

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>CLOSING DATE</u>	:	04 July 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. 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. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and 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

<u>POST 21/03</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/5/27</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Labour Centre: Estcourt

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Environmental Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four (4) years functional experience in Health and Hygiene inspection/ services. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.
<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 SF Kubeka Tel No: (031) 366 2121
	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban 4001.
	:	For Online Applications: Jobs-KZN28@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/04</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL COMPLIANCE REF NO: HR4/25/06/64HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office: Pretoria
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Financial Management/ Accounting/ Auditing. Four (4) years' experience of which two (2) years at supervisory level and two (2) years functional experience of SOEs/ Financial Management/ Accounting/ Auditing. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practices (GRAP). Skills: Planning and organizing, Communication (written and verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.
<u>DUTIES</u>	:	Promote awareness (advocacy) on all matters of financial compliance within the Department. Monitor and assess financial compliance, reporting, investigations and financial advisory. Manage, monitor and advise SOEs on corporate governance compliance and perform financial oversight. Evaluate financial statements of industries falling within the Ministerial National Minimum Wages and make recommendations on the affordability of such applications. Manage and supervise the resources of the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Max Tsotetsi at 067 428 0050
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/05</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/46</u> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Information Systems/Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical proficiency. Business Writing Skills. Communication

		(verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problem. Planning and organizing. Problem solving and decision making Team leadership.
<u>DUTIES</u>	:	Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CP Bates at 082 462 8522
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 21/06</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: HR 5/1/2/3/47</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary qualification (on NQF Level 6) in Internal Audit/Accounting/ Cost and Management Accounting. Certificate as Accredited Quality Assurance Assessment/Validation (Internal Audit). Internal Audit Technician Certification- IAT is required. Professional Internal Auditor-PIA as an added advantage. Certified Internal Auditor-CIA as an added advantage. 4 years' functional experience in Internal Audit Quality Assurance of which 2 years in supervisory experience. Institute of Internal Auditors (IIA). Knowledge: Compensation Fund policies, procedures, processes. Performance Audit standards. Internal Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and Organizing. Team leadership. External Environmental Awareness.
<u>DUTIES</u>	:	Provide inputs and implement the internal audit quality assurance policies and procedure manuals. Manage and monitor the promotion of quality assurance within the IA directorate. Coordinate the Internal Audit directorates quality assurance program. Management of resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PS Zwane at 082 310 4510
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/07</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT DATA ANALYTICS SPECIALIST REF NO: HR 5/1/2/3/48</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary qualification (on NQF Level 6) in Computer Science/ Information System/ Informatics/ Internal Audit/ Data Analytics. Data Science, Business Analytics or a certificate in data analytics. 4 years' functional experience in ICT Audit or data Analysis environment. Institute of Internal Auditors (IIA). Knowledge: Financial Management. ICT Audits standards. COBIT (Control objectives for information related technologies) framework. Data Analytics or Big Data Framework. Continuous auditing knowledge in Data Governance and Data Quality. Statistical knowledge. COIDA. Scripting in some language e.g. SQL. Protection of personal information Act and General Data Protection Regulation. Legislative Requirements: PFMA and National Treasury Regulations. Skills: Financial analysis. Presentation skills. Decision making.

