

ANNEXURE D

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>	:	30 June 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	<p>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 post's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the 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 will 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. 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</p>

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 20/11</u>	:	<u>CHIEF DIRECTOR: STATUTORY AND ADVOCACY SERVICES REF NO: HR4/25/07/01HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum, (all-inclusive salary package) Head Office, Pretoria
	:	A qualification at NQF level 7 and SAQA recognized in Law/LLB. Admitted as an Attorney or Advocate. A valid drivers' licence. Five (5) years' experience at a Senior Management level in Legal or Compliance environment. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho Pele principles. Skills: Administration and financial management, Strong leadership, strategic decision-making abilities, Conflict management, Problem solving, Presentation, Negotiation, Verbal and written communication, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Change management, Analytical, Innovative.
<u>DUTIES</u>	:	Provide leadership and management service to all processes pertaining to the development and implementation of the Labour Inspection strategy, policies and work-plans. Direct the implementation of Statutory services. Plan, organize, lead and control the strategy for high risk and problematic sectors. Plan, organize, lead and control advocacy and educational strategies. Manage all resources of the Chief Directorate such as Human Resources; Financial Resources; Assets, etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Moiloa Tel No: (012) 309 4553 The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za

OTHER POSTS

<u>POST 20/12</u>	:	<u>DEPUTY DIRECTOR: PES DELIVERY SUPPORT REF NO: HR4/25/06/08 HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all-inclusive salary package) Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in the Public/ Business Administration/ Public/ Business Management/ accredited qualification in Project Management. Five (5) years' experience of which two (2) years at Middle Management level and three 3) years functional experience in Monitoring, verification and Reporting environment. A valid driver's licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy onto action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Monitoring and Evaluation, Diagnosis procedures. Skills: General management, Project management, Financial management, Communication, Interpersonal relation, Leadership, Research, Problem solving, Computer, Analytical, Innovative.
<u>DUTIES</u>	:	Conduct monitoring and verifications to influence the strategic planning of PES and Public entities. Manage monitoring and verification process of the implementation of PES processes and procedures to improve service delivery. Manage the facilitation of customer and stakeholder feedback processes focused on continuously improving service delivery. Conduct monitoring and verification of the efficiency and effectiveness of public entities. Mange all resources of the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr X Sicwebu Tel No: (012) 309 4382 Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ22@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/13</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/932</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum Provincial Office: Free State Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor degree (NQF 7) in Electrical Engineering. A valid driver's license. Four (4) years functional experience in Electrical Engineering required. Knowledge: Departmental policies and procedures. Batho Pele Principles, Public Service Act Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System.
<u>DUTIES</u>	:	Provide inputs to the development of Electrical Engineering Policies and ensure the implementation of the OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Luxande Tel No: (051) 505 6325 Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 20/14</u>	:	<u>ASSISTANT DIRECTOR: PES DELIVERY SUPPORT REF NO: HR4/25/06/51HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum Head Office: Pretoria Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/Public Management/Business Management. Four (4) years' experience of which two (2) years supervisory level (Senior Admin Officer/Practitioner) two (2) years functional experience in Human Resources. Knowledge: Public Service Regulations and delegations, PFMA, Skills Development Act, National Skills Development strategy, National Qualification framework, Data analysis, HR policies and procedures. Skills: Leadership, Supervisory, Communication, Coordination, Analytical, Decision Making, Report Writing, Facilitation, Presentation.
<u>DUTIES</u>	:	Provide support for monitoring and evaluation to influence the evaluation to influence the strategic planning of PES and public entities. Facilitate and coordinate development of PES strategic documents in line with departmental objectives. Provide secretariat support during strategic workshops. Monitor and evaluate programmes implemented by public entities reporting to PES to determine impact of service delivery. Manage all resources of the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr X Sicwebu Tel No: (012) 309 4382 Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/15</u>	:	<u>ASSISTANT DIRECTOR: PES HR AND PERFORMANCE MANAGEMENT REF NO: HR4/25/06/52HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office: Pretoria A minimum of three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/Business Administration/Public Management/Business Management/Human Resources Management. Four (4) years' experience of which two (2) years supervisory level (Senior Admin Officer/Practitioner), two (2) years functional experience in Human Resources. Knowledge: Public Service transformation and management issues, White Paper on transformation of public Service, Public Service Act, Ability to convert policy into action, Public Service regulations and relevant prescripts, Departmental policies and procedures, corporate

