

## 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>	:	23 June 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 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 <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 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 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)

## OTHER POSTS

<b><u>POST 19/64</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/03</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour Centre: Lephalale
	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management / Accounting / Human Resource Management / Labour Relations / Social Sciences / Engineering Sciences / Public Administration / Management / Business Administration /Management / Operations Management / Project Management / Three years' legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. A valid driver's licence. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662
	:	Chief Director: Provincial Operations: Private Bag X9368, 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>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/65</u></b>	:	<b><u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: HR4/25/06/01 HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive)
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in the Built Environment (Architecture Science, Building Science, Quantity Survey and Civil Engineering). Five (5) years' experience of which two (2) years at Middle Management level and three (3) years functional experience in Facilities Management. A valid driver's licence. Knowledge: Government Facilities Management Processes, National Building Regulation Standards, Construction Industry Development Board, Government Immovable Asset Act, DPWI Space norm, Departmental policies and procedures, Public Finance Management Act and Treasury Regulations, Public Service Act and Regulations, AutoCAD. Skills: Project Management, Presentation skills, Interpersonal skills, Problem-solving skills, Computer Aided Droughting, Planning and organizing, Facilitation, Computer Literacy.
<b><u>DUTIES</u></b>	:	Manage Capital Projects, Planned and unplanned maintenance and refurbishment Projects of the Department. Manage the State owned facilities of the Department. Manage the budget for Capital Projects and Municipal Services for State owned Buildings. Develop and Manage the implementation of policies and procedures related to Facilities Management. Manage all resources within in the Sub Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. B Maduna Tel No: (012) 309 4285
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ16@labour.gov.za">Jobs-HQ16@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/66</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: HR 4/25/06/02HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive)
	:	Head Office, Pretoria
	:	An undergraduate Bachelor Degree (NQF6) as recognised by SAQA in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience of which two (2) years at Middle Management (ASD level) and three (3) years

		functional experience in Employee Health and Wellness. Valid Driver's License. Knowledge: Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and Aids & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/ diversity management, Problem solving, Motivational.
<b><u>DUTIES</u></b>	:	Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions. Manage and implement the Employee Health and Wellness Strategic Framework and the Gender Equality Strategic Framework. Manage and implement Gender, Disability and Youth matters in the Department. Implement policies and guidelines to promote EHW and GDY and provide reports for the Department. Management of all the resources in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms L Rudah Tel No: (012) 309 4659
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ18@labour.gov.za">Jobs-HQ18@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/67</u></b>	:	<b><u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR 4/25/06/03HO</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Human Resources Management/ Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Five (5) years' experience of which two (2) years at the Assistant Director level and three (3) years functional experience in Performance Management. Knowledge: Public Service Act, Public Service Management Act, Treasury Regulation, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations, PSCBC Resolutions, PMDS Policy. Skills: Strategic Management, Financial Management, Facilitation, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, Problem solving.
<b><u>DUTIES</u></b>	:	Manage administration of individual performance management committee system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System for SR1-12. Manage the coordination and facilitation of support to Committee Service in the Branch. Manage PMDS SMARTGOV Platform. Develop, Review and Manage the implementation of PMDS Policies and processes to ensure compliance.
<b><u>ENQUIRIES</u></b>	:	Mr S Nkhabelane Tel No: (012) 309 4612
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ13@labour.gov.za">Jobs-HQ13@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/68</u></b>	:	<b><u>MR6 LEGAL ADMINISTRATION OFFICER SENIOR REF NO: HR 4/25/06/04HO</u></b>
<b><u>SALARY</u></b>	:	R586 956 –R1 386 972 per annum, (OSD salary package)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB Degree plus Admitted to practice as an Attorney/ Advocate in the High Court of South Africa. Eight (8) years appropriate legal experience. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic

		Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Employment Services Act, Departmental Policies and Procedures. Skills: Planning and organizing, Communication, Computer literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.
<b><u>DUTIES</u></b>	:	Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department. Management of resources of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr NG Mditshwa Tel No: (012) 309 4535
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ14@labour.gov.za">Jobs-HQ14@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMS REF NO: HR 4/25/06/05HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Services Professions (SACSSP) or Health Professions Council of South Africa (HPCSA). Drivers' license. Four (4) year's experience of which two (2) years Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employee Health and Wellness. Knowledge: Departmental policies and procedures, Human Resource Management Policies, Human Resource Systems and Procedures, Code of Ethics, Batho Pele Principles, Employee Health and Wellness Strategic Framework, Relevant HIV and Aids related legislations, EHWP Policies. Skills: Communication and Interpersonal skills, Counselling skills, Confidentiality and Code of Ethics, Negotiation skills, Decision making skills, Organisational skills, Computer literacy, Motivational skills, Team building, Presentation skills, Report writing, Problem solving skills.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of Employee Health and wellness programmes and services in the Department. Coordinate and facilitate HIV/ AIDS and TB programmes in the Department. Coordinate and implement Health and Productivity programmes in the department. Coordinate and implement Wellness and programmes in the Department. Facilitate the implementation of Employee Health and Wellness strategic framework.
<b><u>ENQUIRIES</u></b>	:	Ms L Rudah Tel No: (012) 309 4659
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ12@labour.gov.za">Jobs-HQ12@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 4/25/03/06HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Change Management. Knowledge: Change Management principles and methodologies, Understanding of efficiency promotion including the development of Organisational structure, job profile design, job evaluation, Business Process Management, Organisational Behaviour, Basic Understanding of policies, regulations, prescripts and legislation, DPSA Resolutions and Guidelines, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation and presentation, Project Management, Computer, Good Communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.

<b><u>DUTIES</u></b>	:	Implement change management framework, strategy and interventions in the Department. Implement employee engagement strategy in the Department. Conduct individual and organizational climate and culture surveys. Conduct and co-ordinate all other organizational development services such as conducting organizational development investigations, development and review of job profile, conduct job evaluation processes, and development business process improvement in the Department. Manage resource (Finance, Human and Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Mr. S Nkhabelane Tel No: (012) 309 4612
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ17@labour.gov.za">Jobs-HQ17@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMIN SUPPORT REF NO: HR4/4/4/03/22</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Provincial office: Gauteng, Parktown
<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Office Management, Public Management, Public Administration/ Business Management/ Business Administration. Four (4) years" experience of which two (2) years at Supervisory level (Senior Admin Office/ Practitioner and two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Public Service Regulations, SDLA, OHS Act, COIDA, UIA, UI Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening & observation, Innovative, Analytical and Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Perform all administration pertaining to inspections and enforcement services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the IES. Compile reports for the complex cases that require attention of the Chief Director. Attend to DG and Ministerial enquiries. Manage the resources in the sub-section.
<b><u>ENQUIRIES</u></b>	:	Mr M Tshabalala Tel No: (012) 309 0500
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to <a href="mailto:Jobs-GP25@labour.gov.za">Jobs-GP25@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng.
<b><u>POST 19/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/6/04</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	A three year relevant tertiary qualification at NQF6 in Communication Science/Marketing/Public Relation/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in a media/public relations/marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication Skills, Problem solving skills, Listening and observation, Negotiation, Event Management.
<b><u>DUTIES</u></b>	:	Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the province (daily). Organize stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the Province such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc (yearly).