		Research. Structured Query Language. Planning and organizing. Team leadership. External Environmental Awareness.
<u>DUTIES</u>	:	Identify appropriate data sources and data elements required to design and develop data analysis routines. Facilitate internal audit extraction and transformation processes. Establish and maintain effective systems of internal auditing data and exploration. Create dashboards and /or reports.
<u>ENQUIRIES</u>	:	Ms T Dikokoe at 071 148 4046
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/08</u>	:	<u>ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: HR 5/1/2/3/49</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Risk Management/ Forensic Auditing/ Criminal/ Forensic Accounting/ Commerce. 4 years' functional experience on Fraud Management. Knowledge: Public Service Act. Customer service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Corporate governance guidelines and strategies. Directorate goals and performance requirements. Investigation principles and practices. Information system terminology, concept and practices. Understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of Associations of Certified Fraud Examiners (ACFE) and or internal standards for Professional Practices of Internal Audit. Legislative Requirement: National intelligence Act. Criminal procedure Act. The prevention of Organized Act, Act No; 121 of 1998 (POCA). The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2003 (PRECCA). The Protected Disclosure Act, Act No. 26 of 2000 (PDA). The Public Finance Management Act, Act No. 1 of 1991 (PFMA) AS AMENDED. National Treasury regulation. Promotion of Access to information Act (PAIA). Promotion Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Stakeholder relations management. Client orientation and customer focus. Campaign management. Project management. Problem solving and analysis. Strategic planning and organizing. Knowledge management. Decision making. People management. Computer literacy. Research skills. Good communication and interpersonal skills. Relationship management/ alliance partnering. Diversity management. Critical system thinking. Driving.
<u>DUTIES</u>	:	Provide inputs into the development of fraud prevention and integrity management strategies, policies and procedures. Co-Ordinate and implement the development fraud prevention, policies and procedures. Co-Ordinate the anti- fraud and corruption training program. Co-Ordinate and implement various detection techniques and cyber-crime in the Fund. Implement and maintain fraud prevention best practices.
<u>ENQUIRIES</u>	:	Mr I Moloto at 071 677 0277
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/09</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR 4/4/8/102</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberly
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Office Management, Public Management, Public Administration/ Business Management/ Business Administration. Four (4) years" experience of

which two (2) years at Supervisory level (Senior Admin Office/ Practitioner and two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Public Service Regulations, SDLA, OHS Act, COIDA, UIA, UI Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening & observation, Innovative, Analytical and Verbal and written communication skills.

DUTIES : Perform all administration pertaining to inspections and enforcement services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the IES. Compile reports for the complex cases that require attention of the Chief Director. Attend to DG and Ministerial enquiries. Manage the resources in the sub-section.

ENQUIRIES : Ms N Litheko Tel No: (053) 838 1632
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

POST 21/10 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/8/924**
 Re-advert, applicants who previously applied must re-apply

SALARY : R468 459 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : A relevant three (3) years' qualifications at NQF6 in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property Management and Real Estate Management. Driver's License. Two (2) years supervisory experience, two (2) years functional experience in administrative environment. Knowledge: Relevant Departmental policies and procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control. Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.

DUTIES : Manage the office accommodation and maintenance operations for the province. Facilitate the administration functions on security services within the province. Manage and monitor effective records management services in the province. Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs9@labour.gov.za

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

POST 21/11 : **RISK PRACTITIONER: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/50**

SALARY : R397 116 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification (on NQF Level 6) in Risk Management and /or Internal Auditing environment. 2 years' functional experience in risk management/ internal auditing environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and business processes. Customer Services principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Corporate governance guidelines and the development of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedures. Legislative Requirements: Public finance Management Act (PFMA). Compensation for Occupational injuries and diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain

		management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). LRA, EE Act, SDA & BCEA. Skills: Excellent communication (verbal and Written). Programme and project management. Problem solving and analysis. Research analysis and methodology. Decision making.
<u>DUTIES</u>	:	Implement risk management strategy and policies. Organize and participate in risk awareness and educational campaigns to inculcate a culture of risk management. Perform secretarial duties for the Fund's Risk Committee.
<u>ENQUIRIES</u>	:	Mr MJ Raganya at 064 951 5145
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/12</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/51</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resources Management/ Human Resource Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resource Development/ Training and Development environment at supervisory level. Knowledge: Compensation Fund business processes. Public Service Regulations. Public Service Act. Stakeholders and Customers> Customers Service (Batho Pele Principles). Technical knowledge. DoL Training and Development Policy. Competency framework for different areas. Digital Acumen/ Relevant HRM system/ Learning system/ Performance Systems etc Project Management and Planning. Legislative Requirement: PFMA and Treasury regulations. Skills Development Act. Skills: Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Service Delivery Innovation. Stakeholder Development & Relations. Digital acumen. Data Gathering, Analysis. Research and Benchmarking.
<u>DUTIES</u>	:	Coordinate the implementation of bursary for the Fund. Coordinate Compulsory Induction Programmes (CIP) and departmental orientation program in the Compensation Fund. Develop the Workplace skills plan programs (WSP) and HRD strategies. Implement the Workplace Skills plan (WSP) and training interventions as per personal development plans (PDP" s). Coordinate the developmental programmes of the Fund. Supervise staff and resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr WN Khuzwayo at 076 430 1163
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/13</u>	:	<u>FRAUD INVESTIGATOR REF NO: HR 5/1/2/3/52</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (on NQF Level 6) in Forensic Investigation/ Law/ Accounting/ Auditing/. A Certificate Fraud Examine (CFE) would be an added advantage. A Valid driver's license. 2 years of functional experience in conducting Forensic Investigation into economics crimes especially on anti-fraud and corruption environment. Knowledge: Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Criminal law, Criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud

and corruption processes. Legislative Requirement: COIDA. National intelligence Act. Protection of Information Act. Criminal procedures Act. PFMA and Treasury Regulations. Promotion of Access to Information Act. PAJA. Skills: Report writing. Client orientation and customer focus. Communication (verbal and written). Conducting an inquiry and investigations. Problems solving and analysis Planning and organizing. Knowledge management. Negotiation. Decision making. Pro-activeness and initiative. Computer literacy. Time management. Teamwork and collaboration. Quality and Excellence orientation.

DUTIES : Implement Anti-fraud and Corruption strategies and other fraud and Corruption policies. Conduct forensic investigation into act of fraud and Corruption reported within the Fund. Provide support on system analysis. Liaise with appropriate sections within the department and external stakeholders on fraud measures.

ENQUIRIES : Mr NM Skosana at 063 773 8250
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 21/14 : **PUBLIC LIAISON OFFICER REF NO: HR 5/1/2/3/53**

SALARY : R397 116 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification (on NQF Level 6) in Public Management/ public Relations/ Humanities/ Business Administration. 2 years' functional experience in complains/ compliment environment. Knowledge: Compensation Fund objectives and business processes. Contact Centre goals. Customer care (Batho Pele Principles). Required IT Knowledge. Contact Centre quality assurance objectives. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Service delivery innovation. Client orientation and customer focus. Excellent communication (Verbal and Written). Planning and organizing. Problem solving and analysis. Conflict management. Decision making. Budgeting and Financial Management. Continuous improvement. People and Performance Management. Diversity Management.

DUTIES : Handle electronic and voice queries from the Presidential, DG and Commissioners Hotline. Effectively utilize Contact Centre Multimedia System. Render administrative services. Participate in continuous process improvement initiatives. Supervise staff.

ENQUIRIES : Mr T Sekome at 066 480 3960
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/15 : **SENIOR PRACTITIONER: ICT AUDITS REF NO: HR 5/1/2/3/54**

SALARY : R397 116 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Accounting/ Computer Science/ Information System. Internal Audit Technician-IAT as an added advantage. Member of Institute of Internal Auditors (IIA) or ISACA. 2 years' functional experience in ICT Audit environment. Knowledge: Compensation Fund policies, procedure, processes. ICT Audits standards. COBIT (control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical Thinking. Decision making. Communication

		(verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environment Awareness.
<u>DUTIES</u>	:	Assist in planning ICT audit engagements. Perform ICT audit engagements. Communicate ICT audit results. Follow up the implementation of ICT audit recommendations. Compile an audit file.
<u>ENQUIRIES</u>	:	Ms PV Musetsho at 067 077 1095
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/16</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/32</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Stanger
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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 B Zondi Tel No: (032) 307 0989
<u>APPLICATIONS</u>	:	Acting Deputy Director: Stanger Labour Centre, PO Box 138, Stanger, 4450 Or hand deliver at 12 Cato Street, Stanger. For Online Application: Jobs-KZN10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/17</u>	:	<u>INSPECTOR REF NO: HR4/4/5/26</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. 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 Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all 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, plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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 SA Mchunu Tel No: (031) 336 1500
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. Alternatively e-mail to Jobs-KZN7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal.
<u>POST 21/18</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/105</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	BPROC/ LLB/ BCOM LAW. A valid driver's license. Minimum experience: 1 year in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service act, Treasury regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytic, Verbal and written communication.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors of the provinces. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/19</u>	:	<u>OHS INSPECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Postmasburg Labour Centre (Northern Cape) Ref No: HR4/4/8/106 (X1 Post) Springbok Labour Centre (Northern Cape) Ref No: HR4/4/8/107 (X1 Post) Upington Labour Centre (Northern Cape) Ref No: HR4/4/8/108 (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or in the 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, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of aforementioned legislation 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.

