

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** : 05 May 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. Zipped and JPEG documents will not be accepted. 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 13/60** : **PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HR 4/4/6/02**
- SALARY** : R1 245 564 per annum, (OSD)
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : Masters' degree qualification in Psychology. Three (3) years appropriate experience as Psychologist after registration with HPCA as a

		Counselling/Industrial Psychologist. A valid driver's license. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and selection processes, Relevant government strategies. Skills: Planning and Organizing, Verbal and written Communication, Analytical, Computer literacy, Presentation, Interpersonal, Report-writing, Leadership, Networking, Information Management.
<u>DUTIES</u>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical support supervision of psychological assessment of work-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.
<u>ENQUIRIES</u>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Jobs-LP@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males.
<u>POST 13/61</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all-inclusive) Labour Centre: Polokwane Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management / Accounting / Human Resource Management/ Labour Relations / Social Sciences / Engineering Sciences / Public Administration / Management / Business Administration/Management/ Operations Management / Project Management / Three years' legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. A valid driver's licence. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
<u>DUTIES</u>	:	Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
<u>ENQUIRIES</u>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-PLK@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males.
<u>POST 13/62</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH MONITORING AND EVALUATION REF NO: HR 4/4/6/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum Provincial Office: Limpopo Three (3) year tertiary qualification in Economics/Statistics/Social Sciences (sociology, Demography). Four (4) years functional experience in labour market research field services. Valid driver's licenses. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology, Project management. Skills: Analytical, Communication, Interpersonal, Innovative, creative and leadership,

<u>DUTIES</u>	:	Management, planning organisation, Stress management, Team management, Data analysis, Statistical software skills, Research, Monitoring and Evaluation. Monitor and evaluation the impact of labour legislation. Monitor and conduct the national and provincial research studies. Contribute and participate in the development of Research Monitoring and evaluation (RME) agenda. Manage all the resources of the Sub-Unit.
<u>ENQUIRIES</u>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females.
<u>POST 13/63</u>	:	<u>ASSISTANT DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR4/4/3/2ASDCM/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Unemployment Insurance Fund, Pretoria Undergraduate qualification in Accounting / Cost and Management Accounting / Public Finance Management at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years; must be functional experience in Finance environment and two years at a Supervisory level. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Act and Regulation (UIAR). Unemployment Insurance Contributions Act (UICA). Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organising. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.
<u>DUTIES</u>	:	Coordinate monthly revenue contributions reconciliations. Coordinate the investigations and allocation of the unallocated contributions. Implement Audit Management Action plans. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr RJ Sibanyoni Tel No: (012) 337 1715 email: Jobs-UIF22@labour.gov.za African Females, White Males, Females and Persons with disabilities are encouraged to apply.
<u>POST 13/64</u>	:	<u>SENIOR ACCOUNTS PAYABLE OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Provincial Office: Limpopo Three-year tertiary qualification (NQF Level 6) in Accounting/Finance. Two (2) years functional experience in Accounts payable environment. Knowledge: Department policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Communication, Listening, Computer literacy, Time Management, Numeracy, Interpersonal, Planning and Organizing.
<u>DUTIES</u>	:	Provide support in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts. Implement the daily payment run. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIFJobs-LP@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, White Males, White Females.

POST 13/65 : **SENIOR LOCAL APPEALS COMPLAINTS OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/05**

SALARY : R397 116 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS :

An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Social Science/Accounting/Finance/HRM at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment/Claims Processing environment of UIF or Insurance claims. Knowledge: Department of Employment and Labour & UIF Policies and Procedures, Operations System, Protection of Personal Information Act (POPIA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Batho Pele Principles, Public Service Act (PSA), Labour Relations Act. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem solving, Planning and Organizing

DUTIES : Verify provision of secretariat functions for Local Appeal Board. Verify processing of appeals. Supervise rendering of administrative support services to the Regional Appeals Board. Supervise Resources.

ENQUIRIES : Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIFJobs-LP@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, Polokwane
Priority will be given to Coloured Males, Coloured Females, White Males, White Females.