<b><u>ENQUIRIES</u></b>	:	Ms. TE Maluleke Tel No: (015) 290 1768
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, 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 19/73</u></b>	:	<b><u>EMPLOYER SERVICES PRACTITIONER (ESP2) REF NO: HR4/4/1/36</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Mdantsane
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<b><u>DUTIES</u></b>	:	Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.
<b><u>ENQUIRIES</u></b>	:	Mr LB Mduduma Tel No: (043) 285 0400
<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. E-mail: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a>
<b><u>POST 19/74</u></b>	:	<b><u>SENIOR MEDIA PRODUCTION OFFICER (GRAPHIC DESIGNER) REF NO: HR 4/25/06/07HO</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF6 as recognized by SAQA in Media Production/ Graphic design/ Media Studies /Multimedia/Brand Design Communication/ Web development. A valid driver's licence will be an added advantage. Three (3) years functional experience in the graphic design/Media Production. Knowledge: Specific knowledge of Apple Mac Platform, including the software packages Adobe photoShop, Illustrator, InDesign and quark Xpress, PC platform and all Microsoft Office software (Outlook Word, Excel and Powerpoint), Photography and photographic equipment, Printing processes and requirements, Public service regulations. Skills: Design and layout, Strategic and capability design conceptualization, Adaptive to change(software and organization, machineries), Service delivery innovation, Excellent Time Management(100% adherence to deadlines), Great interpersonal, Excellent communication both verbal and written, Client orientation and customer focus, Program and project management, Effective communication and decision making, problem solving and analytical abilities, Negotiation, technical and commercial, Computer literacy.
<b><u>DUTIES</u></b>	:	Conduct and use systems to ensure efficient and effective production of publicity material. Design and layout of publicity material for the Department. Coordinate the quotations process for the publications. Prepare artwork for Social Media. Prepare artwork for printing. Execute the photography for in-house Departmental events.
<b><u>ENQUIRIES</u></b>	:	Mr Itumeleng Motsepe Tel No: (012) 309 4963
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ6@labour.gov.za">Jobs-HQ6@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office

<b><u>POST 19/75</u></b>	:	<b><u>SENIOR STATUTORY SERVICES OFFICER REF NO: HR4/4/6/06</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	BPROC/LLB/BCOM Law. 1 year in the Legal/Compliance environment. A valid driving licence. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levies Act (SDLA). Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
<b><u>DUTIES</u></b>	:	Assist in court for enforcement of IES. Manage the implementation of enforcement processes for IES. Manage the advocacy strategy for the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Compile the stats for the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, 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 19/76</u></b>	:	<b><u>EMPLOYMENT EQUITY: INSPECTOR REF NO: HR4/4/6/08</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Labour Law NQF6/ Advance Labour Law NQF 7/ Post Grad in Labour Law NQF 8/ Law degree/ BCOM law. One (1) to two (2) year functional experience in Employment Equity inspections is an added advantage. A valid driver's license. Knowledge: Department policies and procedures, Basic Conditions of Employment Act, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, Employment Services Act, Unemployment Insurance Act, UI Contributions Act. Skills: Planning and Organizing, Computer literacy, Conflict handling, Problem solving skills, Interviewing skills, Presentation, Analytical, Communication Skills, Interpersonal.
<b><u>DUTIES</u></b>	:	Conduct EE procedural inspections and DG reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of Provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal Inspector and identity challenges on the files and advise on the way forward.
<b><u>ENQUIRIES</u></b>	:	Mr. MI Makgobola Tel No: (015) 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, 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 19/77</u></b>	:	<b><u>TEAM LEADER REF NO: HR4/4/6/09</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Makhado
<b><u>REQUIREMENTS</u></b>	:	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 license. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-MAKH@labour.gov.za">Job-MAKH@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/78</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: HR4/4/6/05</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Provincial Office, Limpopo
	:	Three (3) year's tertiary or equivalent qualification at NQF6 in Finance/Accounting. Two (2) year's functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.
<b><u>DUTIES</u></b>	:	Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and Safety-net). (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the province. Proper control of Petty cash (Daily). Clear suspense accounts and unallocated accounts before month closure (Monthly).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Ml Makgobola Tel No: (015) 290 1723.
	:	Chief Director: Provincial Operations: Private Bag X9368, 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 19/79</u></b>	:	<b><u>ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/6/07</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Provincial Office, Limpopo
	:	Three years' relevant tertiary qualification at NQF6 in Risk Management / Internal Audit. 2 years' functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, 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.
<b><u>DUTIES</u></b>	:	Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. TE Maluleke Tel No: (015) 290 1768
	:	Chief Director: Provincial Operations: Private Bag X9368, 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 19/80</u></b>	:	<b><u>OHS INSPECTOR: OCCUPATIONAL HEALTH &amp; HYGIENE REF NO: HR4/4/10/16</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum
	:	Labour Centre: Mthatha



