or

hand deliver at 29 Scott Street, Newcastle. For Online Application: Jobs-

KZN27@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 17/12 : BCEA INSPECTOR REF NO: HR4/4/5/02

SALARY : R269 499 per annum

<u>CENTRE</u> : Labour Centre: Newcastle (KZN)

REQUIREMENTS: Three (3) years relevant qualification at NQF6/7 in Labour Relations/ BCOM

Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical,

Verbal and written communication skills.

<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.

ENQUIRIES : Mr S Pillay Tel No: (034) 312 3334

APPLICATIONS : Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle, 2940 Or

hand deliver at 29 Scott Street, Newcastle.

FOR ATTENTION: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: <u>Jobs-</u>

KZN20@labour.gov.za

POST 17/13 : SENIOR ADMINISTRATION CLERK: ACQUISITION REF NO:

HR4/4/3/1SACA/UIF (X2 POSTS)

(1 Year Contract)

SALARY : R228 321 per annum, plus 37% in lieu of benefits

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS: Grade 12/ certificate or equivalent. No experience required. Knowledge: Public

Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Bid Adjudication processes. Supply Chain Management Systems and processes. Batho Pele Principles. Treasury Regulations. Skills: Analysis. Problem solving. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report and Writing.

Time Management. Numeracy.

**DUTIES** : Maintain the contracts of the UIF. Provide administration to the Bid Committees

(BAC, BSC, BEC). Provide support for the tendering process.

**ENQUIRIES** : Ms WE Kruger Tel No: (012) 337 1876

APPLICATIONS : email:Jobs-UIF8@labour.gov.za, Chief Director: Corporate Services: P O Box

1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 17/14 : SENIOR ADMINISTRATION CLERK: REQUISITION REF NO:

HR4/4/3/1SACR/UIF (X2 POSTS)

(1 Year Contract)

SALARY : R228 321 per annum, plus 37% in lieu of benefits

<u>CENTRE</u> : Unemployment Insurance Fund, Pretoria

REQUIREMENTS: Grade 12/ Senior certificate. No experience required. Knowledge: Supply

Chain Management: A Guide for Accounting Officers. Preferential Procurement Policy Framework Act no 5 of 2000. Treasury Regulations. Public Finance Management Act no 1 of 1999. Broad Based Black Economic Empowerment Act. SCM National Treasury Practice Notes. Skills: Communication. Interpersonal. Problem Solving. Planning and Organizing.

Computer Literacy. Report writing. Listening. Time Management.

**DUTIES** : Capture financial commitments on the financial system. Render stores and

warehouse support. Maintain contractual transit function. Prepare purchase

order packs for payment.

**ENQUIRIES** Ms T Moloto Tel No: (012) 337 1765

APPLICATIONS : email: Jobs-UIF9@labour.gov.za, Chief Director: Corporate Services: P O Box

1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 17/15 : SENIOR ADMINISTRATION CLERK: DEMAND MANAGEMENT REF NO:

HR4/4/3/1SACDM/UIF (X2 POSTS)

(1 Year Contract)

SALARY : R228 321 per annum, plus 37% in lieu of benefits

<u>CENTRE</u> : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS**: Grade 12/ Standard 10. No experience required. Knowledge: Public Finance

Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Skills: Minutes writing. Report writing.

Computer Literacy. Communication. Planning and Organizing.

**<u>DUTIES</u>** : Render demand clerical support. Provide general clerical support services

within the section. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services in the

section.

**ENQUIRIES** Mr J Parsotam Tel No: (012) 337 1726

email: Jobs-UIF10@labour.gov.za, Chief Director: Corporate Services: P O **APPLICATIONS** 

Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

Sub-directorate: Human Resources Management, UIF FOR ATTENTION

SENIOR ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: **POST 17/16** 

HR4/4/3/1SACAM/UIF (X3 POSTS)

(1 Year Contract)

R228 321 per annum, plus 37% in lieu of benefits **SALARY** 

Unemployment Insurance Fund, Pretoria **CENTRE** 

REQUIREMENTS Grade 12 certificate / Senior certificate or equivalent. No experience required.

Knowledge: Public Finance Management Act (PFMA). Asset Management Framework. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Skills: Computer Literacy. Communication (Verbal and written). Problem solving. Planning and Organizing. Time

Management. Report writing.

**DUTIES** Allocate assets as per purchasing request. Maintain and update the fixed asset

register. Conduct asset verification in line with asset management policy and

procedures. Render disposal service of assets for the Fund.

Mr MR Mathebula Tel No: (012) 337 1655 **ENQUIRIES** 

email: Jobs-UIF11@labour.gov.za, Chief Director: Corporate Services: P O **APPLICATIONS** 

Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

Sub-directorate: Human Resources Management, UIF **FOR ATTENTION** 

SENIOR ADMINISTRATION CLERK: TRAVEL MANAGEMENT REF NO: **POST 17/17** :

HR4/4/3/1SACTM/UIF (X3 POSTS)

(1 Year Contract)

R228 321 per annum, plus 37% in lieu of benefits **SALARY** 

**CENTRE** Unemployment Insurance Fund, Pretoria

Grade 12 certificate / Senior certificate or equivalent. No experience required. REQUIREMENTS

> Knowledge: Public Finance Management Act (PFMA). National Travel Policy Framework. Departmental policies and procedures. Basic Administration. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Skills: Computer Literacy. Communication (Verbal and written). Problem solving. Planning and

Organizing. Time Management.

**DUTIES** Check completeness and correctness of bookings on all travel sectors and

> conference venues in the Fund. Consolidate information of Invoices received and prepare payment for the TMC. Ensure that all cancellation and no shows

are recorded in the register. Verify accuracy of bookings on Travel it.

Mr MR Mathebula Tel No: (012) 337 1655 **ENQUIRIES** 

email: Jobs-UIF13@labour.gov.za, Chief Director: Corporate Services: P O **APPLICATIONS** 

Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius

Street, ABSA Towers Building, Pretoria.

Sub-directorate: Human Resources Management, UIF **FOR ATTENTION** :

**POST 17/18 TELECOM OPERATOR REF NO: HR4/4/5/15** 

**SALARY** R228 321 per annum **CENTRE** Provincial Office: KZN

**REQUIREMENTS** Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles,

Telephone etiquette, Departmental Policies, Knowledge of Switchboard operations. Skills: Communication skills, Listening skills, Judgement, Diplomacy, Identify problems, Interpersonal relationship, Basic literacy.

Render an effective and efficient telephone service. Give assistance to MSS **DUTIES** 

**ENQUIRIES** Mr S Mwelase Tel No: (031) 366 2316

**APPLICATIONS** Deputy Director: P.O Box 940, Durban, 4001 or hand deliver at 267 Anton

Lembede Street, Durban OR Email to: Jobs-KZN14@labour.gov.za

FOR ATTENTION Human Resources: Operations, Durban