

**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** : 19 April 2023 at 16:00

**NOTE** : Instruction: 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](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) 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. Foreign qualification 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 above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship 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)

**ERRATUM:** Kindly note the advertised post of Senior Admin Clerk: Claims Processor with Ref No: HR4/4/02/11 for Klerksdorp Labour Centre, advertised on circular 9 dated 10 March 2023 with a closing date 27 March 2023, the requirements are amended as follows: Three (3) years tertiary qualification in Degree/ Diploma in Public Management/ Administration/ Social Science/ OHS/ HRM is required. 1-2 years' experience in Compensation or Medical claims processing environment and the rest of the advert requirements remains the same. Therefore, the closing date of the advert is extended to 19 April 2023. Enquiries contact: Mr. B Neito Tel: 018 387 8100

**MANAGEMENT ECHELON**

**POST 12/20** : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/526**

**SALARY** : R1 105 383 per annum (all inclusive)

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Four (4) years degree in (NQF level 7) as recognized by SAQA in Social Science / Industrial Psychology / Psychology / Public Administration / Management / Business Administration / Management. Five (5) years' experience at middle/senior management managerial level and three (3) years' functional experience in employment service and skills development environment. A valid driver's licence. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment

and Selection, ILO Conventions, Financial management, PFMA, LRA & EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Facilitation skills, Communication skills, Computer skills, Research skills, Presentation Skills, Interpersonal skills, Report writing skills, Leadership skills, Problem solving skills, Problem solving skills, Project management.

**DUTIES** : Direct the management of work seeker services (registration of work seekers and employment counselling) within the Province. Direct the management of 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.

**ENQUIRIES APPLICATIONS** : Mr X Sicwebu Tel: (012) 309 4382  
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street

#### OTHER POSTS

**POST 12/21** : **ASSISTANT DIRECTOR: MARKETING AND EVENTS MANAGEMENT REF NO: HR 4/ 4/3/2/ASDMEM/UIF**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum  
: Unemployment Insurance Fund: Pretoria  
: Three (3) year tertiary qualification (NQF level 6) in Communications/ Marketing/Public Relations and Events Management. Four (4) years' experience of which two (2) years must be functional experience in Communication environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Promotion of Access to Information Act. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Government Communication Information System. Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Communication. Computer Literacy. Analytical. Interpersonal. Report writing. Planning and Organizing.

**DUTIES** : Coordinate UIF promotional and Marketing events. Facilitate the promotion of the UIF brand to stakeholders. Coordinate the provisioning of UIF promotion events. Facilitate the conducting of advocacy sessions to secondary stakeholders. Manage resources in the section.

**ENQUIRIES APPLICATIONS** : Ms A Lodi Tel: (012) 337 1877  
: Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria  
**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 12/22** : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR 4/ 4/3/2/ASDITP/UIF**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum  
: Unemployment Insurance Fund: Pretoria  
: A three (3) year qualification (NQF Level 6) in Information Technology / Project Management. Four (4) years functional experience of which two (2) years functional experience in ICT Project Management environment and two (2) years supervisory experience. Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA) Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Financial/Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creativity. Facilitation. Presentation.

**DUTIES** : Manage delivery of ICT projects within the Fund. Manage ICT project deliverables in line with the Fund strategic objectives, quality standards and expectations. Ensure project quality management. Facilitate the implementation of projects within the Fund. Manage resources (Human, Financial, Equipment / Assets) within the project.

**ENQUIRIES APPLICATIONS** : Ms S Ntoyi-Baba Tel: (012) 337 1692  
: Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria  
**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 12/23** : **PENSION ADMINISTRATOR REF NO HR4/4/10/528**

**SALARY** : R331 188 per annum  
**CENTRE** : George Labour Centre (Western Cape)  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking, problem solving and decision making.

