

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** : 22 June 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 attachment. Zipped, IMG 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For all SMS appointment, the selection panel will recommend suitable candidate (s) to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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)

MANAGEMENT ECHELON

- POST 19/02** : **CHIEF DIRECTOR: EMPLOYMENT SERVICES REF NO: HR4/26/06/10HO**
- SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum, (all-inclusive salary package)
: Head Office, Pretoria
: A qualification at NQF level 7 as recognised by the South African Qualification Authority (SAQA) in Public Administration/ Public Management/ Business Management/Business Administration. Five (5) years of experience at a Senior managerial level in Strategic, Operational & Administrative services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Social Plan Guidelines. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Lead and manage the registration of opportunities and placement. Lead and manage the administration of the ES Board. Regulate employment of foreign workers in terms of the ES Act and Immigration Act. Regulate Private Employment Agencies and Temporary Employment Services. Manage all resources within the Chief Directorate.
- ENQUIRIES APPLICATIONS** : DDG: PES Mr S Morotoba Tel No: (012) 309 4382
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ22@labour.gov.za
- NOTE** : EE targets Departmental at SMS level-priority will be given to Africans, Coloured Male, Indian Female, Whites and People living with disabilities.

- POST 19/03** : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/26/06/11HO**
- SALARY CENTRE REQUIREMENTS** : R1 317 384 per annum, (all-inclusive salary package)
: Provincial Office: Western Cape
: A qualification at NQF level 7 as recognised by SAQA in Social Sciences, (Psychology)/ Industrial Psychology/Psychology/Public Administration/Public Management/ Business Administration/ Business Management. Five (5) years of experience at a Middle/Senior managerial level in Employment Services and Skills Development environment. Valid driver's licence. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial Management, PFMA, Labour Relations Act and Employment Equity, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Facilitation, Communication, Computer, Research, Presentation, Interpersonal, Report writing, Leadership, Problem solving, Project management.
- DUTIES** : Direct and manage work seeker services (registration of work seekers and employment counselling) within the Province. Direct and manage employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self – employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation and of Policies, Standards, Annual Performance Plan and Work Plan. Manage all the resources of the Business Unit.
- ENQUIRIES APPLICATIONS** : Dr Noel Sicwebu Tel: (012) 309 4382
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
- NOTE** : EE targets Departmental at SMS level-priority will be given to Africans, Coloured Male, Indian Female, Whites and People living with disabilities.

OTHER POSTS

- POST 19/04** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**
- SALARY CENTRE** : R1 101 468 per annum, (all- inclusive)
: Labour Centre: Kuruman-Ref No: HR4/4/8/177 (X1 Post)
: Labour Centre: Phuthaditjhaba -Ref No: HR4/4/8/1003 (X1 Post)

<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Undergraduate bachelor's degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations /services delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan Skills: Management, Computer skills, Presentation skills, 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 the mandate of Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all the resources of the Labour Centre.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Kuruman) Ms E Maneli Tel No: (051) 505 6205 (Phuthaditjhaba)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road. Email: Jobs-NCKIM@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at: Department of Employment and Labour, Laboria House, Charlotte Maxeke Street, Bloemfontein For online applications. Email: Jobs-fs10@LABOUR.gov.za
<u>NOTE</u>	:	EE targets: Priority will be given to African female, Indian male, Indian females, White males (Kuruman) Priority will be given to African Males, African Females, Africans with Disability and Coloured Females((Phuthaditjhaba)
<u>POST 19/05</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/5/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum Durban Labour Centre Three (3) year recognised qualification at (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Environmental Health/ Occupational Health/ Hygiene/ Analytical Chemistry/Chemical Engineering. Valid driver's licence. Four (4) years functional experience in Health and Hygiene inspection services. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act and Regulations, Batho Pele Principles, Public Service Act and Regulations, OHS Standards, OHS Management System, OHSAS, Inspection Appointment Certificate, Appointment Certificate ex-officio. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Presentation, Innovative, Communication skills, Computer literacy, Analytical skills, Research, Project Management skills, Sense of Responsibility, Organisational Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mchunu Tel No: (031) 336 9424 Deputy Director: Labour Centre Operations: Private Bag X10074, Marine Parade, Durban, 4056 or hand deliver at Government Building, Masonic Grove, Durban. For online Applications Email: Jobs-KZN10@Labour.gov.za
<u>NOTE</u>	:	Coloured Male and White Males are encouraged to apply