<u>DUTIES</u>	:	governance, Batho Pele principles, South African Development Community. Minimum Information Security Standards. Skills: General Management, project Management, Communication, Interpersonal relations.
<u>ENQUIRIES</u>	:	Coordinate the implementation of Human Resource Policies in PES HQ. Coordinate the implementation of performance management system in PES HQ. Provide secretariat services during performance review meetings. Coordinate the implementation of staff capacity building processes in PES HQ. Manage all resources of the unit HR and Performance Management.
<u>APPLICATIONS</u>	:	Ms LMC Kekana Tel No: (012) 309 4656
<u>FOR ATTENTION</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ24@labour.gov.za
<u>POST 20/16</u>	:	Sub-directorate: Human Resources Operations, Head Office
		<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/8/932</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF6 in Public Administration/Public Management/ Financial Management/ Financial Administration, Fleet/Transport Management, Fleet/ Transport Economics, Business Management, Travel & Tourism Management/ Tourism Management and Logistics Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and two (2) years functional experience in Fleet and or Transport Services & Travel Booking. Valid Driver's Licence. Knowledge: Public Financial Management Act, Departmental policies and procedures, Project Management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA. National Road Traffic Act. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical Verbal and written communication, People Management.
<u>DUTIES</u>	:	Monitor compliance with Travel Management & Fleet policies in the province. Monitor asset register of Departmental vehicle within the province. Provide, support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of accident processes and procedures in the province. Manage all resources of the Division.
<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: jobs-fs6@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 20/17</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: HR4/4/3/2ASDR/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-(3) year tertiary qualification (NQF Level 6) in Social Sciences/ Public Administration/ Management/ Development Studies. Four (4) years' experience of which two (2) years must be functional experience in Research Management and two (2) years must be supervisory experience Knowledge: Research Management. Surveys. Concept Development. Quality Management. Project Management. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Intergovernmental Relations Framework Act. Skills: Report writing. Risk Management. Project Management. Financial Management. Diversity Management. Statistical Analysis and Interpretation. Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, and PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Facilitate the development and the implementation of a Research Agenda for UIF. Coordinate Research Studies for UIF. Facilitate Development

<u>ENQUIRIES</u>	Programmes and Projects for UIF based on Research findings. Manage Resources (Human, Finance, Equipment/Assets) in the Sub-Directorate.
<u>APPLICATIONS</u>	Mr T Molema Tel No: (012) 337 1673 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF9@labour.gov.za
<u>POST 20/18</u>	<u>SENIOR PRACTITIONER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1/SPAFACT/UIF</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	A three (3) years' tertiary qualification (NQF Level 6) in Risk Management / Internal Audit / Risk and Security Management / Accounting / Forensic Investigation. Two (2) years' functional experience in anti-fraud and anti-corruption / Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organized Crime Act (POCA). Promotion of Access to Information Act (PAIA). Basic Condition of Employment Act (BCEA). Protected Disclosure Act (PDA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act (LRA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
<u>DUTIES</u>	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	Mr G Phoshoko Tel No: (012) 337 1978
<u>APPLICATIONS</u>	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF11@labour.gov.za
<u>NOTE</u>	African Females, Coloured Males, Indian Males, Indian Females, White Females and Persons with disabilities are encouraged to apply.
<u>POST 20/19</u>	<u>SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/3/1/SPOD/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	R397 116 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	A three (3) year tertiary qualification (NQF Level 6) in Management Services / Operations Management /Production Management/Organisational Development. Two (2) years functional experience in Organisational Development (OD) environment. Knowledge: Public Service Act (PSA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA). Organisational Design. Job Evaluation / Grading System. Work Study Techniques. DPSA Job Profile Guide. Skills: Financial Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation Presentation.
<u>DUTIES</u>	Design and review the Organisational structure. Conduct Job Evaluation Process within the fund. Implement Organisational structure, Legislations / Directives. Develop and facilitate the signing of job profiles. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES</u>	Mr SE Mokoena Tel No: (012) 337 1912
<u>APPLICATIONS</u>	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF14@labour.gov.za
<u>POST 20/20</u>	<u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/30</u>
<u>SALARY</u>	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	: <p>Labour Centre: Ulundi (KZN) Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Electrical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, 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.</p>
<u>DUTIES</u>	: <p>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.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Mr TJ Nkosi Tel No: (035) 879 8800 Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: Jobs-KZN3@labour.gov.za</p>
<u>FOR ATTENTION</u>	: <p>Sub-directorate: Human Resources Operations, KwaZulu-Natal</p>
<u>POST 20/21</u>	: <p><u>SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: HR4/25/06/33 HO</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R397 116 per annum Head Office: Pretoria Three year (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial/ Psychology/ Human Resource Management/ Labour Relations. Two (2) years functional experience in Organisational Development/ Effectiveness/ Work Study Services. Knowledge: Basic understanding of policies, regulation, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Understanding of information analysis, Job profile design and Job evaluation, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Human Resource Development Policies, Labour Relations Act, Basic Knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Computer literate, Good communication (verbal and written), Listening, Problem solving, Interviewing, Research, Analytical, Good interpersonal relation.</p>
<u>DUTIES</u>	: <p>Conduct Organizational Development investigations. Facilitate the development of Job Profiles and reviews for newly created and existing posts in the Department. Conduct Job Evaluation processes within the Department. Conduct Business Processes Improvement. Conduct and provide Change Management processes and interventions in the Department.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Mr S Nkhabelane Tel No: (012) 309 4612 Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ25@labour.gov.za</p>
<u>FOR ATTENTION</u>	: <p>Sub-directorate: Human Resources Operations, Head Office</p>
<u>POST 20/22</u>	: <p><u>SENIOR TRAINING OFFICER REF NO: HR4/25/03/03/34 HO</u></p>
<u>SALARY CENTRE</u>	: <p>R397 116 per annum Head Office: Pretoria</p>