<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus a 3-year recognized qualification (NQF6 SAQA recognized) in Occupational Hygiene/Environmental Health. A valid driver license. Registration with the relevant, recognized professional body is an advantage but not compulsory. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms S Zaula Tel No: (047) 501 5600
<b><u>APPLICATIONS</u></b>	:	No 18 Corner of Madeira & Elliot Streets, Old Manpower Building, Mthatha, 5100 Labour Centre Operations Private Bag X5080, Umtata, 5100 Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>
<b><u>POST 19/81</u></b>	:	<b><u>CHIEF PROVISIONING ADMIN CLERK REF NO: HR4/4/6/11</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three (3) year's relevant tertiary qualification at NQF6 in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance & Provisioning Services. Knowledge: Public Finance Management Act (PFMA). Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and closed tender processes in compliance with SCM policies and Treasury. Procure goods and services in line with relevant prescripts in the province. Provide Inventory Management Support to ensure effectiveness and efficient in the province. Manage all resources of the Directorate. (Daily)
<b><u>ENQUIRIES</u></b>	:	Mr. Ml Makgobola Tel No: (015) 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, 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 19/82</u></b>	:	<b><u>INSPECTORS REF NO: HR4/4/6/10 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Thohoyandou
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification at NQF6 in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions 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, Presentation skills, innovative, Analytical, Communication Skills (Verbal and Written).
<b><u>DUTIES</u></b>	: 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 campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	: Ms. TE Maluleke Tel No: (015) 290 1768
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-THD@labour.gov.za">Job-THD@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/83</u></b>	: <b><u>MEDIA PRODUCTION OFFICER REF NO: HR 4/25/06/08HO</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Media Production/ Graphic design/ Marketing/ Digital Marketing/ Communication Science/ Web development. One (1) year functional experience in media production, social media management or digital content creation. Knowledge: Knowledge of programmes and legislation of the Department of Employment and Labour, Protocols and guidelines for the Electronic media (Social media and website), Video shooting and editing, Website and Social media management, Social Media platforms and tools, Live streaming technologies and platforms. Skills: Proficiency in video editing software (e.g. Adobe Premiere Pro, Final Cut Pro etc.), Excellent photography and photo editing skills, Graphic design skills (e.g. Adobe Photoshop, Illustrator etc.), Written and verbal communication, Ability to manage multiple projects and meet deadlines, Client Service, Communication, Administrative, Interpersonal, Planning and organising, Negotiation.
<b><u>DUTIES</u></b>	: Administer the Department's Electronic Media (Website, Intranet, Social Media and Exchange Postmaster. Implement and monitor standards, norms and protocols for the Electronic Media. Generate content for social media accounts.
<b><u>ENQUIRIES</u></b>	: Mr L Ramutloa Tel No: (012) 309 4678
<b><u>APPLICATIONS</u></b>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ3@labour.gov.za">Jobs-HQ3@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/84</u></b>	: <b><u>INFORMATION SECURITY OFFICER REF NO: HR 4/25/06/07HO</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Security Management/ Security Risk Management. PSIRA – Grade B. One (1) year functional clerical/ administrative experience in Security Management/ Information Services. Knowledge: Minimum Information Security (MISS) policy document, Information Security, Financial Management, Departmental policies and procedures, Private Security Industry Regulatory Authority, OHS Act, Criminal Procedure Act, Public Finance Management Act. Skills: Listening and observation, Communication skills, Problem Solving, Diversity facilitation Skills, Computer Literacy, Verbal and Written Communication.
<b><u>DUTIES</u></b>	: Administer Pre-employment screening requests. Capture Z204 forms on the SVIS system. Implement document security measures. Administer Declaration of Secrecy forms. Receipt results from SSA.
<b><u>ENQUIRIES</u></b>	: Mr. I Seapose Tel No: (012) 309 4718
<b><u>APPLICATIONS</u></b>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ1@labour.gov.za">Jobs-HQ1@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Head Office