POST 13/66 : **SENIOR ADMINISTRATION OFFICER: OPERATIONS (X50 POSTS)**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Jane Furse Ref No: HR4/4/6/06 (X3 Posts)
Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/07 (X2 Posts)
Labour Centre: Lebowakgomo Ref No: HR4/4/6/08 (X3 Posts)
Labour Centre: Lephallale Ref No: HR4/4/6/09 (X3 posts)
Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/10 (X3 Posts)
Labour Centre: Makhado Ref No: HR4/4/6/11 (X2 Posts)
Labour Centre: Musina Satellite Office Ref No: HR4/4/6/12 (X3 Posts)
Labour Centre: Modimolle Ref No: HR4/4/6/13 (X2 Posts)
Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/14 (X3 Posts)
Labour Centre: Mokopane Ref No: HR4/4/6/15 (X3 Posts)
Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/16 (X3 Posts)
Labour Centre: Phalaborwa Ref No: HR4/4/6/17 (X2 Posts)
Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/18 (X3 Posts)
Labour Centre: Polokwane Ref No: HR4/4/6/19 (X1 Post)
Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/20 (X3 Posts)
Labour Centre: Seshego Ref No: HR4/4/6/21 (X2 Posts)
Labour Centre: Thohoyandou Ref No: HR4/4/6/22 (X3 Posts)
Labour Centre: Malamulela Ref No: HR4/4/6/23 (X2 Posts)
Labour Centre, Tzaneen Ref No: HR4/4/6/24 (X1 Post)
Labour Centre: Groblersdal Ref No: HR4/4/6/25 (X3 Posts)

REQUIREMENTS : An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Operations/Accounting/Finance NQF Level 6 as recognized by SAQA. Valid Driver's license. Two (2) years functional experience in Client Services 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 Procedures, 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.

DUTIES : 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.
- ENQUIRIES** : Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or UIFJobs-JF@labour.gov.za for Jane Furse and Burgersfort, UIFJobs-LEB@labour.gov.za for Lebowakgomo, UIFJobs-LEP@labour.gov.za for Lephale and Thabazimbi, UIFJobs-MAKH@labour.gov.za for Makhado and Musina, UIFJobs-MOD@labour.gov.za for Modimolle and Warmbath, UIFJobs-MOK@labour.gov.za for Mokopane and Mookgopong, UIFJobs-PHAL@labour.gov.za for Phalaborwa and Hoedspruit, UIFJobs-PLK@labour.gov.za for Polokwane and Mankweng, UIFJobs-SESH@labour.gov.za for Seshego, UIFJobs-THO@labour.gov.za for Thohoyandou and Malamulela, UIFJobs-TZN@labour.gov.za for Tzaneen, UIFJobs-GLD@labour.gov.za for Groblersdal. For Attention: Sub-directorate: Human Resources Management, Polokwane.
- NOTE** : Priority will be given to Coloured Males, Coloured Females, White Males, White Females.
- POST 13/67** : **EMPLOYMENT SERVICE PRACTITIONER 2 REF NO: HR 4/4/6/26**
- SALARY** : R397 116 per annum
CENTRE : Labour Centre: Lephale
REQUIREMENTS : Three (3) year qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.
- ENQUIRIES** : Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-LEPH@labour.gov.za.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
NOTE : Priority will be given to Coloured Males, Coloured Females, White Males, White Females.
- POST 13/68** : **CHIEF PROVISIONING ADMIN CLERK REF NO: HR4/4/6/27**
- SALARY** : R325 101 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three (3) year's relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance & Provisioning Services. Knowledge: Public Finance Management Act (PFMA). Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
- DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and closed tender processes in compliance with SCM policies and Treasury. Procure goods and services in line with relevant prescripts in the Province. Provide Inventory Management Support to ensure effectiveness and efficient in the Province. Manage all resources of the Directorate. (Daily).

- ENQUIRIES** : Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Jobs-LP@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- NOTE** : Priority will be given to Coloured Males, Coloured Females, White Males, White Females.