

## 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.*

<b><u>CLOSING DATE</u></b>	:	11 July 2025 at 16:00 (walk-in) and 00:00 (online)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 post's technical and generic requirements. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department 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)

## OTHER POSTS

<b><u>POST 22/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR 4/4/6/16</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three (3) relevant tertiary qualification at NQF6 in Social Science (Psychology; Public/Business Administration). A valid Driver' license. Two (2) years Management experience. Two (2) years functional experience in Public Employment/Public Administration/Management Services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge Management. Skills: Planning and Organizing, Communication,

		Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information management.
<b><u>DUTIES</u></b>	:	Provide operational and technical support to Labour Centres for the delivery of effective work-seeker registration services. (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. (Daily). Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. (Daily). Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit. (Daily)
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. SM Lebogo Tel 015 290 1662
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 22/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/5/28</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum
	:	Provincial Office: Kwazulu-Natal
	:	Three (3) years relevant tertiary qualification (NQF6) in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years functional experience in Risk Management / Internal Audit. Two (2) years supervisory experience. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Reports on Corporate Governance, Treasury Regulations, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Public Finance Management Act, Public Service Act, Protected Disclosure Act, All Labour legislations (UIA/COIDA/BCEA/LR/EEA etc) Skills: Planning Organizing, Time Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Strategic Management, Financial Management, Facilitation, Interviewing, People Management, Interpersonal, Creative, innovative thinker, Team player, Client focused, Discipline.
<b><u>DUTIES</u></b>	:	Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the department. Manage the resources within the Risk Management unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Mangcotywa Tel: (031) 366 2186
	:	Deputy Director: Risk Management, 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-KZN8@Labour.gov.za">Jobs-KZN8@Labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<b><u>POST 22/12</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/5/29</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Provincial Office: Kwazulu-Natal
	:	Three (3) years relevant tertiary qualification (NQF6) in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and organizing, Team player, Innovative, Dedicated, Supportive, Assertive.
<b><u>DUTIES</u></b>	:	Implement best practice methods on Risk Management and conduct/review Risk Assessment/Risk Monitoring and research on possible improvements on internal control in the Province. Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise sources in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Mangcotywa Tel: (031) 366 2186
	:	Deputy Director: Risk Management, 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-KZN9@Labour.gov.za">Jobs-KZN9@Labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

<b><u>POST 22/13</u></b>	:	<b><u>FIELD ICT TECHNICIAN (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum
	:	Provincial Office: KwaZulu-Natal-Reference No: HR4/4/5/51(X1 Post)
	:	Provincial Office: Mpumalanga-Reference No: HR 4/4/7/50 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Information Systems. A valid code 8 driver's license will be an added advantage. Two (2) years functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End-user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Process, Departmental Policies and procedures, Batho Pele Principles, MISS Policy (DPSA), GCIS. Skills: Communication, Computer literacy, Time Management, Analytical thinking, Process improvement, Leadership, Good interpersonal relation, Listening, Innovative, Client focused/centric, Sense of responsibility, Organisational goal driven, Attention to detail.
<b><u>DUTIES</u></b>	:	Provide end-user support within the Department of Labour. Provide desktop and printer support. Provide call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.
<b><u>ENQUIRIES</u></b>	:	Mr M Mwelase Tel: (031) 366 2316 Ms N Mashibini Tel: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	Deputy Director: 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-KZN14@Labour.gov.za">Jobs-KZN14@Labour.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal 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: <a href="mailto:Jobs-MPU-ICT@LABOUR.gov.za">Jobs-MPU-ICT@LABOUR.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, Mpumalanga
<b><u>POST 22/14</u></b>	:	<b><u>CLIENT SERVICE OFFICER: QUALITY ASSURER (X59 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Lephalale Ref No: HR4/4/6/17 (X4 Posts)
	:	Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/18 (X3 Posts)
	:	Labour Centre: Modimolle Ref No: HR4/4/6/19 (X4 Posts)
	:	Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/20 (X3 Posts)
	:	Labour Centre: Tzaneen Ref No: HR4/4/6/21 (X3 Posts)
	:	Labour Centre: Groblersdal (Ref No: HR4/4/6/22) (X4 Posts)
	:	Labour Centre: Giyani Ref No: HR4/4/6/23 (X4 Posts)
	:	Labour Centre: Jane Furse Ref No: HR4/4/6/24 (X3 Posts)
	:	Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/25 (X3 Posts)
	:	Labour Centre: Lebowakgomo Ref No: HR4/4/6/26 (X4 Posts)
	:	Labour Centre: Makhado Ref No: HR4/4/6/27 (X2 Posts)
	:	Labour Centre: Musina Satellite Office Ref No: HR4/4/6/28 (X3 Posts)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/29 (X3 Posts)
	:	Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/30 (X3 Posts)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/31 (X1 Post)
	:	Labour Centre: Hoedspruit Ref No: HR4/4/6/32 (X3 Posts)
	:	Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/33 (X3 Posts)
	:	Labour Centre: Seshego Ref No: HR4/4/6/34 (X3 Posts)
	:	Labour Centre: Malamule Satellite Office Ref No: HR4/4/6/35 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms. TE Maluleke Tel 015 290 1768
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:UIFJobs-LEP@labour.gov.za">UIFJobs-LEP@labour.gov.za</a> Lephalale and Thabazimbi <a href="mailto:UIFJobs-MOD@labour.gov.za">UIFJobs-MOD@labour.gov.za</a> Modimolle and Warmbath