POST 19/06 : **OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/5/03**

SALARY : R413 001 per annum
CENTRE : Pinetown Labour Centre
REQUIREMENTS : Matric/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field ie, Construction/ Civil 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, Unemployed 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 Gwala Tel No: (031) 713 9100
APPLICATIONS : Deputy Director: Labour Centre Operations: P. O Box 1025, Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown 3610. For online Applications Email: Jobs-KZN11@Labour.gov.za

NOTE : White Males are encouraged to apply.

POST 19/07 : **OHS INSPECTOR: ELECTRICAL ENGINEERING (X3 POSTS)**

SALARY : R413 001 per annum
CENTRE : Verulam Labour Centre Ref No: HR4/4/5/04 (X1 Post)
 Pietermaritzburg Labour Centre Ref No: HR4/4/5/10 (X1 Post)
 Labour Centre Kariega Ref No: HR4/4/9/57 (X1 Post)

REQUIREMENTS : Matric/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 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, Unemployed 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.
<u>ENQUIRIES</u>	:	Mr M Zondi Tel No: (032) 541 5603 (Verulam) Mr M September Tel No: (033) 341 5300 (Pietermaritzburg) Ms WX Koba Tel No: (041) 260 7047 (Kariega)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: P.O Box 1144, Verulam, 4340 or hand deliver at 11 Wick Street, Verulam. For online Applications Email to: Jobs-KZN30@Labour.gov.za Deputy Director: Pietermaritzburg Labour Centre, Private Bag X9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langelibalele Street, Pietermaritzburg, 3201. For Online Applications Email to: Jobs-KZN21@Labour.gov.za Deputy Director Labour Centre Operations: PO Box 562, Kariega 5200, Hand deliver at 15A Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
<u>NOTE</u>	:	EE Targets: Priority will be given to African Male, White Males, White Females, Coloured Males, Coloured Females, Indian Females, Indian Males and People with Disability (Kariega) EE Targets: White Males are encouraged to apply (Verulam & Pietermaritzburg)
<u>POST 19/08</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum Postmarsburg Labour Centre Ref No: HR 4/4/8/169 (X2 Posts) Kimberly Labour Centre Ref No: HR 4/4/8/170 (X1 Post) Upington Labour Centre Ref No: HR 4/4/8/171 (X1 Post) Springbok Labour Centre Ref No: HR 4/4/8/172 (X2 Posts) Kuruman Labour Centre Ref No: HR 4/4/8/173 (X2 Posts) De Aar Labour Centre Ref No: HR 4/4/8/174 (X2 Posts) Calvinia Labour Centre Ref No: HR 4/4/8/175 (X2 Posts)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management / Public Administration or Management/ Business Administration or Management / Administrative Management/ Management / Financial Accounting/ Finance at 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 Procedure, 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.
<u>DUTIES</u>	:	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 resource (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Postmarsburg Labour Centre – Email: NC-Postmasburg@labour.gov.za Kuruman Labour Centre- Email: NC-Kuruman@labour.gov.za Kimberly Labour Centre- Email: NC-Kimberley@labour.gov.za Calvinia Labour Centre- Email: NC-Calvinia@labour.gov.za Springbok Labour Centre- Email: NC-Springbok@labour.gov.za Upington Labour Centre- Email: NC-Upington@labour.gov.za De Aar Labour Centre- Email: NC-DeAar@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to Coloured Male, Indians and White males.
<u>POST 19/09</u>	:	<u>TEAM LEADER REF NO: HR 4/4/8/176 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum Labour Centre: Upington
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills

- Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), 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. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributions 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. Supervise the resources in the Sub-section.
- ENQUIRIES** : Ms Sherelda Kleinsmith Tel No: (053) 838 1517
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: NC-Upington@labour.gov.za
- NOTE** : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.
- POST 19/10** : **BCEA INSPECTOR: INSPECTION SERVICES (X4 POSTS)**
- SALARY** : R280 278 per annum
- CENTRE** : Newcastle Labour Centre Ref No: HR4/4/5/05 (X1 Post)
Stanger Labour Centre Ref No: HR4/4/5/06 (X1 Post)
Verulam Labour Centre Ref No: HR4/4/5/07 (X2 Posts)
- REQUIREMENTS** : Three (3) years relevant qualification (NQF6) 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** : Ms T Khumalo Tel No: (034) 312 3334
Mr M Mwelase Tel No: (032) 307 0989
Mr MC Zondi Tel No: (032) 541 5603
- APPLICATIONS** : **Deputy Director:** Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Applications Email to: Jobs-KZN20@Labour.gov.za
Deputy Director: Labour Centre Operations: P.O. Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger, 4001. For online Applications Email to: Jobs-KZN25@Labour.gov.za
Deputy Director: Labour Centre Operations: P.O Box 1144, Verulam 4340 or hand deliver at 11 Wick Street, Verulam. For online Applications Email to: Jobs-KZN30@Labour.gov.za
- NOTE** : White Males are encouraged to apply
- POST 19/11** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (X2 POSTS)**
- SALARY** : R280 278 per annum
- CENTRE** : Labour Centre: Richards Bay- Ref No: HR4/4/5/8 (X1 Post)

<u>REQUIREMENTS</u>	:	Labour Centre: Verulam-Ref No: HR4/4/5/9 (X1 Post) Grade 12; no experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr I Ximba Tel No: (035) 780 8708 (Richards Bay) Mr MC Zondi Tel No: (032) 541 5603 (Verulam)
<u>APPLICATIONS</u>	:	Deputy Director: Richards Bay Labour Centre/Private Bag X20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at Wick Street, Verulam. For Online Applications: Jobs-KZN30@labour.gov.za
<u>NOTE</u>	:	EE targets-Indians, Whites and Persons with disabilities are encouraged to apply.
<u>POST 19/12</u>	:	<u>ADMINISTRATIVE CLERK MSS: REF NO: HR4/4/9/55</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Labour Centre East London Matric/Grade 12/Senior Certificate. No functional experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Analytical, Problem solving.
<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. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MC Njamela Tel No: (043) 702 7501 Deputy Director Labour Centre Operations: Private Bag X9084, East London, 5201, Hand deliver at IGI Building, Ensuco House, Cnr Oxford and Hill Street, East London, 5201. Email: Jobs-ECELN@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloureds, Indians, Whites, African Males and People with Disability.
<u>POST 19/13</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/5/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum Durban Labour Centre Matriculation / Grade 12 / Senior Certificate. Knowledge: Batho Pele Principles, DOL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of Access to Information Act, Criminal Procedure Act. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Computer Literacy
<u>DUTIES</u>	:	Monitor all activities at access control point, Monitor control room to detect unlawful movement in and around the building, Render front line services to internal and external clients, Patrol in the building to ensure safety measures, Control all deliveries at Durban Labour Centre
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mchunu Tel No: (031) 336 9424 Deputy Director: Labour Centre Operations: Private Bag X10074 Marine Parade Durban, 4056 or hand deliver at Government Building, Masonic Grove, Durban. For online Applications Email: Jobs-KZN16@Labour.gov.za
<u>NOTE</u>	:	African Males and White Males are encouraged to apply
<u>POST 19/14</u>	:	<u>OFFICE AID: MSS REF NO: HR4/4/9/56</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum Labour Centre East London

- REQUIREMENTS** : Standard 08/Grade 10. No experience required. Knowledge: Cleaning Practices, Catering and Office Practice. Skills: Verbal Communication, Interpersonal and Listening.
- DUTIES** : Ensure a clean office environment at all times. Provide food services' aid. Assist in distributing stock. Assist with messenger functions.
- ENQUIRIES** : Mr MC Njamela Tel No: (043) 702 7501
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X9084, East London, 5201, Hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Street, East London, 5201. Email: Jobs-ECELN@labour.gov.za
- NOTE** : EE Targets- Priority will be given to Coloureds, Indians, Whites, African Males and People with Disability.