

**REQUIREMENTS** : Labour Centre: Cape Town Ref No: HR4/4/10/633 (X1 Post)  
Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

**DUTIES** : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

**ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: [WC.BCEA@LABOUR.gov.za](mailto:WC.BCEA@LABOUR.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape.

**POST 05/22** : **INSPECTOR BCEA (X3 POSTS)**

**SALARY CENTRE** : R269 499 per annum  
: Labour Centre: Vredenburg Ref No: HR4/4/10/634 (X1 Post)  
: Labour Centre: Somerset West Ref No: HR4/4/10/635 (X1 Post)  
: Labour Centre: Beaufort West Ref No: HR4/4/10/636 (X1 Post)

**REQUIREMENTS** : Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

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**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape:

**POST 05/23** : **UI CLAIMS OFFICER (X141 POSTS)**

**SALARY CENTRE** : R269 499 per annum  
: Labour Centre: Beaufort West Ref No: HR4/4/10/637 (X13 Posts)  
: Labour Centre: Cape Town Ref No: HR4/4/10/638 (X12 Posts)  
: Satellite Office: Atlantis Ref No: HR4/4/10/639 (X5 Posts)  
: Satellite Office: Athlone Ref No: HR4/4/10/640 (X11 Posts)  
: Labour Centre: George Ref No: HR4/4/10/641 (X10 Posts)  
: Labour Centre: Knysna Ref No: HR4/4/10/642 (X12 Posts)  
: Satellite Office: Plettenberg Bay Ref No: HR4/4/10/643 (X12 Posts)  
: Labour Centre: Mitchells Plain Ref No: HR4/4/10/644 (X9 Posts)  
: Satellite Office: Nyanga Ref No: HR4/4/10/645 (X12 Posts)  
: Labour Centre: Mossel Bay Ref No: HR4/4/10/646 (X13 Posts)  
: Labour Centre: Oudtshoorn Ref No: HR4/4/10/647 (X9 Posts)

<b><u>REQUIREMENTS</u></b>	: Labour Centre: Vredenburg Ref No: HR4/4/10/648 (X18 Posts) Satellite Office: Vredendal Ref No: HR4/4/10/649 (X10 Posts) Grade 12/ Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Decision Making.
<b><u>DUTIES</u></b>	: Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
<b><u>ENQUIRIES</u></b>	: Beaufort West- Ms V Theron Tel No: (023) 285 0981, George- Mr M Charles Tel No: (044) 801 1223 Knysna/Plettenberg Bay- Ms C Windwaai Tel No: (044) 302 6800 Mitchells Plain/Nyanga- Mr F Creighton Tel No: (021) 065 4990 Mossel Bay- Mr C Minnies Tel No: (044) 285 0260 Oudtshoorn- Ms. A Van Wyk Tel No: (044) 285 1340 and Vredenburg/Vredendal- Ms. J Le Fleur Tel No: (022) 065 0815
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: Beaufort West, <a href="mailto:WCJobs-BEA@LABOUR.gov.za">WCJobs-BEA@LABOUR.gov.za</a> For online Cape Town, <a href="mailto:WCJobs-CTN@LABOUR.gov.za">WCJobs-CTN@LABOUR.gov.za</a> For online Atlantis, <a href="mailto:WCJobs-ATL@LABOUR.gov.za">WCJobs-ATL@LABOUR.gov.za</a> For online Athlone, <a href="mailto:WCJobs-ATH@LABOUR.gov.za">WCJobs-ATH@LABOUR.gov.za</a> For online George, <a href="mailto:WCJobs-GRG@LABOUR.gov.za">WCJobs-GRG@LABOUR.gov.za</a> For online Knysna, <a href="mailto:WCJobs-KNS@LABOUR.gov.za">WCJobs-KNS@LABOUR.gov.za</a> For online Plettenberg Bay, <a href="mailto:WCJobs-PLE@LABOUR.gov.za">WCJobs-PLE@LABOUR.gov.za</a> For online Mitchells Plain, <a href="mailto:WCJobs-MP@LABOUR.gov.za">WCJobs-MP@LABOUR.gov.za</a> For online Nyanga, <a href="mailto:WCJobs-NYG@LABOUR.gov.za">WCJobs-NYG@LABOUR.gov.za</a> For online Mossel Bay, <a href="mailto:WCJobs-MBY@LABOUR.gov.za">WCJobs-MBY@LABOUR.gov.za</a> For online Oudtshoorn, <a href="mailto:WCJobs-LOUD@LABOUR.gov.za">WCJobs-LOUD@LABOUR.gov.za</a> For online Vredenburg/Vredendal, <a href="mailto:WCJobs-VRD@LABOUR.gov.za">WCJobs-VRD@LABOUR.gov.za</a> For online Somerset West, <a href="mailto:WCJobs-SW@LABOUR.gov.za">WCJobs-SW@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 05/24</u></b>	: <b><u>CLIENT SERVICE OFFICER: ASSESSOR (X45 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R269 499 per annum : Labour Centre: Butterworth but stationed at Centane Satellite Office-Ref: HR4/4/10/01 (X1 Post) : Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/10/02 (X1 Post) : Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/10/03 (X1 Post) : Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/10/04 (X1 Post) : Labour Centre: Butterworth but stationed at Willowvale Satellite Office Ref No: HR4/4/10/05 (X1 Post) : Cradock Labour Centre Ref No: HR4/4/10/06 (X1 Post) : Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/10/07 (X1 Post) : Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/10/08 (X1 Post) : Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/10/09 (X1 Post) : Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/10/10 (X1 Post) : Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/10/11 (X1 Post) : Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/10/12 (X1 Post) : Labour Centre: Graaf-Reinet Ref No: HR4/4/9/13 (X1 Post) : Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/10/14 (X1 Post) : Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/10/15 (X1 Post)