		<a href="mailto:UIFJobs-TZN@labour.gov.za">UIFJobs-TZN@labour.gov.za</a> Tzaneen <a href="mailto:UIFJobs-GLD@labour.gov.za">UIFJobs-GLD@labour.gov.za</a> Groblersdal <a href="mailto:UIFJobs-GIY@labour.gov.za">UIFJobs-GIY@labour.gov.za</a> Giyani <a href="mailto:UIFJobs-JF@labour.gov.za">UIFJobs-JF@labour.gov.za</a> Jane Furse and Burgersfort <a href="mailto:UIFJobs-LEB@labour.gov.za">UIFJobs-LEB@labour.gov.za</a> Lebowakgomo <a href="mailto:UIFJobs-MAKH@labour.gov.za">UIFJobs-MAKH@labour.gov.za</a> Makhado and Musina <a href="mailto:UIFJobs-MOK@labour.gov.za">UIFJobs-MOK@labour.gov.za</a> Mokopane and Mookgopong <a href="mailto:UIFJobs-PHAL@labour.gov.za">UIFJobs-PHAL@labour.gov.za</a> Phalaborwa and Hoedspruit <a href="mailto:UIFJobs-PLK@labour.gov.za">UIFJobs-PLK@labour.gov.za</a> Mankweng <a href="mailto:UIFJobs-SESH@labour.gov.za">UIFJobs-SESH@labour.gov.za</a> Seshego <a href="mailto:UIFJobs-THO@labour.gov.za">UIFJobs-THO@labour.gov.za</a> for Malamulela
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 22/15</u></b>	:	<b><u>UIF CLAIMS OFFICER: PAYMASTER (X37 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Jane Furse Ref No: HR4/4/6/36 (X1 Post)
	:	Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/37 (X2 Posts)
	:	Labour Centre: Lebowakgomo Ref No: HR4/4/6/38 (X2 Posts)
	:	Labour Centre: Lephalale Ref No: HR4/4/6/39 (X2 posts)
	:	Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/40 (X2 Posts)
	:	Labour Centre: Makhado Ref No: HR4/4/6/41 (X2 Posts)
	:	Labour Centre: Musina Satellite Office Ref No: HR4/4/6/42 (X2 Posts)
	:	Labour Centre: Modimolle Ref No: HR4/4/6/43 (X2 Posts)
	:	Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/44 (X2 Posts)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/45 (X2 Posts)
	:	Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/46 (X2 Posts)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/47 (X2 Posts)
	:	Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/48 (X2 Posts)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/49 (X1 Post)
	:	Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/50 (X2 Posts)
	:	Labour Centre: Groblersdal Ref No: HR4/4/6/51 (X2 Posts)
	:	Labour Centre: Giyani Ref No: HR4/4/6/52 (X2 Posts)
	:	Labour Centre: Seshego Ref No: HR4/4/6/53 (X1 Post)
	:	Labour Centre: Thohoyandou Ref No: HR4/4/6/54 (X2 Posts)
	:	Labour Centre: Malamulela Ref No: HR4/4/6/55 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. KNOWLEDGE: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Ml Makgobola Tel 015 290 1723
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane <a href="mailto:UIFJobs-JF@labour.gov.za">UIFJobs-JF@labour.gov.za</a> Jane Furse and Burgersfort <a href="mailto:UIFJobs-LEB@labour.gov.za">UIFJobs-LEB@labour.gov.za</a> Lebowakgomo <a href="mailto:UIFJobs-LEP@labour.gov.za">UIFJobs-LEP@labour.gov.za</a> Lephalale and Thabazimbi <a href="mailto:UIFJobs-MAKH@labour.gov.za">UIFJobs-MAKH@labour.gov.za</a> Makhado and Musina <a href="mailto:UIFJobs-MOD@labour.gov.za">UIFJobs-MOD@labour.gov.za</a> Modimolle and Warmbath <a href="mailto:UIFJobs-MOK@labour.gov.za">UIFJobs-MOK@labour.gov.za</a> Mokopane and Mookgopong <a href="mailto:UIFJobs-PHAL@labour.gov.za">UIFJobs-PHAL@labour.gov.za</a> Phalaborwa and Hoedspruit <a href="mailto:UIFJobs-PLK@labour.gov.za">UIFJobs-PLK@labour.gov.za</a> Polokwane and Mankweng <a href="mailto:UIFJobs-GLD@labour.gov.za">UIFJobs-GLD@labour.gov.za</a> Groblersdal <a href="mailto:UIFJobs-GIY@labour.gov.za">UIFJobs-GIY@labour.gov.za</a> Giyani <a href="mailto:UIFJobs-SESH@labour.gov.za">UIFJobs-SESH@labour.gov.za</a> Seshego <a href="mailto:UIFJobs-THO@labour.gov.za">UIFJobs-THO@labour.gov.za</a> for Thohoyandou.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 22/16</u></b>	:	<b><u>UIF CLAIMS OFFICER: EMPLOYER SERVICES (X45 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Giyani Ref No: HR4/4/6/56 (X3 Posts)
	:	Labour Centre: Jane Furse REF No: HR4/4/6/57 (X3 Posts)
	:	Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/58 (X2 Posts)
	:	Labour Centre: Lebowakgomo Ref No: HR4/4/6/59 (X3 Posts)

