

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 22 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 posts' 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 take note that the advertised posts of UIF Claims Officer: Paymaster with Ref No: HR4/4/7/51 (X73 Posts), UIF Claims Officer: Assessment with Ref No: HR4/4/7/52 (X76 Posts), UIF Claims Officer: Employer Services with Ref No: HR4/4/7/53 (X80 Posts), UIF Client Service Officer with Ref No: HR4/4/7/54 (X120 Posts), Client Service Officer: Quality Assurer with Ref No: HR4/4/7/55 (X118 Posts), Client Service Officer: Inspection and Enforcement Services (IES) with Ref No: HR4/4/7/56 (X8 Posts), Client Service Officer: PES with Ref No: HR4/4/7/57 (X5 Posts) under the Provincial Office Mpumalanga are being withdrawn. These posts were

advertised on the Public Service Vacancy Circular 26 dated 25 July 2025 with closing date of 08 August 2025. Sorry for inconveniences. Enquiries: Ms E Baholo Tel No: (013) 655 8700. Sorry for inconveniences

OTHER POSTS

<u>POST 28/03</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/9/38</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Labour Centre Gqeberha
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6) /Undergraduate Bachelor Degree in Environment Health/Hygiene/Occupational Health/Hygiene Analytical Chemistry/Chemical Engineering. Valid driver's licence. Four years (4) years functional experience in Health and Hygiene Inspection services. Knowledge: Department Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Standards, OHS Management System. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Research, Project Management, Innovative, Facilitation, Problem Solving, Interviewing.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within identified sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Ngqolowa Tel No: (041) 506 5000
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X6045, Port Elizabeth 6000, Hand deliver at VSN Centre 116 - 134 Govern Mbeki Street, Port Elizabeth, 6000. Email: Jobs-ECPLZ@labour.gov.za
<u>POST 28/04</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR/4/4/6/03</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: East London
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification at NQF6 in Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. MC Njamela Tel No: (043) 702 7500
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London; Email: Jobs-ECELN@Labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations

<u>POST 28/05</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/9/27</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Sciences (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's licence. Two (2) years functional experience in Client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Social Plan guidelines, Human Resource Management, ILO Convention, Financial Management, Skills Development Act. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing, Negotiation, Marketing, Networking.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work-seekers. Process requests for International Cross-Border Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the 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.
<u>ENQUIRIES</u>	:	Mr MC Njamela Tel No: (043) 701 7501/02
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200, Hand deliver at Cnr Oxford & Hill Street, East London, 5200. Email: Jobs-ECELN@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section.
<u>POST 28/06</u>	:	<u>ADMINISTRATIVE OFFICER: PES REF NO: HR4/4/9/22</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
<u>DUTIES</u>	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large (provisional) opportunities from key stakeholders and DEL placement services opportunities.
<u>ENQUIRIES</u>	:	Ms NR Ngaki Tel No: (043) 701 3074/76
<u>APPLICATIONS</u>	:	Director: Private Bag X 9005, Provincial Office East London, 5200, Hand deliver at 03 Hill Street East London, 5200. Email: Jobs-EC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section.
<u>POST 28/07</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR-3 TO MR-5) REF NO: HR 5/1/2/3/66 (X4 POSTS)</u>
<u>SALARY</u>	:	R324 579 - R1 111 323 per annum, (OSD)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Four-year qualification (on NQF Level 7) in LLB/BPROC/ BCOMLAW/ BALAW. Admission as an Advocate or Attorney of the High Court of South Africa. 2-8 years' appropriate post qualification legal experience. Knowledge: Compensation Fund business strategies, policies and procedures. Performance Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: COID Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA. Treasury Regulations. Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency.

		Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and Problem solving. Planning and organizing. Team leadership.
<u>DUTIES</u>	:	Draft and vet contracts for the Fund. Handle litigation for and behalf of the Fund. Process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Supervision of staff.
<u>ENQUIRIES</u>	:	Adv LA Shokane at 067 415 4027
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 28/08</u>	:	<u>BCEA INSPECTOR: INSPECTION SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Pietermaritzburg Ref No: HR4/4/5/52 (X2 Posts)
	:	Labour Centre: Port Shepstone Ref No: HR4/4/5/53 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/BCOM Law/LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M September Tel No: (033) 341 5300
	:	Mr S Biyase Tel No: (039) 688 6900
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN21@Labour.gov.za
	:	Deputy Director: Labour Centre Operations: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN23@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 28/09</u>	:	<u>CLIENT SERVICE OFFICER: IES REF NO. HR4/4/6/01</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Cradock Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and 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.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms. N Mkonto Tel No: (048) 881 3010
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@Labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations