

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

: 21 November 2025 at 16:00 (walk-in) and 00:00 midnight (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. 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. 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 requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign 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)

MANAGEMENT ECHELON

<u>POST 41/49</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/11/02HO</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public / Administration or Management / Labour Law / Operations Management / Human Resource management / Finance / Accounting / Social Science / Medical Science / Health Sciences / Engineering Science / Economics / Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.
<u>DUTIES</u>	:	Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.
<u>ENQUIRIES</u>	:	Ms MM Matyila Tel No: (012) 309 4026
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@Labour.gov.za

OTHER POSTS

<u>POST 41/50</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR 4/25/11/01HO</u> (Re-advertisement)
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	A Qualification at NQF6 as recognized by the South African Qualifications Authority (SAQA) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/ Human Resources Management. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Change management, Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management.
<u>DUTIES</u>	:	Manage organizational design processes and activities for improvement and maintenance of the organization structure within the Department. Manage the development and reviewal of Job Profiles. Manage the Job Evaluation processes. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. S Nkhabelane Tel No: (012) 309 4611
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 41/51</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 4/4/1/98</u>
<u>SALARY</u>	:	Grade 1: R638 856 – R707 625 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Grade 2: R727 350 – 807 243 per annum, (OSD)
	:	Provincial Office, Eastern Cape
	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Four (4) years' functional experience in Rehabilitation post community service environment of which two (2) years' in supervisory level. Knowledge: Patient care, Rehab Therapy Management, Rehabilitation related Legislation & Regulatory Knowledge & Implementation , Medical Rehabilitation Policy Management, Public Service Act, DeL and Compensation Fund business strategies and goals, Directorate goals and performance requirements , Compensation Fund Value Chain and business processes, Public Service, DeL and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles),Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations ,Promotion of Access to Information Act , Constitution Act 108 of 1996 (amended), General knowledge of the Public Service Regulations , Skill Development Act , Regulations and Policies, Employment Equity Act, Labour Relations Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Integrated National Disability Strategy (INDS) , COID Act, National Health Act, Occupational Health and Safety Act (OHS). Skills: Programme Management and Planning, Stakeholder Development and Management , Clinical Excellence and Advisory, Analyzing & Interpreting Information (Data Analytic), Clinical Vocational Rehabilitation, Coaching and Mentoring , Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Programme/Project Management , Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations ,Vision & Strategy.
<u>DUTIES</u>	:	Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. B Dunga Tel No: (043) 701 3000
	:	Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at Department of Employment and Labour: No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
<u>POST 41/52</u>	:	<u>CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/25/11/03HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Employment Relations/ Labour Relations/Labour Law/Bachelor of Law (LLB). Two (2) years functional Administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievance, Public Service Co-ordinating Bargaining Council's Resolutions, Research/ analysing, Public Service Regulations, Grievance and Disciplinary policy, Human Resources Management Policies, Dispute resolution, CCMA Policies and Procedures. Skills: Problem solving, Negotiating, Presenting, Good Communication skills (oral and written), Research, Analytical, Computer literacy, Interpretation of legislation/ policies.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalize all misconduct cases in the Department. Represent the Department in conciliation disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Makuya Tel No: (012) 309 4130
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@Labour.gov.za
<u>POST 41/53</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X53 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum

CENTRE

: Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/5/01 (X2 Posts)
Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/5/02 (X1 Post)
Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 5/03 (X1 Post)
Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/5/04 (X1 Post)
Labour Centre: Cradock Ref No: HR4/4/5/06 (X1 Post)
Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/5/07 (X1 Post)
Labour Centre: eMaxesibeni Ref No: HR4/4/5/08 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/5/09 (X1 Post)
Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/5/10 (X1 Post)
Labour Centre: Fort Beaufort Ref No: HR4/4/5/11 (X2 Posts)
Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/5/12 (X1 Post)
Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/5/13 (X1 Post)
Labour Centre: Graaff-Reinet Ref No: HR4/4/5/14 (X2 Posts)
Labour Centre: Graaff-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/5/15 (X1 Post)
Labour Centre: Graaff-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/5/16 (X1 Post)
Labour Centre: Kariega Ref No: HR4/4/17/ (X1 Post)
Labour Centre: Kariega but stationed at Kareedouw Satellite Office Ref No: HR4/4/5/18 (X1 Post)
Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/5/19 (X1 Post)
Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR4/4//20 (X2 Posts)
Labour Centre: Komani Ref No: HR4/4/5/21 (X2 Posts)
Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR4/4/5/22 (X1 Post)
Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR4/4/5/23 (X1 Post)
Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR4/4/5/24 (X1 Post)
Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR4/4/5/25 (X1 Post)
Labour Centre: Lusikisiki Ref No: HR4/4/5/26 (X2 Posts)
Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR4/4/5/27 (X1 Post)
Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR4/4/5/28 (X1 Post)
Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR4/4/5/29 (X1 Post)
Labour Centre: Makhanda Ref No: HR4/4/5/30 (X1 Post)
Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR4/4/5/31 (X1 Post)
Labour Centre: Maletswai Ref No: HR4/4/5/32 (X1 Post)
Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR4/4/5/33 (X1 Post)
Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR4/4/5/34 (X1 Post)
Labour Centre: Mdantsane Ref No: HR4/4/5/35 (X1 Post)
Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR4/4/5/36 (X1 Post)
Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR4/4/5/37 (X1 Post)
Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR4/4/5/38 (X1 Post)
Labour Centre: Nqanqarhu Ref No: HR4/4/5/39 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR4/4/5/40 (X1 Post)

	Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/5/41 (X1 Post)
	Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/5/42 (X1 Post)
	Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/5/43 (X1 Post)
	Labour Centre: Qonce Ref No: HR/4/4/5/44 (X2 Posts)
	Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/5/45 (X1 Post)
	Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/5/46 (X1 Post)
<u>REQUIREMENTS</u>	: An undergraduate qualification in Operations Management/ Public Management or Administration/Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment/ Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>	: Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	: Ms N Getyeza Tel No: (047) 491 0656 Ms L Nongena Tel No: (039) 254 7201 Mr T Mgudane Tel No: (046) 645 7700 Ms N Mkonto Tel No: (048) 881 3010 Mr S Mshumpela Tel No: (049) 892 2142 Mr. M Njamela Tel No: (043) 702 7500 Ms. W Koba Tel No: (041) 260 0606 Mr. L Mduduma Tel No: 761 3151 Ms. S Zaula Tel No: (047) 501 5600 Mr. S Thambo Tel No: (045) 807 5477 Ms. N Ntlokwana Tel No: (046) 622 2104 Ms. N Mtwla Tel No: (039) 253 1996 Ms. N Mvanyashe Tel No: (045) 932 1077 Mr. R Mbali Tel No: (051) 633 2633 Mr. Mbande Tel No: (043) 718 8380
<u>APPLICATIONS</u>	: Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za 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 Deputy Director: Labour Centre Operations, PO Box 342, Graaff-Reinet, 6280, Hand deliver at 63 Church Street Graaff-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Email: Jobs –ECELN@labour.gov.za Deputy Director: Labour Centre Operations, 15A Chase Street Kariega, 6230. Email: Jobs- ECUHG@labour.gov.za Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane 5219. Email: Jobs –ECMDS@labour.gov.za Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Email Jobs–ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

<u>POST 41/54</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: HR4/4/1/06</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office, East London
<u>REQUIREMENTS</u>	:	A three year (3) tertiary qualification in finance/accounting and Valid driver's licence. Two (2) years 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.
<u>DUTIES</u>	:	Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net) Verify information to ensure proper financial documents management, Monitor budget processes for the Province, Proper control of Petty cash, Clear suspense accounts and unallocated accounts before month closure, Manage the resources of the section.
<u>ENQUIRIES</u>	:	Mr.MM Nohesi Tel No: (043) 701 3029
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, East London
<u>POST 41/55</u>	:	<u>CLIENT SERVICE OFFICER REF NO: HR4/4/4/10/19 (X10 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Randburg
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr PP Godongwana at 082 883 7553 Mr N Pillay at 071 471 0542 Mr T Nengwekhulu at 060 968 6158
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. Email: Jobs-UIF-GP1@labour.gov.za
<u>NOTE</u>	:	Applicants to this post, please note that you will receive an auto-reply with a link and/or QR code which can be clicked or scanned respectively for you to update crucial information. https://forms.office.com/r/pWzNyLKavs

<u>POST 41/56</u>	:	<u>INSPECTOR REF NO: HR4/4/1/03 (X2 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Komani Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. 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 Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<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 U Tambo Tel No: (045) 807 5400
<u>APPLICATIONS</u>	:	Acting Deputy Director: Labour Centre Operations, P.O. Box 323, Komani, 5320, Hand deliver at 10 Robinson Road, Komani, 5320. Email: Jobs-ecqtn@labour.gov.za
<u>POST 41/57</u>	:	<u>ADMIN CLERK: LEGAL SERVICES: COMPENSATION FUND REF NO: HR4/4/1/100 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation Senior Certificate. No experience required. Knowledge: Regulatory Knowledge, Law and Legislation. Data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Customer Service (Batho Pele Principles). Technical Knowledge. Public Finance Management Act (PFMA). Promotion Access to Administrative Justice Act. Promotion of Access to Information Act. Labour Law. Road Accident Fund Act. The Constitution of RSA. COIDA Act. Skills: Computer Literacy. Interpersonal Relations. Communication (written & verbal)
<u>DUTIES</u>	:	Liaise with provinces and Labour Centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.
<u>ENQUIRIES</u>	:	Dr. B Dunga Tel No: (043) 701 3000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>POST 41/58</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/1/101</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Butterworth
<u>REQUIREMENTS</u>	:	Grade12/Matriculation Senior Certificate. No experience required. Knowledge: Relevant ILO Conventions, Human Resource Management Batho Pele. Skills: Planning and organizing, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition placement opportunities. Avail information for coordination of International Cross-Border Labour Migration function. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Ms NA Getyeza Tel No: (047) 4910657
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth,4960 or hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za
<u>POST 41/59</u>	:	<u>ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/9/50</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Kariega

<u>REQUIREMENTS</u>	:	Matric/Grade 12/Senior Certificate. No functional experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Analytical, Problem solving.
<u>DUTIES</u>	:	To render Supply Chain Management function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Ms WX Koba Tel No: (041) 260 0608
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: PO Box 562, Kariega, 5200, Hand deliver at 15 Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
<u>POST 41/60</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: GAP-PRET-26365014-20251028-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matric/Grade 12/ Senior Certificate. No experience required. Knowledge: Departmental Procedures and Policies, Supply Chain Procedures, Administrative procedure relating to an office. Records Management Act. Skills: Planning and organizing, Communication, Computer Literacy, Interpersonal relations.
<u>DUTIES</u>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms. B Huna Tel No: (012) 309 4407/8
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Online ESSA link: https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html
<u>POST 41/61</u>	:	<u>MESSENGER REF NO: HR4/4/1/102</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	eMaxesibeni Labour Centre
<u>REQUIREMENTS</u>	:	Grade 10. A valid driver's license. Experience Zero. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post. Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time management, Conflict management, Planning and organizing.
<u>DUTIES</u>	:	Provide messenger services within the Labour Centre (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles.
<u>ENQUIRIES</u>	:	Ms L Nongena Tel No: (039) 254 7201
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X530 eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za

**GRADUATE INTERNSHIP PROGRAMME FOR 2025 TO 2027
(24 MONTHS)**

The Department of Employment and Labour would like to invite qualifying graduates to apply to participate in an internship programme in the 2025 to 2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously and must be a South African citizen. The Department of Employment and Labour is an equal opportunity employer. Equity Considerations: Priority will be given to applicants from previously disadvantaged background, in line with the Department's Employment Equity Plan, those living with disability will be considered. Qualifying South African Youth and People living with disability will be given advantage.

<u>APPLICATIONS</u>	:	Applications must be submitted through the link: [LINKSHIELD PROTECTED] sayouth.mobi/Home/Index/EN
<u>CLOSING DATE</u>	:	Search for Project 20K 21 November 2025 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.Labour.gov.za . Received applications using the incorrect application for employment (old Z83) will not be considered.

