

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.

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management
<u>CLOSING DATE</u>	:	11 September 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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. The application will not be taken into consideration if all requested required documents are not submitted. 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). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be 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 31/07 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/07/18**

SALARY : R1 101 468 per annum, (all -inclusive)
CENTRE : Klerksdorp Labour Centre
REQUIREMENTS : 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 (3) years' legal qualification. Five (5) years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Departmental Policies and Procedures, Public Service Act and Regulations, Batho Pele Principles, Service Delivery Improvement Plan, Treasury regulations, Supply chain management processes, Asset management and All labour legislations. Skills: Management, Computer Skills, Presentation Skills, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the 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 resources of the Labour Centre.

ENQUIRIES : Mr MT Mokoena Tel No: (018) 387 8195
APPLICATIONS : Email: Jobs-NW3@labour.gov.za
NOTE : EE target- Priority will be given to African Male, Coloured Male, Indian Male, Indian Female, White Male, White Female.

POST 31/08 : **COUNSELLOR GRADE 1 REF NO: HR4/4/07/11**

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
 Grade 2: R844 128 – R935 045 per annum, (OSD)
 Grade 3: R953 094 – R1 055 292 per annum, (OSD)
CENTRE : Christiana Labour Centre
REQUIREMENTS : A Four-year B-Psych degree/ Honours degree in Psychology/ Honours degree in Industrial Psychology. Experience: **Grade I:** 0 years' experience, **Grade II:** 8 years' experience, **Grade III:** 16 years' experience. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA and POPI Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.

DUTIES : Provide technical support to labour centres for the delivery of Employment Counselling services. Manage the referral of work seekers to relevant Employment Services and active Labour Market interventions. Co-ordinate the dissemination of Employment and Career information to Labour Centres. Establish and manage relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment. Supervise Administrative Personnel.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8195
APPLICATIONS : Email: Jobs-NW@labour.gov.za
NOTE : EE target- Priority will be given to African Male, Coloured Male, Indian Male, Indian Female, White Male, White Female.

POST 31/09 : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/4/07/12**

SALARY : R413 001 per annum
CENTRE : Mmabatho Provincial Office

<u>REQUIREMENTS</u>	:	A three (3) years relevant qualification in Human Resource Management/ Labour Relations Management. One (1) to Two (2) years functional experience doing Employment Relations Management Services. A valid driver's licence. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Research/ analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act and Public Service Regulations. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict and Computer literacy.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Email: Jobs-NW1@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
<u>POST 31/10</u>	:	<u>SUPERVISOR: COID CLIENT SERVICES REF NO: HR4/4/07/13</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Rustenburg Labour Centre
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Customer Services / Management / Customer Relations / Contact Centre Management / Office Administration Management / Communication/ Marketing. Two (2) years' functional experience in Customer care/ Client Service environment. Knowledge: Relevant regulations, laws and legislation, Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goal and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, The Constitution of RSA. Skills: Coaching and Mentoring, Conflict Management, Critical and Innovation Thinking, Inspire Commitment, People Management, Performance and oversight, Programme/ Project Management, Quality Assurance, Service Delivery Innovation, Stakeholder Development & Relations.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of entry within the COID service. Facilitate customer-driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend to all queries regarding legislation and follow up on pending queries. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Email: Jobs-NW6@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
<u>POST 31/11</u>	:	<u>ADMINISTRATION CLERK: CLAIMS PROCESSOR REF NO: HR4/4/07/14</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) 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 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, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles) Promotion of Access to Information Act, The Constitution of RSA, Occupation Health and Safety Act (OHS), Public Service Act, Public Service Regulation. Skills: Claims Registration, Communication verbal and writing, Data Capturing, Data & Record Management, Excellent communication, Computer Skills.
<u>DUTIES</u>	:	Register and acknowledge claims. Prepare compensation benefits. Handle claims enquiries. Render administration activities.

<u>ENQUIRIES</u>	:	Mr UT Qambata Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Email: Jobs-NW011@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male.
<u>POST 31/12</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Labour Centre: Vryburg Ref No: HR4/4/07/16 (X1 Post)
	:	Labour Centre: Mogwase Ref No: HR4/4/07/17 (X1 Post)
	:	Labour Centre: Klerksdorp Ref No: HR4/4/07/18 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedure, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organising.
<u>DUTIES</u>	:	To render Supply Chain Management Function in the Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management service at a labour centre (Daily). Responsible for training and performance activities in a Labour Centre. Responsible for the records management in the Labour Centre.
<u>ENQUIRIES</u>	:	Mr. UT Qambata Tel No: (018) 387 8195
	:	Email: Jobs-NW5@labour.gov.za (Vryburg)
	:	Email: Jobs-NW@labour.gov.za (Mogwase)
	:	Email: Jobs-NW013@labour.gov.za (Klerksdorp)
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female, White Male, White Female.