**DUTIES** : Render pension administrative duties. Claims adjudication and processing.  
**ENQUIRIES** : Mr. Q Bowman Tel: 021 441 8120  
**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

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

**POST 12/24** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Mthatha- Ref No. HR 4/4/1/603(X1 post)  
Labour Centre: Welkom- Ref No: HR 4/4/8/838(X1 post)  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

**ENQUIRIES** : Ms S Zawula Tel: 047 501 5600  
Ms. M Mamburu, Tel: (057) 3910216  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100 For Attention: Sub-directorate: Human Resources Management, Mthatha Labour Centre  
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

**POST 12/25** : **SENIOR STATUTORY SERVICES OFFICER REF NO: HR4/4/10/527**

**SALARY** : R331 188 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualifications in BPROC/ LLB/ BCOM LAW. One (1) year experience in the legal/ compliance environment. Valid Driver's Licence. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skill Development Act, Public Service Regulation Act, SDLA. Skills: Planning and Organizing, Facilitation, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

**DUTIES** : To plan and independently administer work referred to Statutory Service for Enforcement of Non-Compliance under employment. Assist the Assistant Director: Statutory Services in the enforcement processes of IES. Assist with the strategy for Statutory Services. Assist in the facilitating the implementation of capacity development programmes for Inspectors in the Province. Compile stats for the Unit.

**ENQUIRIES** : Mr. Q Bowman Tel: 021 441 8120  
**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  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 12/26** : **OHS INSPECTOR REF NO: HR4/4/10/529 (2X POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Worcester (Western Cape)  
**REQUIREMENTS** : A three (3) year qualification in Environmental Health, Mechanical Engineering;  
Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry;  
Construction; Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry.  
Valid driver's licence. Two (2) years functional experience in inspection and enforcement  
of labour legislations or in relevant environment. Knowledge: Departmental policies and  
procedures, Occupational Health and Safety Act as amended, OHS Regulations, South  
African National Standards (Codes)-incorporated Codes become regulations,  
Compensation for Occupational injuries and Diseases Act, Unemployment Insurance  
Act. Employment Equity Act, Basic Conditions of Employment Act, Relevant guidelines  
of the aforementioned legislations Skills: Facilitation skills, Planning and organizing,  
Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills,  
Problem solving skills, Interpersonal 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. Plan, investigate and finalized independently incidents and complaints  
reported pertaining to the OHS Act and other relevant regulations and enforce as and  
when necessary, appear as a State witness. Plan and conduct allocated proactive  
inspections as per schedule to monitor compliance with the OHS and other 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. Q Bowman Tel: 021 441 8120  
**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  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 12/27** : **INSPECTOR REF NO: HR 4/4/8/839**

**SALARY** : R269 214 per annum  
**CENTRE** : Botshabelo Labour Centre  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification Labour Relations/BCOM Law/ LLB. One (1)  
year functional experience in Inspection and enforcement Services. Knowledge  
Departmental policies and procedures. Skills Development Act, Labour Relations Act,  
Basic Conditions of Employment Act, Skills Development Levies Act, Occupational  
Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act,  
Employment Equity Act. Skills: Facilitation skills. Planning and Organizing (Mainly for  
own) Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills.  
Problem Solving Skills Interviewing, Listening and observation skills.

**DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with  
the Basic Conditions of Employment Act (BCEA). Execute investigations independently  
on reported cases pertaining to contravention of labour legislation and enforce as and  
when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor  
compliance with labour legislation. Conduct advocacy campaign on all Labour  
Legislation independently. Draft and maintain inspection plans and reports including  
analysis and compilation of consolidated statistical reports on only allocated cases.

**ENQUIRIES** : Mr. M Ngono Tel (051) 534 3789  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand  
deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

**POST 12/28** : **PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/540**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Provincial Office: Western Cape  
: Three (3) year relevant tertiary qualification in Human Resources Management. One (1) to two (2) years functional experience doing Human Resources Management Services. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele Principles, Public Service Regulations. Skills: Communication, Presentation, Conflict Management, Analytical, Report Writing, Computer Literacy, Planning and Organizing, Supervisory, Time Management.

**DUTIES** : Render the Recruitment and Selection process. Process and approve service benefits eg. Leave, Housing Allowances, Acting Allowance, etc. Provide and monitor terminations at the province. Monitor establishment and the implementation of Human Resources polices. Monitor the payment of salaries. Supervise all resources within the Section.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel: 021 441 8120  
: 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

**POST 12/29** : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/839**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Provincial Office: Free State  
: Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid Driver's licence. Zero experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

**DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

**ENQUIRIES APPLICATIONS** : Mr R Cornelissen, Tel: (051) 505 6263  
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

**POST 12/30** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)**

**SALARY CENTRE** : R218 064 per annum  
: Labour Centre: Port Shepstone -Ref No: HR4/4/5/29(1X post)  
: Labour Centre: Knysna (Western Cape) -Ref No: HR4/4/10/530(1X post)  
: Labour Centre: Newcastle- Ref No: HR4/4/5/25(1X post)

**REQUIREMENTS** : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.

**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 Biyase Tel 039 688 6910  
: Mr. Q Bowman Tel: 021 4418120  
: Mr S Pillay, Tel: (034) 312 3334

**APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 379, Port Shepstone, 4240 or hand deliver at 17 Bisset Street, Port Shepstone.For Attention: Sub-directorate: Labour Centre Operations, Port Shepstone.