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

**POST 22/17**

**SALARY**

**REQUIREMENTS**

Labour Centre: Lephalale Ref No: HR4/4/6/60 (X3 Posts)  
Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/61 (X2 Posts)  
Labour Centre: Makhado Ref No: HR4/4/6/62 (X2 Posts)  
Labour Centre: Musina Satellite Office Ref No: HR4/4/6/63 (X2 Posts)  
Labour Centre: Modimolle Ref No: HR4/4/6/64 (X3 Posts)  
Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/65 (X2 Posts)  
Labour Centre: Mokopane Ref No: HR4/4/6/66 (X2 Posts)  
Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/67 (X2 Posts)  
Labour Centre: Phalaborwa Ref No: HR4/4/6/68 (X3 Posts)  
Labour Centre: Hoedspruit Satellite Ref No: HR4/4/6/69 (X1 Post)  
Labour Centre: Seshego Ref No: HR4/4/6/70 (X2 Posts)  
Labour Centre: Thohoyandou Ref No: HR4/4/6/71 (X3 Posts)  
Labour Centre: Tzaneen Ref No: HR4/4/6/72 (X3 Posts)  
Labour Centre: Groblersdal Ref No: HR4/4/6/73 (X2 Posts)  
Labour Centre: Mankweng Ref No: HR4/4/6/74 (X2 Posts)  
Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines  
SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).  
Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.  
Ms. SM Lebogo Tel 015 290 1662  
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane Or  
[UIFJobs-GIY@labour.gov.za](mailto:UIFJobs-GIY@labour.gov.za) for Giyani  
[UIFJobs-JF@labour.gov.za](mailto:UIFJobs-JF@labour.gov.za) for Jane Furse and Burgersfort  
[UIFJobs-LEB@labour.gov.za](mailto:UIFJobs-LEB@labour.gov.za) for Lebowakgomo  
[UIFJobs-LEP@labour.gov.za](mailto:UIFJobs-LEP@labour.gov.za) for Lephalale and Thabazimbi  
[UIFJobs-MAKH@labour.gov.za](mailto:UIFJobs-MAKH@labour.gov.za) for Makhado and Musina  
[UIFJobs-MOD@labour.gov.za](mailto:UIFJobs-MOD@labour.gov.za) for Modimolle and Warmbath  
[UIFJobs-MOK@labour.gov.za](mailto:UIFJobs-MOK@labour.gov.za) for Mokopane and Mookgopong  
[UIFJobs-PHAL@labour.gov.za](mailto:UIFJobs-PHAL@labour.gov.za) for Phalaborwa and Hoedspruit  
[UIFJobs-SESH@labour.gov.za](mailto:UIFJobs-SESH@labour.gov.za) for Seshego  
[UIFJobs-THO@labour.gov.za](mailto:UIFJobs-THO@labour.gov.za) for Thohoyandou  
[UIFJobs-TZN@labour.gov.za](mailto:UIFJobs-TZN@labour.gov.za) for Tzaneen  
[UIFJobs-GLD@labour.gov.za](mailto:UIFJobs-GLD@labour.gov.za) for Groblersdal and  
[UIFJobs-PLK@labour.gov.za](mailto:UIFJobs-PLK@labour.gov.za) for Polokwane  
Sub-directorate: Human Resources Management, Polokwane  
**UI CLAIMS OFFICER: ASSESSMENT (X42 POSTS)**  
R269 499 per annum  
Labour Centre: Giyani Ref No: HR4/4/6/75 (X2 Posts)  
Labour Centre: Jane Furse Ref No: HR4/4/6/76 (X2 Posts)  
Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/77 (X2 Posts)  
Labour Centre: Lebowakgomo Ref No: HR4/4/6/78 (X2 Posts)  
Labour Centre: Lephalale Ref No: HR4/4/6/79 (X2 Posts)  
Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/80 (X2 Posts)  
Labour Centre: Makhado (Ref No: HR4/4/6/81 (X2 Posts)  
Labour Centre: Musina Satellite Office Ref No: HR4/4/6/82) (X2 posts)  
Labour Centre: Modimolle Ref No: HR4/4/6/83 (X3 Posts)  
Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/84) (X2 posts)  
Labour Centre: Mokopane Ref No: HR4/4/6/85 (X3 Posts)  
Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/86 (X2 Posts)  
Labour Centre: Phalaborwa Ref No: HR4/4/6/87 (X3 Posts)  
Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/88) (X1 posts)  
Labour Centre: Seshego Ref No: HR4/4/6/89 (X2 Posts)  
Labour Centre: Malamulela Satellite Office Ref No: HR4/4/6/90 (X4 Posts)  
Labour Centre: Tzaneen Ref No: HR4/4/6/91 (X2 Posts)  
Labour Centre: Groblersdal Ref No: HR4/4/6/92 (X2 Posts)  
Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/93) (X2 posts)  
Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values,

		Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms. TE Maluleke Tel 015 290 1768
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:UIFJobs-GIY@labour.gov.za">UIFJobs-GIY@labour.gov.za</a> for Giyani, <a href="mailto:UIFJobs-JF@labour.gov.za">UIFJobs-JF@labour.gov.za</a> for Jane Furse and Burgersfort <a href="mailto:UIFJobs-LEB@labour.gov.za">UIFJobs-LEB@labour.gov.za</a> for Lebowakgomo <a href="mailto:UIFJobs-LEP@labour.gov.za">UIFJobs-LEP@labour.gov.za</a> for Lephalale and Thabazimbi <a href="mailto:UIFJobs-MAKH@labour.gov.za">UIFJobs-MAKH@labour.gov.za</a> for Makhado and Musina <a href="mailto:UIFJobs-MOD@labour.gov.za">UIFJobs-MOD@labour.gov.za</a> for Modimolle and Warmbath <a href="mailto:UIFJobs-MOK@labour.gov.za">UIFJobs-MOK@labour.gov.za</a> for Mokopane and Mookgopong <a href="mailto:UIFJobs-PHAL@labour.gov.za">UIFJobs-PHAL@labour.gov.za</a> for Phalaborwa and Hoedspruit <a href="mailto:UIFJobs-SESH@labour.gov.za">UIFJobs-SESH@labour.gov.za</a> for Seshego <a href="mailto:UIFJobs-THO@labour.gov.za">UIFJobs-THO@labour.gov.za</a> for Malamulela <a href="mailto:UIFJobs-TZN@labour.gov.za">UIFJobs-TZN@labour.gov.za</a> for Tzaneen <a href="mailto:UIFJobs-GLD@labour.gov.za">UIFJobs-GLD@labour.gov.za</a> for Groblersdal and <a href="mailto:UIFJobs-PLK@labour.gov.za">UIFJobs-PLK@labour.gov.za</a> for Mankweng.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 22/18</u></b>	:	<b><u>UIF CLIENT SERVICE OFFICER (X28 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Giyani Ref No: HR4/4/6/94 (X2 Posts) Labour Centre: Jane Furse Ref No: HR4/4/6/95 (X1 Post) Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/96 (X3 Posts) Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/97 (X3 Posts) Labour Centre: Musina Satellite Office Ref No: HR4/4/6/98 (X3 Posts) Labour Centre: Modimolle Ref No: HR4/4/6/99 (X1 Post) Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/100 (X1 Posts) Labour Centre: Mokopane Ref No: HR4/4/6/101 (X3 Posts) Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/102 (X2 Posts) Labour Centre: Seshego Ref No: HR4/4/6/103 (X2 Posts) Labour Centre: Malamulela Satellite Office Ref No: HR4/4/6/104 (X2 Posts) Labour Centre: Groblersdal Ref No: HR4/4/6/105 (X3 Posts) Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/106 (X1 Post) Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/107 (X1 posts)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr. MI Makgobola Tel 015 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:UIFJobs-GIY@labour.gov.za">UIFJobs-GIY@labour.gov.za</a> for Giyani <a href="mailto:UIFJobs-JF@labour.gov.za">UIFJobs-JF@labour.gov.za</a> for Jane Furse and Burgersfort <a href="mailto:UIFJobs-LEP@labour.gov.za">UIFJobs-LEP@labour.gov.za</a> for Thabazimbi <a href="mailto:UIFJobs-MAKH@labour.gov.za">UIFJobs-MAKH@labour.gov.za</a> for Musina <a href="mailto:UIFJobs-MOD@labour.gov.za">UIFJobs-MOD@labour.gov.za</a> for Modimolle and Warmbath <a href="mailto:UIFJobs-MOK@labour.gov.za">UIFJobs-MOK@labour.gov.za</a> for Mokopane and Mookgopong <a href="mailto:UIFJobs-SESH@labour.gov.za">UIFJobs-SESH@labour.gov.za</a> for Seshego <a href="mailto:UIFJobs-THO@labour.gov.za">UIFJobs-THO@labour.gov.za</a> for Malamulela <a href="mailto:UIFJobs-GLD@labour.gov.za">UIFJobs-GLD@labour.gov.za</a> for Groblersdal <a href="mailto:UIFJobs-PHAL@labour.gov.za">UIFJobs-PHAL@labour.gov.za</a> for Hoedspruit <a href="mailto:UIFJobs-PLK@labour.gov.za">UIFJobs-PLK@labour.gov.za</a> for Mankweng
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.