The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). 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. Applicants wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The Department reserves the right not to make an appointment. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

POST 41/62 : **INTERN: OCCUPATIONAL HEALTH AND SAFETY (OHS) (X3, 385 POSTS)**

STIPEND : R7 860.50 per month
 Provincial Office: East London (Eastern Cape) Ref No: OHS/P20K/EC (X681 Posts)
 Provincial Office: Bloemfontein (Free State) Ref No: OHS/P20K/FS (X153 Posts)
 Provincial Office: Braamfontein (Gauteng) Ref No: OHS/P20K/GP (X398 Posts)
 Provincial Office: Durban (KZN) Ref No: OHS/P20K/KZN (X963 Posts)
 Provincial Office: Polokwane (Limpopo) Ref No: OHS/P20K/LP (X108 Posts)
 Provincial Office: Witbank (Mpumalanga) Ref No: OHS/P20K/MP (X254 Posts)
 Provincial Office: Kimberly (Northern Cape) Ref No: OHS/P20KNC (X102 Posts)
 Provincial Office: Mmabatho (North West) Ref No: OHS/P20K/NW (X214 Posts)
 Provincial Office: Western Cape Ref No: OHS/P20K/WC (X526 Posts)

REQUIREMENTS : Three (3) years tertiary Qualification- National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Environmental Health, Environment Science Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction related Engineering, Occupational Health/Hygiene/Analytical Chemistry, Explosives Management, Explosives Engineering, Mining/Industrial Engineering.

DUTIES : To assist in conducting inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Provide administrative support to the inspectors. Assist in investigation of incidents and complaints reported pertaining to the OHS Act. Give support to the inspector during enforcement. Assist in compiling and consolidating reports emanating from such inspections.

ENQUIRIES : SA Youth Contact Centre at 0800 727272

POST 41/63 : **INTERN: BASIC CONDITIONS OF EMPLOYMENT (BCEA) (X3197 POSTS)**

STIPEND CENTRE : R7 860.50 per month
 Provincial Office: East London (Eastern Cape) Ref No: BCEA/P20K/EC (X724 Posts)
 Provincial Office: Bloemfontein (Free State) Ref No: BCEA/P20K/FS (X303 Posts)
 Provincial Office: Braamfontein (Gauteng) Ref No: BCEA/P20K/GP (X618 Posts)
 Provincial Office: Durban (KZN) Ref No: BCEA/P20K/KZN (X545 Posts)