<b><u>POST 19/85</u></b>	:	<b><u>EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/1/165 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: East London
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification at NQF6 in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
<b><u>DUTIES</u></b>	:	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 monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms A Mayedwa Tel No: (043) 701 3289
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations
<b><u>POST 19/86</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Butterworth Ref No: HR 4/4/1/140 (X1 Post) Labour Centre: Komani Ref No: 4/4/1/141 (X1 Post) Labour Centre: Polokwane Ref No: HR4/4/6/12 (X2 Posts) Labour Centre: Mokopane Ref No: HR4/4/6/13 (X2 Posts) Labour Centre: Maletswai Ref No. HR4/4/10/15 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years' qualification at NQF6 in Labour Relations/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (own work), Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms N Getyeza Tel No: (047) 491 0656 (Butterworth) Mr S Thambo Tel No: (045) 807 5477 Ms TE Maluleke Tel No: (015) 290 1768 Mr R Mbali Tel No: (051) 633 2633 (Komani)
<b><u>APPLICATIONS</u></b>	:	<b>Butterworth:</b> Deputy Director: Labour Centre Operations, Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: <a href="mailto:Jobs-EC9@labour.gov.za">Jobs-EC9@labour.gov.za</a> <b>Komani:</b> Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a> For Attention: Deputy Director Labour Centre Operations <b>Polokwane:</b> Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Job-PLK@labour.gov.za">Job-PLK@labour.gov.za</a> for Polokwane and <a href="mailto:Job-MKP@labour.gov.za">Job-MKP@labour.gov.za</a> for Mokopane. For Attention: Sub-directorate: Human Resources Management, Polokwane.

**Maletswai:** Deputy Director: Labour Centre Operations, P.O. Box 148, Maletswai 9756, Hand deliver at No.80b Somerset Street Maletswai,9756. Email:Jobs-EC6@labour.gov.za

<b><u>POST 19/87</u></b>	:	<b><u>CLIENT SERVICES OFFICER: COIDA REF NO: HR4/4/10/14</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Gqeberha
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles). Skills: Computer Literacy, Business writing skills, Listening skills, Telephone etiquette and Basic Interpersonal skills.
<b><u>DUTIES</u></b>	:	Receive and verify documents for registration. Register claims on the Operational System. Assist employer services at the kiosk, online system and service centre. Handle all services related queries complaints.
<b><u>ENQUIRIES</u></b>	:	Mr M Ngqolowa Tel No: (041) 506 5116
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations, Private Bag X6045, Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000 Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>
<b><u>POST 19/88</u></b>	:	<b><u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Tzaneen Ref No: HR4/4/6/14 (X1 Post) Labour Centre: Lephalale Ref No: HR4/4/6/15 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. Ml Makgobola Tel No: (015) 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-TZN@labour.gov.za">Job-TZN@labour.gov.za</a> for Tzaneen and Job-LEPH@labour.gov.za for Lephalale.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/89</u></b>	:	<b><u>SECURITY OFFICER REF NO: HR 4/25/06/08HO</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate (NQF4) plus Grade C Security Certificate, registered with SIRA. No experience required. Knowledge: Batho Pele Principles, DeL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of Access to information Act, OHS Act. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Computer Literacy.
<b><u>DUTIES</u></b>	:	Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries at Laboria House.
<b><u>ENQUIRIES</u></b>	:	Mr. F Tshikovhi Tel No: (012) 309 4066
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ20@labour.gov.za">Jobs-HQ20@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office

<b><u>POST 19/90</u></b>	:	<b><u>DRIVER REF NO: HR 4/4/1/154</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: East London, Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Grade 10. Valid Driver's license. Knowledge: Departmental policies and procedures, Public service Regulation Act, Public service Act, all legislations relevant to the Post, Working knowledge of Ministry operations. Skills: Interpersonal, Communication (verbal and written), Computer literacy, Driving, Time management and conflict resolution.
<b><u>DUTIES</u></b>	:	Collect and deliver documents, Correspondences from different places e.g. Post Office, other Departmental Offices. Transport employees in the office of the Minister and guests and special advisors of the Minister to and from different area. Render a general support function into the office of the Minister. Maintain knowledge on the policies and procedures that applies in the work environment.
<b><u>ENQUIRIES</u></b>	:	Mr. MM Nohesi Tel No: (043) 701 3029
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London.
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations Email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>