

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.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	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)

OTHER POSTS

<u>POST 31/01</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO HR4/25/09/01HO</u> Re-advert, applicants who previously applied must re-apply.
<u>SALARY CENTRE</u>	:	R468 459 per annum Head Office, Pretoria

<u>REQUIREMENTS</u>	:	An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology/Human Resource Management. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.
<u>DUTIES</u>	:	Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and Facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Nkhabelane Tel No: (012) 309 4747
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 31/02</u>	:	<u>COID EMPLOYER AUDITOR REF NO: HR4/4/5/76</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Provincial Office: KZN
	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and regulations, Public Service Regulation, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employer Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/Project Planning & Management, Facilitation, Accountability, Analytical thinking, Attention to detail, Brand and Customer Oriented Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance, Team orientation.
<u>DUTIES</u>	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs P Shandu Tel No: (031) 366 2095
	:	Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 31/03</u>	:	<u>UI CLIENT SERVICE OFFICER (X107 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Phuthadijhaba Labour Centre: Ref No: HR 4/4/8/944 (X8 Posts)
	:	Labour Centre: Petrusburg: Ref No: HR 4/4/8/945 (X6 Posts)
	:	Labour Centre: Kroonstad: Ref No: HR 4/4/8/946 (X8 Posts)
	:	Labour Centre: Ficksburg: Ref No: Ref No: HR 4/4/8/947 (X7 Posts)
	:	Labour Centre: Botshabelo: Ref No: HR 4/4/8/948 (X5 Posts)
	:	Thaba Nchu Satellite: Ref No: HR 4/4/8/949 (X8 Posts)
	:	Labour Centre: Zastron: Ref No: HR 4/4/8/950 (X6 Posts)