<b><u>POST 22/19</u></b>	:	<b><u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) (X7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Giyani Ref No: HR4/4/6/108 (X1 Post)
	:	Labour Centre: Lephalale Ref No: HR4/4/6/109 (X1 Post)
	:	Labour Centre: Makhado Ref No: HR4/4/6/110 (X1 Post)
	:	Labour Centre: Modimolle Ref No: HR4/4/6/111 (X1 Post)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/112 (X1 Post)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/113 (X1 Post)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/114 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations 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 (Daily).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. TE Maluleke Tel 015 290 1768
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane Or
	:	<a href="mailto:Job-GYN@labour.gov.za">Job-GYN@labour.gov.za</a> for Giyani
	:	<a href="mailto:Job-LEPH@labour.gov.za">Job-LEPH@labour.gov.za</a> for Lephalale
	:	<a href="mailto:Job-MAKH@labour.gov.za">Job-MAKH@labour.gov.za</a> for Makhado
	:	<a href="mailto:Job-MOD@labour.gov.za">Job-MOD@labour.gov.za</a> for Modimolle
	:	<a href="mailto:Job-MKP@labour.gov.za">Job-MKP@labour.gov.za</a> for Mokopane
	:	<a href="mailto:Job-PHAL@labour.gov.za">Job-PHAL@labour.gov.za</a> for Phalaborwa and
	:	<a href="mailto:Job-PLK@labour.gov.za">Job-PLK@labour.gov.za</a> for Polokwane
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 22/20</u></b>	:	<b><u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES) (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Lephalale Ref No: HR4/4/6/115 (X1 Post)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/116 (X1 Post)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/117 (X1 Post)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/118 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. KNOWLEDGE: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<b><u>DUTIES</u></b>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. MI Makgobola Tel 015 290 1723
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane Or
	:	<a href="mailto:Job-LEPH@labour.gov.za">Job-LEPH@labour.gov.za</a> for Lephalale
	:	<a href="mailto:Job-MKP@labour.gov.za">Job-MKP@labour.gov.za</a> for Mokopane
	:	<a href="mailto:Job-PHAL@labour.gov.za">Job-PHAL@labour.gov.za</a> for Phalaborwa
	:	<a href="mailto:Job-PLK@labour.gov.za">Job-PLK@labour.gov.za</a> for Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.