

## 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.*

<b><u>CLOSING DATE</u></b>	:	27 February 2026 at 16:00 (walk-in) and 23:59 (online)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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

<b><u>POST 05/11</u></b>	:	<b><u>SPECIALIST: EMPLOYMENT STANDARDS (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 059 105 per annum, (all-inclusive)
	:	Provincial Office: Mmabatho Ref No: HR4/4/01/06 (X1 Post)
	:	Provincial Office: Western Cape Ref No: HR4/4/10/601 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years management experience. Three (3) years functional experience in Inspection enforcement/ Labour Relations matters. Knowledge: Public service transformation and management issues, White paper on transformation of Public services, Public Service Act, Ability to convert policy

into action, Public service Regulation and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

**DUTIES** : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and Monitor the implementation of policy and work plan to ensure peaceful and harmonious employer- employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub- directorate such as Human Resource: Financial Resources.

**ENQUIRIES** : Ms W Maphakela Tel No: (018) 387 8195  
Ms K Fuller Tel No: (021) 441 8119

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: [Jobs-NW03@labour.gov.za](mailto:Jobs-NW03@labour.gov.za)  
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 Attention: Sub-directorate: Human Resources Management, Western Cape. Email: [Jobs-WC2@labour.gov.za](mailto:Jobs-WC2@labour.gov.za)

**POST 05/12** : **COUNSELLOR (REGISTERED PSYCOMETRIST) (X2 POSTS)**

**SALARY** : Grade 1: R712 599 - R789 489 per annum, (OSD)  
**CENTRE** : Labour Centre: Mossel Bay Ref No: HR4/4/10/602  
Labour Centre: Vredenburg Ref No: HR4/4/10/603

**REQUIREMENTS** : A 4-year B-Psych degree/Honours Degree in Psychology/ Honours Degree in Industrial Psychology. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.

**DUTIES** : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling support.

**ENQUIRIES** : Ms K Fuller Tel No: (021) 441 8119  
**APPLICATIONS** : 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. Email: [Jobs-WC3@labour.gov.za](mailto:Jobs-WC3@labour.gov.za)

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

**POST 05/13** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO HR4/26/02/01HO**

**SALARY** : R582 444 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations/ Human Resources Management/ Law. Valid driver's licence. Two (2) years functional experience in Labour Relations/ Collective Bargaining and two (2) years supervisory experience. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills, Analytical Skills, Problem solving skills, Conflict Analytical, Innovative, Management skills.

**DUTIES** : Develop and monitor the registration of labour organisation. Obtain information to monitor compliance of labour organisations in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Dub-Directorate such as HR, assets, etc.

**ENQUIRIES** : Ms MM Ngwetjana Tel No: (012) 309 4112