

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** : 20 March 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : 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

- POST 08/09** : **ASISTANT DIRECTOR: GENDER, DISABILITY AND YOUTH REF NO HR4/26/03/01 HO**
Re-advertisement, applicants who previously applied must re-apply.
- SALARY** : R468 459 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Gender Studies/ Gender and Woman Studies/ Disabilities

Studies/ Human Rights/ International Development Studies/ Behavioural Economics/ Public Policy/ Political Studies/ Youth studies/ Psychology/ Social Work/ Sociology/ Public Management/ Public Administration/ Human Resource Management. A valid drivers' license. Four (4) years' functional experience working within Gender, Disability and Youth (GDY) programs environment. Knowledge: Gender Equity and Women Empowerment Programmes. Promotion of the rights of people with disabilities. Mainstreaming and implementation of youth developmental programmes. Job access strategy. EHWP strategic plan. Skills: Communication, Interpersonal, Negotiation skills, Decision making, organizing skills, Computer Literacy, Problem solving, Presentation/ Ability to deliver presentation.

DUTIES : Provide inputs towards the development policies, strategies and guideline to promote mainstreaming, development and empowerment of women, persons with disabilities and youth. Coordinate and implement Gender Equity and Women Empowerment programmes. Coordinate and implement Disability Mainstreaming programmes. Coordinate and implement Youth empowerment programmes. Monitor and evaluate implementation of Gender, Disability, Youth issues.

ENQUIRIES APPLICATIONS : Ms. L Rudah Tel No: (012) 309 4659
 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ12@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 08/10 : **TEAM LEADER REF NO: HR4/4/5/09**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Pietermaritzburg Labour Centre
 : Three (3) years tertiary qualification (NQF6) in Labour Relations/Labour Law/ BCOM Law/ LLB. A valid drivers' licence. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Employment Services Act, Occupational Health and Safety Act, COIDA, SABS Codes, UI Contribution Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer Literacy, Interpersonal skills, Conflict handling, Negotiation, Problem solving skills, interviewing skills, Analytical, Presentation, Innovative, Communication, Performance Management, Monitoring and Evaluation skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislations namely, Basic Conditions of Employment Act (BCEA0, Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct Advocacy Campaign on Labour legislations regularly. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Mr M September Tel No: (033) 341 5300
 : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 08/11 : **EE INSPECTOR REF NO: HR4/4/5/21**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Provincial Office: KwaZulu-Natal
 : National Diploma in Labour Law (NQF6)/ Advanced Labour Law (NQF7)/ Post grad in Labour Law (NQF8)/ Law Degree/ BCom Law. A valid drivers' licence.

One (1) to Two (2) years functional experience in EE Inspections is an added advantage. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Unemployment Insurance Act, Employment Equity Act, Employment Services Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, UI Contribution Act, Inspectors appointment Certificate. Skills: Planning and Organizing, Computer Literacy, Interpersonal skills, Conflict handling, Problem solving skills, interviewing skills, Analytical, Presentation, Innovative, Communication, Client focused, Sense of responsibility, Organisational goal driven, Assertiveness, Disciplined and ability to meet deadlines.

DUTIES : Conduct EE procedural inspections and DG Reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.

ENQUIRIES : Mr M Zondi Tel No: (031) 366 2107
APPLICATIONS : Provincial Chief Inspector: KZN: P.O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. Email to: Jobs-KZN8@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office KwaZulu-Natal

POST 08/12 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/13**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Prospecton (KZN)
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr K Naidoo Tel No: (031) 913 9700
APPLICATIONS : Deputy Director: Prospecton Labour Centre, PO Box x 343, Umbongintwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Application: Jobs-KZN24@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 08/13 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/12**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Pietermaritzburg (KZN)
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, ie. Electrical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and

organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr MSJ September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Pietermaritzburg Labour Centre, Private Bag X9048, Pietermaritzburg, 3201 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Application: Jobs-KZN12@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 08/14 : **OHS INSPECTOR: HEALTH & HYGIENE REF NO: HR4/4/5/14**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Verulam (KZN)
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, ie. Occupational Health or Environmental Health. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr B Zondi Tel No: (032) 541 5602
APPLICATIONS : Deputy Director: Verulam Labour Centre, PO Box x 1144, Verulam, 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: Jobs-KZN30@labour.gov.za

POST 08/15 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/22**

SALARY : R325 101 per annum
CENTRE : Provincial Office: KwaZulu-Natal
REQUIREMENTS : Three years' tertiary qualification in Internal Auditing/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCom Accounting/ BCom Law/ LLB/ Financial Management. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Unemployment Insurance Act, Employment Equity Act, Batho

Pele Principles, Compensation for Occupational Injuries & Diseases Act, UI Contribution Act, OHS Act and Regulations, PFMA, NMWA, Labour Relations Act, Inspectors Code of Conduct, Inspectors Appointment Certificate, Inspectors card. Skills: Planning and Organizing, Facilitation, Computer Literacy, Interpersonal skills, Conflict handling, Problem solving skills, interviewing Listening and observation skills, Analytical, Presentation, Innovative, Communication, Client focused, Sense of responsibility, Organisational goal driven, Assertiveness, Disciplined and ability to meet deadlines.

DUTIES : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employees for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.

ENQUIRIES : Mrs P Shandu Tel No: (031) 366 2095
APPLICATIONS : Deputy Director: Provincial Operations: P.O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. Email to: Jobs-KZN9@Labour.gov.za

POST 08/16 : **CLAIMS PROCESSOR REF NO: HR4/4/5/10**

SALARY : R269 499 per annum
CENTRE : Pietermaritzburg Labour Centre
REQUIREMENTS : Undergraduate qualification (NQF6) as recognised by SAQA in Public Management/ Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom/ Finance/ Administration. Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, Claims handling, Claims verification and validation, Claims litigation, Claims assessment/ settlement, Claims finalisation, Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), Promotion of Access to Information Act, Occupational Health and Safety Act (OHS), Public Service Act, Public Service Regulation. SKILLS: Claims Registration, Communication, Data capturing, Record management, Computer skills, Accountability, Analytical, Attention to detail, Brand and customer oriented service delivery, Ethics and Governance, Team orientation.

DUTIES : Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administration activities.

ENQUIRIES : Mr M September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 08/17 : **BCEA INSPECTOR: INSPECTION SERVICES (X4 POSTS)**

SALARY : R269 499 per annum
CENTRE : Kokstad Labour Centre Ref No: HR4/4/5/01 (X1 Post)
 Pietermaritzburg Labour Centre Ref No: HR4/4/5/02 (X1 Post)
 Stanger Labour Centre Ref No: HR4/4/5/03 (X1 Post)
 Ulundi Labour Centre Ref No: HR4/4/5/04 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.

DUTIES : 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.

ENQUIRIES : Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
 Mr M September Tel No: (033) 341 5300 (Pietermaritzburg)
 Mr B Zondi Tel No: (032) 307 0989 (Stanger)

- APPLICATIONS** : Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
 Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za
 Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN25@Labour.gov.za
 Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
- POST 08/18** : **CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/30**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
 : Qonce Labour Centre
 : Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
- DUTIES** : Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES APPLICATIONS** : Mr A Ngombane Tel No: (043) 718 8380
 : Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth 4960. Email: Jobs-ECKWT@labour.gov.za
- POST 08/19** : **ADMINISTRATIVE CLERK: IES REF NO: HR4/4/5/11 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
 : Pietermaritzburg Labour Centre
 : Matric/Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy, Assertive, Ability to prioritize tasks, Ability to work under pressure.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr M September Tel No: (033) 341 5300
 : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za