<u>REQUIREMENTS</u>	:	Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/ Development/ Training & Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resource Development/ Training and Development Services. Knowledge: Departmental policies and procedures, Batho Pele principles, Skills Development Act, Skills Development Levies Act, Compulsory Induction Programme (CIP) Module 1-5, Directive on Youth Development Programmes, Bursary Administration. Skills: Computer Literacy, Analytical skills, Communication skills, Interpersonal Relations, Innovative, Planning and organizing.
<u>DUTIES</u>	:	Implement bursary program. Facilitate and coordinate Compulsory Induction Programme and orientation program. Implement Human Resource Development programs. Implement the Workplace Skills Plan programs (WSP). Administer and implement of Internship Programme.
<u>ENQUIRIES</u>	:	Mr B Jones Tel No: (012) 309 4974
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ26@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/23</u>	:	<u>SENIOR ADMIN OFFICER: ACCOMODATION/FACILITIES REF NO: HR 4/25/05/47HO</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6) in Facilities or Property Management, Public Administration, Public Management or National Diploma in Safety& Disaster Management. One (1) years' experience in office maintenance, procurement of goods and services and contract management. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Occupational Health and Safety, Government operations with regard to Facilities Management. Skills: Computer literacy with knowledge of Excel, Communication, Report Writing, Problem Solving, Decision Making, Supervisory.
<u>DUTIES</u>	:	Implement building maintenance services plan within the Department of Employment and Labour Head Office. Maintain the register for state owned buildings. Provide support in monitoring deliverables of the appointed service provider in terms of the Service Level Agreements (SLA). Supervise Human Resources/Staff.
<u>ENQUIRIES</u>	:	Ms R Maloka Tel No: (012) 309 4058
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/24</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: HR4/25/06/08HO</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Accounting/Financial Management. Two (2) years' experience in finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Training and Development, Budgeting, General Knowledge of Labour legislation, Delegations of Authority, Transversal financial systems Treasury Regulations. Skills: Computer literacy, Analytical, Communication (Verbal and Written), Interpersonal, Supervisory, Problem solving, Report writing, Financial Management, Computer (Word, Excel, PowerPoint, BAS).
<u>DUTIES</u>	:	Compile a response for a Departmental audit queries internal and external. Update financial Delegations and Procedure Manual for Finance. Monitor all documents captured on BAS, PERSAL and LOGIS timeously. Supervise the procurement of goods and services for the Directorate: Financial Management. Supervise and ensure development of sub-ordinates.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887