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

Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

- POST 12/31** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X4 POSTS)**
- SALARY CENTRE** : R218 064 per annum  
: Labour Centre: Ladysmith-Ref No: HR4/4/5/28(1X Post)  
: Labour Centre: Ulundi / Jozini Thusong Centre-Ref No: HR4/4/5/26(1X Post)  
: Labour Centre: Worcester (Western Cape)- HR4/4/10/535(1X Post)  
: Labour Centre: Beaufort West (Western Cape)- HR4/4/10/541(1X Post)
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
- DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
- ENQUIRIES** : Ms L Radebe Tel: (036) 638 1900  
: Mr T Nkosi, Tel (035) 879 8800  
: Mr Q Bowman Tel: 021 441 8120
- APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal  
: Deputy Director: Labour Centre Operations: Private Bag X 56, ULUNDI, 3838 or hand deliver at Unit A Wombe Street, Ulundi. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi.  
: 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
- POST 12/32** : **CLAIMS PROCESSOR (X6 POSTS)**
- SALARY CENTRE** : R218 064 per annum  
: Labour Centre: Cape Town (Western Cape) - HR4/4/10/531 (3X Posts)  
: Labour Centre: George (Western Cape) - HR4/4/10/532 (3X Posts)
- REQUIREMENTS** : Three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. One (1) to two (2) years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies and processes, Relevant Stakeholders, Human Anatomy/ Biology, Medical terminology, Customer Service (Batho Pele Principles), COIDA tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations, COIDA, OHS Act. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
- DUTIES** : Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
- ENQUIRIES** : Mr Q Bowman Tel: 021 441 8120
- 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
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 12/33** : **UI CLAIMS OFFICER (X2 POSTS)**

**SALARY** : R218 064 per annum

**CENTRE** : Labour Centre: Cape Town HR4/4/10/533 (1X Post)  
Labour Centre: George HR4/4/10/534 (1X Post)

**REQUIREMENTS** : A Grade 12/ Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication Verbal and written, listening, Customer Relations, Computer literacy, Decision making.

**DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

**ENQUIRIES** : Mr. Q Bowman Tel: 021 441 8120

**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

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

**POST 12/34** : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES: REF NO: HR4/4/7/124**

**SALARY** : R181 599 per annum

**CENTRE** : Emalahleni Labour Centre

**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

**DUTIES** : To render supply chain management function in a labour centre daily. Provide a finance and office management services to the labour centre daily. Responsible for training and performance activities in a labour centre daily. Responsible for the records management in a labour centre daily.

**ENQUIRIES** : Ms G Malatsi Tel: 013 653 3800

**APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni

**POST 12/35** : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/30**

**SALARY** : R181 599 per annum

**CENTRE** : Labour Centre: Richmond

**REQUIREMENTS** : Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and Organizing.

**DUTIES** : To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the record management in a Labour Centre daily.

**ENQUIRIES** : Ms B Ndlovu Tel: 033 212 2768.

**APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond.

**FOR ATTENTION** : Sub-directorate: Human Resource Operations, KwaZulu-Natal.

**POST 12/36** : **ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/03/12**

**SALARY** : R181 599 per annum

**CENTRE** : Labour Centre: Springs

**REQUIREMENTS** : Matriculation/ Grade 12/Senior Certificate. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy.

**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** : Ms I Engelbrecht Tel: 011 365 3708

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 12/37** : **ADMINISTRATION CLERK REF NO: HR 4/4/10/536 (X2 POSTS)**

**SALARY** : R181 599 per annum  
**CENTRE** : Provincial Office (CF): Western Cape  
**REQUIREMENTS** : A Grade 12/ Senior Certificate with 0 Months experience. Knowledge: Compensation Fund Strategic Objectives, Relevant Stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines, Public Service Regulations, Public Service Act, Labour Relations Act, COIDA, Regulations and Policies, PFMA and National Treasury Regulations. Skills: Required Technical proficiency, Business Writing Skills, Require IT (MS Office and Operation Skills), Communication, verbal and written, Problem Solving, Planning and organising, Problem solving, Data Capturing, Data and records management, Telephonic Etiquette, Risk Management and Fund Governance, External Environmental Awareness.

