

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>	:	13 February 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only combined, 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 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)

OTHER POSTS

<u>POST 03/09</u>	:	<u>SENIOR PRACTITIONER: ANTI FRAUD AND ANTI CORRUPTION REF NO: HR4/4/7/57</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	A Three-year qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation.

		Knowledge: Public Financial Management Act (PFMA), Fraud and Corruption Legislative Framework, Prevention. Skills: Conflict Management, Analytical and Creativity, Time Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy and Report Writing.
<u>DUTIES</u>	:	Implement the department anti-fraud and anti-corruption strategies, identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human/Finance/Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MP-PRACTITIONER-RISK@LABOUR.gov.za
<u>POST 03/10</u>	:	<u>EMPLOYER AUDIT OFFICER: IES REF NO: HR4/4/1/180 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Provincial Office: East London, Eastern Cape
	:	Three (3) year tertiary qualification 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Mayedwa Tel No: (043) 701 3289
	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Or email: Jobs-EC10@labour.gov.za
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations
<u>POST 03/11</u>	:	<u>CLIENT SERVICE OFFICER (X146 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Alberton Ref No: HR4/4/4/01/01 (X8 Posts)
	:	Labour Centre: Benoni Ref No: HR4/4/4/01/02 (X6 Posts)
	:	Labour Centre: Boksburg Ref No: HR4/4/4/01/03 (X5 Posts)
	:	Labour Centre: Brakpan Ref No: HR4/4/4/01/04 (X6 Posts)
	:	Labour Centre: Carletonville Ref No: HR4/4/4/01/05 (X7 Posts)
	:	Labour Centre: Germiston Ref No: HR4/4/4/01/06 (X10 Posts)
	:	Labour Centre: Johannesburg Ref No: HR4/4/4/01/07 (X2 Posts)
	:	Labour Centre: Kempton Park Ref No: HR4/4/4/01/08 (X9 Posts)
	:	Labour Centre: Nigel Ref No: HR4/4/4/01/09 (X6 Posts)
	:	Labour Centre: Roodepoort Ref No: HR4/4/4/01/10 (X6 Posts)
	:	Labour Centre: Sandton Ref No: HR4/4/4/01/11 (X2 Posts)
	:	Labour Centre: Sebokeng Ref No: HR4/4/4/01/12 (X7 Posts)
	:	Labour Centre: Soweto Ref No: HR4/4/4/01/13 (X6 Posts)
	:	Labour Centre: Springs Ref No: HR4/4/4/01/14 (X5 Posts)
	:	Labour Centre: Vanderbijlpark Ref No: HR4/4/4/01/15 (X7 Posts)
	:	Labour Centre: Vereeniging Ref No: HR4/4/4/01/16 (X4 Posts)
	:	Labour Centre: Atteridgeville Ref No: HR4/4/4/01/17 (X5 Posts)
	:	Labour Centre: Bronkhorstspuit Ref No: HR4/4/4/01/18 (X5 Posts)
	:	Labour Centre: Ga-Rankuwa Ref No: HR4/4/4/01/19 (X5 Posts)
	:	Labour Centre: Krugersdorp Ref No: HR4/4/4/01/20 (X8 Posts)
	:	Labour Centre: Mamelodi Ref No: HR4/4/4/01/21 (X6 Posts)
	:	Labour Centre: Pretoria Ref No: HR4/4/4/01/22 (X2 Posts)
	:	Labour Centre: Randfontein Ref No: HR4/4/4/01/23 (X6 Posts)

	Labour Centre: Soshanguve Ref No: HR4/4/4/01/24 (X8 Posts)
	Labour Centre: Temba Ref No: HR4/4/4/01/25 (X5 Posts)
<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 and 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. For online applications email: Jobs-UIF-GP1@labour.gov.za
<u>NOTE</u>	: NB: 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.
<u>POST 03/12</u>	: <u>SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 per annum
	: Secunda Labour Centre Ref No: HR4/4/7/42 (X1 Post)
	: Caroline Labour Centre Ref No: HR4/4/7/46 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Act, Public Service Regulation, Treasury Regulations. Departmental Policies and Procedures. Skills: Computer literacy, Verbal and Written Communication Skills, Problem solving Skills, Planning and organizing Skills and interpersonal relations skills.
<u>DUTIES</u>	: 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 service at a Labour Centre, Responsible for training and performance activities in a Labour Centre Daily, Responsible for the records Management in a Labour Centre Daily.
<u>ENQUIRIES</u>	: Mr S Ndimande Tel No: (017) 631 2585/2652/2672 (Secunda)
	: Mr RL Mokoena Tel No: (017) 843 1077/2111/3190 (Carolina)
<u>APPLICATIONS</u>	: Acting Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302, 4 Waterson Street, Sunset park, Secunda email: Jobs-SCU-MSS@LABOUR.gov.za Deputy Director Labour Centre Operations: Private Bag X718, Carolina, 1185, Landbou Building 20B Breytenbach Street Carolina or through email: Jobs-CRL-MSS@LABOUR.gov.za