	Provincial Office: Polokwane (Limpopo) Ref No: BCEA/P20K/LP (X58 Posts)
	Provincial Office: Witbank (Mpumalanga) Ref No: BCEA/P20K/MP (X232 Posts)
	Provincial Office: Kimberly (Northern Cape) Ref No: BCEA/P20K/NC (X168 Posts)
	Provincial Office: Mmabatho (North West) Ref No: BCEA/P20K/NW (X129 Posts)
	Provincial Office: Western Cape Ref No: BCEA/P20K/WC (X420 Posts)
<u>REQUIREMENTS</u>	: Three (3) year Tertiary Qualification-National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Labour Relations/ B Com Law/ LLB/Labour law/Commercial Law.
<u>DUTIES</u>	: Assist in monitoring compliance by conducting inspections to determine the level of compliance with BCEA, SD and NMWA. Assist in investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determinations and NMWA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	: SA Youth Contact Centre at 0800 727272
<u>POST 41/64</u>	: <u>INTERN: EMPLOYMENT EQUITY(EEA) (X260 POSTS)</u>
<u>STIPEND CENTRE</u>	: R7 860.50 per month
	: Provincial Office: East London (Eastern Cape) Ref No: EEA/P20K/EC (X29 Posts)
	: Provincial Office: Bloemfontein (Free State) Ref No: EEA/P20K/FS (X34 Posts)
	: Provincial Office: Braamfontein (Gauteng) Ref No: EEA/P20K/GP (X57 Posts)
	: Provincial Office: Durban (KZN) Ref No: EEA/P20K/KZN (X2 Posts)
	: Provincial Office: Witbank (Mpumalanga) Ref No: EEA/P20K/MP (X24 Posts)
	: Provincial Office: Kimberly (Northern Cape) Ref No: EEA/P20K/NC (X5 Posts)
	: Provincial Office: Mmabatho (North West) Ref No: EEA/P20K/NW (X5 Posts)
	: Provincial Office: Western Cape Ref No: EEA/P20K/WC (X104 Posts)
<u>REQUIREMENTS</u>	: Three (3) year tertiary qualification- National Diploma (NQFL6) /Undergraduate Bachelor Degree (NQFL7) BCom Law/ LLB/Labour Law/Commercial Law.
<u>DUTIES</u>	: Assist in monitoring compliance through assisting in the conducting of inspections to determine the level of compliance with Employment Equity Act and regulations. Assist with executing investigations on reported complaints pertaining to contravention of EEA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	: SA Youth Contact Centre at 0800 727272
<u>POST 41/65</u>	: <u>INTERN: EMPLOYER AUDIT SERVICE (EAS) (X1, 076 POSTS)</u>
<u>STIPEND CENTRE</u>	: R7 860.50 per month
	: Provincial Office: East London (Eastern Cape) Ref No: EAS/P20K/EC (X69 Posts)
	: Provincial Office: Bloemfontein (Free State) Ref No: EAS/P20K/FS (X162 Posts)
	: Provincial Office: Braamfontein (Gauteng) Ref No: EAS/P20K/GP (X99 Posts)
	: Provincial Office: Durban (KZN) Ref No: EAS/P20K/KZN (X12 Posts)
	: Provincial Office: Witbank (Mpumalanga) Ref No: EAS/P20K/MP (X40 Posts)
	: Provincial Office: Kimberly (Northern Cape) Ref No: EAS/P20K/NC (X68 Posts)
	: Provincial Office: Mmabatho (North West) Ref No: EAS/P20K/NW (X193 Posts)
	: Provincial Office: Western Cape Ref No: EAS/P20K/WC (X433 Posts)
<u>REQUIREMENTS</u>	: Three (3) year Tertiary Qualification-National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in BCom Law/ LLB/Labour Law/ BCom Accounting/ Internal Audit/ Auditing/Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCompt. Accounting/ Financial Management.
<u>DUTIES</u>	: Assist to monitor compliance by assisting the conducting of inspections to determine the level of compliance with UIA, COIDA and UICA. Assist with execution of investigations on reported complaints pertaining to contravention of UIA, COIDA and UICA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	: SA Youth Contact Centre at 0800 727272

<u>POST 41/66</u>	:	<u>INTERN: OFFICE OF THE COO (PME) REF NO: HR4/25/CDPE/1HO (X4 POSTS)</u> Branch: CD PME
<u>SALARY CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Head Office, Pretoria National Diploma /B-Degree/Public Administration and Management/ Project Management/ Statistics.
<u>DUTIES</u>	:	Provide technical advice and monitor the alignment of Provinces Strategic Plans. Planning, monitoring and evaluation. Governance structures. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/67</u>	:	<u>INTERN: OFFICE OF THE COO (OPERATIONS) REF NO: HR4/25/OPS/2HO (X4 POSTS)</u> Branch: Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Head Office, Pretoria B-Degree/B-Tech Operations Management/Business/ Public Administration and Management.
<u>DUTIES</u>	:	Governance of SDIP, Batho Pele, Service Standards. Analysis of complaints management system.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/68</u>	:	<u>INTERN: OFFICE OF THE INSPECTOR-GENERAL REF NO: HR4/25/IES/3HO (X5 POSTS)</u> Branch: IES
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 680.50 per month Head Office, Pretoria National Diploma (NQF6)/B Degree (NQF7) in Public Finance and Administration/ Business Administration/Business Management/Local Governance and Management/Financial Management/ /Administrative Management.
<u>DUTIES</u>	:	Assist with project coordination in the Office of the Inspector-General. Provide help with administrative tasks, and contribute to secretariat services for various committees. Support budget planning for the branch and procurement of goods and services.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/69</u>	:	<u>INTERN: OFFICE OF THE DDG: CORPORATE SERVICES REF NO: HR4/25/ODDG/4HO (X2 POSTS)</u> Branch: DDG: CS
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Head Office, Pretoria National Diploma NQF6/ Bachelor Degree (NQF7) in Public Administration/ Business Administration/Office Management and Technology/ Management Assistant/Business Management.
<u>DUTIES</u>	:	Assist in rendering administration support services to the Office of the DDG. Assist with controlling the movement of documents and files in the Office of the DDG. Assist in providing Supply Chain Management support in the Office of the DDG. Assist with budget planning for the Office of the DDG.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/70</u>	:	<u>INTERN: EMPLOYEE RELATIONS (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month Branch: ER, Head Office, Pretoria Ref No: HR/25/ER1/HO (X4 Posts) Provincial Office: Gauteng Ref No: HR/25/P20K/ER/GP (X4 Posts) Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/ER/KZN (X4 Posts) Provincial Office: Eastern Cape Ref No: HR/25/P20K/ER/EC (X4 Posts) Provincial Office: Western Cape Ref No: HR/25/P20K/ER/WC (X4 Posts) Provincial Office: Limpopo Ref No: HR/25/P20K/ER/LP (X2 Posts) Provincial Office: Mpumalanga Ref No: HR/25/P20K/ER/MP (X2 Posts)