**DUTIES** : Liaise with Provinces in respect of the provision of required information. Render effective administration support services. Ensure correspondence of documentation. Perform general administration functions.

**ENQUIRIES** : Mr. Q Bowman Tel: 021 441 8120  
**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

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

**POST 12/38** : **PERSONNEL OFFICER REF NO: HR 4/4/10/537**

**SALARY** : R181 599 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Grade 12 / Senior Certificate plus Certificate in Human Resources Management field and one (1) year relevant experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, HRM relate systems (PERSAL), Employment Equity Act, Public Service Regulations. Skills: Verbal and written communication, Interpersonal Relations, Planning and organizing, Computer literacy, Analytical.

**DUTIES** : Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection process. Capture and update all personal data on the PERSAL system. Attend to clients enquiries.

**ENQUIRIES** : Mr. Q Bowman Tel: 021 441 8120  
**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

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

**POST 12/39** : **OFFICE AID (X2 POSTS)**

**SALARY** : R128 166 per annum  
**CENTRE** : Labour Centre: Worcester (Western Cape) - HR4/4/10/538 (1x post)  
Labour Centre: Cape Town (Western Cape) - HR4/4/10/539 (1x post)  
**REQUIREMENTS** : Grade 10 / ABET certificate. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations

**DUTIES** : Ensure clean office environments at all times. Provide Food Service Aid. Assist in distributing stock Prepare boardrooms for meetings.

**ENQUIRIES** : Mr. Q Bowman Tel: 021 441 8120  
**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,

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



**DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT**

*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Applications for Cape Town and Mpumalanga should be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- CLOSING DATE FOR ATTENTION NOTE** : 01 May 2023  
 : Human Resource Management  
 : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 12/40** : **DIRECTOR: SOCIOECONOMIC SECTORS REF: CCAQ06/2023**
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (all-inclusive salary package)  
 : Pretoria  
 : An undergraduate qualification in Environmental Management or Development Planning or relevant qualification on (NQF7) within the related field as recognised by SAQA. Extensive experience in the relevant field. A minimum of five (5) years' experience at middle/senior management level within the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in sustainable energy. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities, including projects and policy matters. Training courses in Greenhouse Gas Inventories, CDM, new public regulations and others as needed. Ability to gather and analyse information. Ability to develop and apply policies; Ability to work individually and in team; Good interpersonal relations skills. Knowledge of strategic planning and budgeting. Project

Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Stakeholder engagement; Negotiation skills; Public Relations; Research skills. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Coordinate climate change adaptation responses in the socio-economic sectors of society in partnerships with relevant departments. Assess and rank the risks to the society and environment associated with the various possible climate change impact scenarios. Coordinate the development of the risk profile of the socio-economic sectors. Provide strategic leadership to mainstreaming of climate change into sector departments planning instruments. Provide strategic leadership, support and assist affected sector in mainstreaming key short- and medium-term adaptation interventions into the social sectors. Manage the support for the development of sector strategies for infrastructure, human settlements and planning, health, disaster risk and management response measures. Manage and develop sector strategies for agriculture, forestry, water, fisheries and tourism response measures. Coordinate provincial and local support programme to integrate climate change into planning tools and build capacity for climate response. Coordinate the implementation of climate change adaptation research strategy.

**ENQUERIES** : Mr T Ramaru Tel: 012 399 9252

#### **OTHER POSTS**

**POST 12/41** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SOCIO-ECONOMIC SECTORS REF: CCAQ08/2023**

**SALARY** : R517 725 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A four (4) year degree (NQF8) in Environmental Management/Science or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of Environmental Management; Finance/budgeting; Project Management; Climate Change and Adaptation; Knowledge of PFMA and other Financial Management and associated prescripts, Knowledge of technical and financial reporting; Departmental policies and procedures. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination and planning ability. Excellent verbal and written communication. Ability to work both independently and in a team; ability to work under pressure.