<u>DUTIES</u>	:	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 finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 8381632
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/20</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Postmasburg Ref No: HR4/4/08/109 (X1 Post)
	:	Labour Centre: Kimberley Ref No: HR4/4/8/110 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 8381632
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/21</u>	:	<u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR4/4/5/01</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Estcourt - KZN
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Civil Engineering/Construction. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving

	skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	: 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>	: Ms J Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	: Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Application: Jobs-KZN18@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/22</u>	: <u>OHS INSPECTOR: ENVIRONMENTAL HEALTH REF NO: HR4/4/5/02</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Kokstad - KZN
<u>REQUIREMENTS</u>	: Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Occupational Hygiene or Environmental Health. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	: 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 S Ngqoza Tel No: (039) 727 2140
<u>APPLICATIONS</u>	: Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Application: Jobs-KZN30@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/23</u>	: <u>SENIOR STATE ACCOUNTANT: FINANCIAL SYSTEM REF NO: HR4/25/06/35HO</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Head Office: Pretoria
<u>REQUIREMENTS</u>	: Three (3) year National Diploma (NQF6) as recognized by SAQA in Accounting/ Financial Management. Two (2) years functional experience in Finance environment. Knowledge: Departmental policies and procedures, Delegation of Authority, Batho Pele Principles, Transversal Financial System

		(PERSAL, Logis), Budgeting, General knowledge of Labour Legislation, Extensive knowledge of Basic Accounting System. Skills: Computer skills(Word, Excel, Power Point, BAS) Analytical, Communication (Verbal & written), Interpersonal, Supervisory, Problem solving, Report writing, Performance Management, Mentoring and coaching, Financial Management.
<u>DUTIES</u>	:	Capture and maintain Basic Accounting System (BAS) user access for the Department-BAS security. Set up and maintain BAS code structure (items, objectives, responsibilities, etc) transaction processing rules, items processing rules, parameters, etc (Static data). Ensure that BAS and all functional areas are available on a daily basis. Maintain BAS entity database on a daily basis. Manage BAS help desk facility. Supervise and ensure development of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ29@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/24</u>	:	<u>STATE ACCOUNTANT: BANK RECONCILIATION REF NO: HR 5/1/2/3/55</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Accounting/Financial Management. 1-year experience in Financial Management. Knowledge: Financial Management. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles. Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA). Legislative Requirement: COIDA Act. Public service Act. PFMA and National Treasury Regulations. Constitution Act 108 of 1996 (amended). Public Service Regulations Skills: Business Writing Skill. Decision making. Budgeting and Financial Management. People and Performance Management. Conflict management. Planning and organizing. Problem solving. Project or programme management. Team leadership. Risk Management.
<u>DUTIES</u>	:	Perform the overall maintenance of the bank accounts. Perform manual and electronic reconciliation process. Clear all exceptions and un-reconciling items. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JT Khafe at 060 989 8274
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/25</u>	:	<u>PRACTITIONER: THIRD PARTY REF NO: HR 5/1/2/3/56</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Financial Management/ Financial Accounting. 1-year functional experience in debt collection environment. Knowledge: Compensation Fund business strategies, policies and procedure. Customer Service principles (Batho Pele Principles). Understanding audits process, principles and practices. Understanding financial risk. Understanding public sector revenue and receivable process. Debt Collection internal controls. COIDA. Legislative Requirement: PFMA. National Treasury regulations. Promotion of Access to Information Act. Protection of personal information Act. Skills: Computer literacy. Technical proficiency. Business Writing. Analytical thinking. Decision making. Communication (verbal and written). Managing inter-personal and problem solving. Planning and organizing. Team leadership.
<u>DUTIES</u>	:	Attend to the collection of debt. Conduct debtor administration. Attend to final award letters. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Bouwer at 082 782 8609
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/26</u>	:	<u>MAINTENANCE OFFICER (ELECTRICAL) REF NO: HR 5/1/2/3/57</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Electrical Engineering. 1-year functional experience in electrical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirement: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public service Act. National Environmental Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<u>DUTIES</u>	:	Perform schedule electrical preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct electrical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor electrical related contractors. Render administration duties for the section.
<u>ENQUIRIES</u>	:	Mr MS Mokau at 060 971 4675
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/27</u>	:	<u>INSPECTOR: IES (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Springbok Labour Centre Ref No: HR4/4/8/114 (X1 Post) Labour Centre: Kuruman Ref No: HR 4/4/8/115 (X1 Post) Ficksburg Labour Centre Ref No: HR 4/4/8/922 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Lithoko Tel No: (053) 838 1632 Mr Ayanda Kutuka Tel No: (058) 713 0373
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State.