		Provincial Office: North-West Ref No: HR/25/P20K/ER/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/ER/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/ER/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	LLB/ National Diploma (NQF6)/ Degree (NQF7) in Labour Relations/ Labour Law.
<u>DUTIES</u>	:	Assist with opening misconduct and grievance files. Compile monthly and quarterly stats. Assist in sourcing case laws. Analyse cases for merits of success. Admin duties.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/71</u>	:	<u>INTERN: TRAINING AND PERFORMANCE MANAGEMENT (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.55 per month
	:	Branch: MAS, Head Office, Pretoria Ref No: HR/25/P20K/TPM/HO (X4 Posts)
	:	Provincial Office: Gauteng Ref No: HR/25/P20K/TPM/GP (X4 Posts)
	:	Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/TPM/KZN (X4 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/25/P20K/TPM/EC (X4 Posts)
	:	Provincial Office: Western Cape Ref No: HR/25/P20K/TPM/WC (X4 Posts)
	:	Provincial Office: Limpopo Ref No: HR/25/P20K/TPM/LP (X2 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/25/P20K/TPM/MP (X2 Posts)
	:	Provincial Office: North-West Ref No: HR/25/P20K/TPM/NW (X2 Posts)
	:	Provincial Office: Free State Ref No: HR/25/P20K/TPM/FS (X2 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/25/P20K/TPM/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6)/Degree (NQF7) Human Resource Management/ Human Resource Development/ Management of Training/Public Management.
<u>DUTIES</u>	:	Facilitate performance agreements assessments. Capture and verify performance agreements on PERSAL. Provide secretariat and logistical support for PMDS Committee meetings. Provide procurement support to the unit. Provide administration support. Assist in the coordination of training programmes. Assist in the compilation of WSP, QMR and ATR. Assist in administration of bursaries. Compile a training database.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/72</u>	:	<u>INTERN: HUMAN RESOURCE OPERATIONS (X90 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: HRO, Head Office, Pretoria Ref No: HR/25/P20K/HRO/HO (X10 Posts)
	:	Provincial Office: Gauteng Ref No: HR/25/P20K/HRO/GP (X10 Posts)
	:	Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/HRO/KZN (X10 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR/25/P20K/HRO /EC (X10 Posts)
	:	Provincial Office: Western Cape Ref No: HR/25/P20K/HRO/WC (X10 Posts)
	:	Provincial Office: Limpopo Ref No: HR/25/P20K/HRO/LP (X8 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR/25/P20K/HRO/MP (X8 Posts)
	:	Provincial Office: North-West Ref No: HR/25/P20K/HRO/NW (X8 Posts)
	:	Provincial Office: Free State Ref No: HR/25/P20K/HRO/FS (X8 Posts)
	:	Provincial Office: Northern Cape Ref No: HR/25/P20K/HRO/NC (X8 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6 / Degree (NQF7) Human Resource Management.
<u>DUTIES</u>	:	Provide support for all HRM functions in Recruitment & Selection and Service Benefits.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/73</u>	:	<u>INTERN: ORGANIZATIONAL DEVELOPMENT REF NO: HR/25/P20K/OD/HO (X4 POSTS)</u>
	:	Branch: MAS
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6)/ Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/Human Resource Management/Work Study.
<u>DUTIES</u>	:	Assist in organisational designed processes. Assist in activities for improvement of the organisational structure. Assist in development and review of Job Profiles, job evaluation processes, business process improvement and change management processes.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272

<u>POST 41/74</u>	:	<u>INTERN: EMPLOYEE HEALTH AND WELLNESS PROGRAMME (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: EHWP, Head Office, Pretoria Ref No: HR/25/P20K/EHWP/HO (X4 Posts)
		Provincial Office: Gauteng Ref No: HR/25/P20K/EHWP (X4 Posts)
		Provincial Office: KwaZulu-Natal Ref No: HR/25/P20K/EHWP (X4 Posts)
		Provincial Office: Eastern Cape Ref No: HR/25/P20K/EHWP /EC (X4 Posts)
		Provincial Office: Western Cape Ref No: HR/25/P20K/EHWP/WC (X4 Posts)
		Provincial Office: Limpopo Ref No: HR/25/P20K/EHWP/LP (X2 Posts)
		Provincial Office: Mpumalanga Ref No: HR/25/P20K/EHWP/MP (X2 Posts)
		Provincial Office: North-West Ref No: HR/25/P20K/EHWP/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/EHWP/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/EHWP/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor Degree (NQF7)/ National Diploma (NQF6) Social Work, Psychology, Occupational health and safety.
<u>DUTIES</u>	:	Assist with implementation of employee health and wellness programmes and services in the department.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre: 0800 727272
<u>POST 41/75</u>	:	<u>INTERN: GENDER, DISABILITY AND YOUTH (X26 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Branch: GDY, Head Office, Pretoria- HR/25/P20K/GDY/HO (X4 Posts)
		Provincial Office: Gauteng- Ref No: HR/25/P20K/GDY /GP (X4 Posts)
		Provincial Office: Kwazulu-Natal Ref No: HR/25/P20K/GDY/KZN (X4 Posts)
		Provincial Office: Eastern Cape Ref No: HR/25/P20K/GDY/EC (X4 Posts)
		Provincial Office: Western Cape Ref No: HR/25/P20K/GDY/WC (X4 Posts)
		Provincial Office: Limpopo Ref No: HR/25/P20K/GDY/LP (X2 Posts)
		Provincial Office: Mpumalanga Ref No: HR/25/P20K/GDY/MP (X2 Posts)
		Provincial Office: North-West Ref No: HR/25/P20K/GDY/NW (X2 Posts)
		Provincial Office: Free State Ref No: HR/25/P20K/GDY/FS (X2 Posts)
		Provincial Office: Northern Cape Ref No: HR/25/P20K/GDY/NC (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor Degree (NQF7)/ National Diploma (NQF6) Social Work, Psychology, Social Science, Gender Studies, Youth Studies.
<u>DUTIES</u>	:	Assist in coordination and implementation of disability mainstreaming, assist in coordinating performing various activities, events, programmes and focusing on GDY.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272
<u>POST 41/76</u>	:	<u>INTERN: POLICY RESEARCH AND MONITORING REF NO: HR/25/P20K/PRM/HO (X4 POSTS)</u>
		Branch: PRM
<u>STIPEND CENTRE</u>	:	R7 860.50 per month
	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) / Degree (NQF7) Human Resource Management.
<u>DUTIES</u>	:	Assist in the development and implementation of Employment Equity, HR planning & Policies. Assist in HR data analytics.
<u>ENQUIRIES</u>	:	SA Youth Contact Centre at 0800 727272