**DUTIES** : Provide support on the coordination of the National Climate Change Adaptation research priority areas. Facilitate mainstreaming of Research outputs into Policy, Planning and Implementation of Climate Change Adaptation across different research institutions. Coordinate support for the development and implementation of Provincial climate change adaptation programme. Support the facilitation of Climate Change Adaptation mainstreaming within provincial Research, Policy, Planning and Implementation initiatives. Provide support on capacity-building for climate finance at Sub-national level. Coordinate the development and implementation of local government climate change adaptation programmes. Support the development and review of District Climate Change Adaptation Strategies. Support the facilitation of Climate Change Adaptation mainstreaming within National Sectors, Policy, Planning and Implementation initiatives as well as research. Provide strategic and technical guidance on Adaptation related project implementation. Support the coordination of Climate Change Adaptation Community of Practice and project implementation in the country.

**ENQUIRY** : Mr T Ramaru Tel: (012) 399 9252

**POST 12/42** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY MANAGEMENT PLANNING REF: CCAQ07/2023**

**SALARY** : R517 725 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A four-year Degree or equivalent qualification in Natural or Environmental Sciences plus A four-year Degree (NQF8) or in Natural or Environmental Sciences equivalent qualification within the related field plus six years post qualification experience in the relevant field. Knowledge of Legal Administration law; Public Service and Departmental procedures and prescripts. Strategic coordination/ planning; Business planning; Policy development; Risk management; Audit procedures; Research methodologies and presentation; Project management. Advanced skills in policy formulation; Advanced

negotiation skills; Adequate skills in computer use; Report/professional writing; Policy formulation; Negotiation skills; Good interpersonal relations and diplomatic skills; Relationship Management; Stakeholder engagement; Presentation Skills and Research Skills including project management Skills. Personal Attributes: Reliability; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills: Ability to work under extreme pressure; Ability to work with difficult persons and to resolve conflict; Character beyond reproach; Articulate; Sense of responsibility and loyalty; Initiative and creativity; Service-orientated and Self-supervision.

**DUTIES**

: Support development of tools for air quality management planning. Provide inputs and support on the development, review, and approval of Air quality management plans. Capacitate officials within the spheres of government to use resources to develop effective Air Quality Management Plans. Build sustainable relationships and systems with authorities for air quality management plans. Provide guidance on Baseline Assessment reports for Air Quality Management Plans development. Provide support on Assessment of Ambient Air Quality Baseline Reports. Encourage liaison within provincial and local structures to assist with political buy-in at senior management level within governance structures for development and adoption of Air quality management plans. Review and make recommendations on draft provincial and local Air Quality Management Plans. Provide inputs on the review of emissions inventory reports for Air Quality Management Plan development. Provide inputs on the review of the Assessment and Ambient Air Quality Baseline and Modelling Reports. Provide Assessment reports on the implementations and development of Air Quality Management Plan in the country. Provide support on the review of manual for Air Quality Management Plan development and National framework for air quality management in the Republic of South Africa. Monitoring and Evaluation of the development of Air Quality Management Plan in the Republic. Provide support to road shows on the development of an Air Quality Management Plans in the provincial Air Quality Officer (AQO) forums.

**ENQUIRY**

: Mr. V Loate Tel No: (012) 399 8507

**POST 12/43**

: **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT: REF: RCSM11/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENT**

: R495 354 per annum (OSD)  
: Cape Town  
: LLB degree (NQF8) coupled with at least eight (8) years post qualification experience in the provision of legal services with supervisory skills (candidates with less than eight (8) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License and be able to travel.

**DUTIES**

: Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property. Responsible for supervisory duties of Legal Administration Officers.

**ENQUIRIES**

: Mr C Liebenberg Tel: 021 493 7132 / 0832975753

**NOTE** : Candidates who applied previously are applied people are advised to apply again and candidates will be subjected to an oral interview and a written test

**POST 12/44** : **LEGAL ADMINISTRATION OFFICER (MR5): CORPORATE LEGAL SUPPORT: REF: RCSM12/2023**

**SALARY** : R390 360 (OSD)  
**CENTRE** : Cape Town  
**REQUIREMENT** : LLB degree (NQF8) coupled with at least eight (8) years post qualification experience in the provision of legal services (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License be able to travel.

**DUTIES** : Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property.

**ENQUIRIES** : Mr C Liebenberg Tel: 021 493 7132 / 0832975753  
**NOTE** : Candidates who applied previously are applied people are advised to apply again and candidates will be subjected to an oral interview and a written test

**POST 12/45** : **PROJECT COORDINATOR- REF NO: EP9005/2023**

**SALARY** : R331 188 per annum  
**CENTRE** : Mpumalanga  
**REQUIREMENTS** : An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

**DUTIES** : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

**ENQUIRIES** : Mr B Mashabane Tel No: 013 752 4128/013 752 2359