<u>POST 21/28</u>	:	<u>CLAIMS PROCESSOR: COMPENSATION FUND (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Gqeberha Labour Centre Ref No: HR4/4/4/4 (X2 Posts)
	:	Mthatha Labour Centre Ref No: HR4/4/4/5 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification degree/diploma at NQF6/7 in Public Management/ Administration/ Social science/ OHS/Finance/HRM is required. 1-2 years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of access to Information Act, Road Accident Fund (RAF) Act and PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (written and verbal), Data Capturing, Data Capturing, Data and records management and Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation, prepare for adjudication. Prepare for medical claims processing and Render administrative duties.
<u>ENQUIRIES</u>	:	Mr M Ngqolowa Tel No: (041) 506 5000 Ms Z Zaula Tel No: (047) 501 5600
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, Hand deliver at Manpower Building CNR Elliot and Madeira Street, Umtata, 5100. Email: Jobs-EC7@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, Hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha, 6000. Email: Jobs-EC7@labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations
<u>POST 21/29</u>	:	<u>ACCOUNTING CLERK FINANCE REF NO: HR 4/4/8/930</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Financial prescripts and manuals. Batho Pele Principles. Departmental Policies and Procedures. Skills: Planning and organising. Computer literacy. Communication. Problem solving. Accounting. Analysis.
<u>DUTIES</u>	:	Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, Logis, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.
<u>ENQUIRIES</u>	:	Ms N Tokwe Tel No: (051) 505 6204
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Email: jobs-fs7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 21/30</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/117</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Springbok
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ National Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
<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 Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 838 1632

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/31</u>	:	<u>ACCOUNTING CLERK: DEDUCTIONS REF NO: GAP-PRET-23355930-20250611-1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Pretoria
<u>DUTIES</u>	:	Grade 12/ Matric/National Senior Certificate with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, Treasury Regulations, Financial Regulations. Skills: Computer literacy, Communication (verbal and written), Writing, Accounting, Planning. Administer Suspense Accounts. Administer Accounts Reconciliations, Tax, IRP'5 Certificates, Debtors and PERSAL /BAS reconciliation. Administer deductions for the Subsidized Vehicles, Medical Aid and Garnishee Orders. Compile journals for travel invoices. Administrator Services benefits.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012)309 4887 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/32</u>	:	<u>ACCOUNTING CLERK: FINANCIAL CONTROL REF NO: GAP-PRET-83072951-20250611-1 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Pretoria
<u>DUTIES</u>	:	Grade 12/Matric/ National Senior Certificate with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of PERSAL, Extensive Knowledge of Basic Accounting System, Departmental policies, Basic knowledge of intranet system, Financial Delegation and Authority, Treasury Regulations, PFMA. Skills: Computer literacy, Communication (verbal and writing), Analytical, Planning and organisation. Handle and respond to all queries in relation to the Financial Control. Capture BAS documents for the Department of Employment and Labour. Compile and analyse Financial Control report documentation. Conduct inspections at Head Office, Provincial Offices and Labour Centres for compliance of Treasury Regulations and PFMA. Manage stationary and sage guarding of documents by Financial Control section.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/33</u>	:	<u>ACCOUNTING CLERK: SALARY PREPARATION REF NO: GAP-PRET-18387357-20250611-1 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Pretoria
<u>DUTIES</u>	:	Grade 12/ Matric/ National Senior Certificate with accounting as a passed subject. No experience required. Knowledge: Basic Accounting System, Treasury Regulations, PFMA. Skills: Computer literacy, Communication, Writing, Accounting, Ability to use a calculator, Ability to read BAS reports. Implement salary benefits and deductions. Implement the recovering of staff debts. Clearing of suspense accounts. Filing of documents. Create entities on BAS and PERSAL.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887

		ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/34</u>	:	<u>ACCOUNTING CLERK: SERVICE TERMINATIONS REF NO: GAP-PRET-22577491-20250611-1 (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/Matric/National Senior Certificate with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, Treasury Regulations, PERSAL system, PFMA. Skills: Computer literacy, Communication (verbal and written), writing, Accounting.
<u>DUTIES</u>	:	Determine, process service benefit and liabilities. Clear suspense accounts. Correctly perform monthly reconciliations.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/35</u>	:	<u>PROVISIONING CLERK: TENDER ADMINISTRATION/ACQUISITION REF NO: GAP-PRET-19165048-20250611-1 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Matriculation/National Senior Certificate. Knowledge: Public Service Act, Public Finance Management Act (PFMA), Supply Chain Management Framework, Departmental policies and procedures, Treasury Regulations, Prescriptions/directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Policy guidelines and framework for SCM and PFMA, Computer Systems, LOGIS and BAS, LOGIS System, Batho Pele Principles, National Treasury Act, State Tender Board Act. Skills: Client orientation and customer focus, Computer literacy, Interpersonal relations, Conflict management, Communication (written and verbal).
<u>DUTIES</u>	:	Provide administration services to the Sub-Bid Adjudication Committee (SBAC). Provide administration services to the Departmental Bid Adjudication Committee (DBAC). Render administration support services.
<u>ENQUIRIES</u>	:	Mr Themba Maseko Tel No: (012) 309 4826 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/36</u>	:	<u>SENIOR REGISTRY CLERK REF NO: GAP-PRET-21833737-20250611-1 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matric/ National Senior Certificate. No experience required. Knowledge: Registry and Records management, Batho Pele Principles. Skills: Computer literacy, Customer Relations, Interpersonal relationship.

<u>DUTIES</u>	:	Render effective and efficient Registry Services. Opening of file according to approved records classification/File Plan. Process records for archiving and disposal. Handle incoming and outgoing departmental correspondence.
<u>ENQUIRIES</u>	:	Mr PNR Tshitadzi Tel No: (012) 309 4110 ESSA System Enquiries: Mr. Mthobisi Ngwenya - 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/37</u>	:	<u>SENIOR ADMIN CLERK (ACCOUNTS AND BOOKINGS) REF NO: GAP-PRET-23521830-20250611-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matric/ National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA) Departmental policies and procedures, Project management, Intermediate Human Resources Development, Public Service Regulations. Skills: Leadership Facilitation, Computer Literacy, Presentation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Check completeness and correctness of bookings for air travel, hotel accommodation and conference venues in the Department. Consolidate information of invoices and prepare payment to service providers. Check that irregular, Fruitless and Wasteful Expenditure are recorded and reported. Verify compliance on Travel IT.
<u>ENQUIRIES</u>	:	Mr P Kgare Tel No: (012) 309 4485/072 611 5798 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/38</u>	:	<u>OFFICE AID REF NO: HR 4/4/8/926</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Parys Satellite Office
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10. No experience. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr. S Malope, Tel: (056) 215 1812
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Email: jobs-fs2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State