

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.

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- CLOSING DATE** : 29 August 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 and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the 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 solely 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)
- ERRATUM:** Kindly note that the registration with HPCSA as Psychometrist /Registered Counsellor (Independent Practices) is required for the advertised post of Psychometrist/Registered Counsellor Ref No: HR4/4/07/30 for Provincial Office: Mmabatho. The post was advertised on Public Service Vacancy Circular 26 dated 25 July 2025 with a closing date 08 August 2025. The closing date is extended to 29 August 2025; the rest of the requirements

remains the same. Apology for inconvenience. enquiries contact: Ms N Nkiwane Tel No: (018) 387 8100

OTHER POSTS

<u>POST 29/04</u>	:	<u>ASSISTANT DIRECTOR FINANCE: COID REF NO: HR4/4/07/02</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Mmabatho Provincial Office
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Finance Management/ Costs and Management Accounting/ Management Accounting/ Financial Accounting/ Financial Information System/ Internal Auditing/ Bcom Accounting. 4 years' functional experience in Finance of which 2 years at a Senior State Accountant level/ Senior Practitioner Level. Knowledge: Digital Acumen (Financial Systems, Tools). Policy and compliance management. Compensation Fund policies, procedures, processes. Fund Governance and Risk Management. Budgeting and Financial Management. Batho-Pele Principles (Customer services). Relevant stakeholders. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Act. Legislative Requirements: Public Service Finance Management Act. National Treasury Regulations. Skills: Fraud identification. Data analytics and reporting. Stakeholder development and relations. GRI (Global Reporting Initiative) and King IV Requirements. GRAP (Local Reporting Standards). Analysing & Interpreting Information (Analytical Thinking, Forecasting & Projections). Visualising, Facilitation and Presentation. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Programme/ Project Planning & Management. Monitoring and assurance. Research and Development.
<u>DUTIES</u>	:	Coordinate the verification of compensation of employee costs, shared goods and services cost to ensure the correct implementation of the percentage split. Provide Supply Chain Management services for all CF operations in the province. Coordinate budget planning and expenditure performance monitoring for all CF operations in the provinces. Provide Financial Accounting on benefits payable services for all the CF related operations. Coordinate and facilitate the implementation of the action plan for all CF related operations. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Ms. T. Esiang Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Email: Jobs-NW@LABOUR.gov.za
<u>POST 29/05</u>	:	<u>OFFICE AID REF NO: HR4/4/07/29</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Mmabatho Provincial Office
<u>REQUIREMENTS</u>	:	Grade 8/10. Knowledge: Cleaning practices. Catering. Office Practice. Skills: Communication, Interpersonal relations.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide Food Service Aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Ms. A. Modikoe Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Email: Jobs-NW5@LABOUR.gov.za