<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ28@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/25</u>	:	<u>SENIOR STATE ACCOUNTANT: DEDUCTIONS REF NO: HR 4/25/06/10HO (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management. Two (2) years' functional experience in Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Delegations of Authority, Transversal Financial systems, Performance Management. Skills: Computer skills, Writing, Accounting, Communication and Planning.
<u>DUTIES</u>	:	Administer service benefits. Render services to subsidised transport and insurance on the subsidised cars. Reconciled suspense accounts. Ensure reconciliations for tax, debtors, PERSAL/BAS, Compensation Fund payments and PERSAL Interface Tape are performed monthly. Supervise the resources in the Sub-Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Sibanyoni Tel No: (012) 309 4103
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/26</u>	:	<u>SENIOR STATE ACCOUNTANT FINANCIAL COMPLIANCE REF NO: HR 4/25/06/13HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management/Auditing. Two (2) years' functional experience in oversight 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, 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>	:	Obtain and collate all DEL financial compliance reports and registers. Evaluate and analyse financial compliance reports and registers and provide administration support for inspections and workshops. Ensure and monitor SOE's compliance on corporate governance and perform financial oversight. Evaluate financial statements of industries falling within the Ministerial National Minimum Wages. Manage the effective running of the CFO Online Resource Centre. Supervise the resources in the Sub-Section.
<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-HQ14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/27</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: HR 4/25/06/39HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management. Two (2) years' functional experience in Finance environment. Knowledge: Departmental policies and procedures, Batho Pele Principles, Delegations of Authority, Transversal Financial systems, Performance Management, Financial Regulations,

<u>DUTIES</u>	: Treasury Regulations. Skills: Computer literacy, Analytical, Interpersonal, Supervisory, Problem solving, Report writing.
<u>ENQUIRIES</u>	: Verify and approve all captured transactions on BAS and LOGIS. Request appropriated funds from National Treasury. Clear the PMG interface transactions from BAS. Close the accounting month on BAS. Prepare inputs for inclusion in the IFS and AFS.
<u>APPLICATIONS</u>	: Mr Johnathan Reddy Tel No: (012) 309 4887
<u>FOR ATTENTION</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@labour.gov.za
<u>POST 20/28</u>	: Sub-directorate: Human Resources Operations, Head Office
	<u>PRINCIPAL TRAINING OFFICER: TRAINING AND DEVELOPMENT REF NO: HR 4/25/06/41HO</u>
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Human Resources Management/ Development, Training and Development or Management of Training. One (1) year functional experience in Human Resource Development/ Training and Development Services. Knowledge: National Skills Development Strategy, Public Service Human Resource Development, Public Service Rules and Regulations, Batho Pele Principles, Internal Policies and Procedures, Computer usage (MS-EXCEL, MS-Word, MS-PowerPoint, MS-Outlook, Internet Search engines). Skills: Time management, Time Management and Stress Management Skills, Interpersonal and Persuasive Communication and skills, Presentation and Training Facilitation, Critical Thinking, Judgement and Problem Solving Skills, Technical Skills (Project Management), Networking, Collaboration and Team Building Skills, Planning, Coordination and Report Writing Skills.
<u>DUTIES</u>	: Coordinate the implementation of the departmental Bursary Programs. Coordinate Mandatory Human Resource Development (HRD). Coordinate the implementation of the Workplace Skills Plan (WSP). Assist in the implementation of the programme on recognition of improved qualifications. Implementation, monitor and report on all HRD programmes, including bursaries, internships, training and induction, and other HRD programmes as directed.
<u>ENQUIRIES</u>	: Mr. B Jones Tel No: (012) 309 4974
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ30@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Head Office
<u>POST 20/29</u>	: <u>PRACTITIONER: TRADE CREDITORS REF NO: HR4/4/3/1/SPTC/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	: R325 101 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	: Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	: Three year Tertiary Qualification (NQF level 6) in Accounting Sciences / Financial Management/ Commerce. 1 year functional experience in Trade Creditors / Accounts Payable environment. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment. Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations, Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Skills: Accounting. Communication. Computer literacy. Time Management. Report Writing. Planning and organizing. Analytical. Creative. Interpersonal.
<u>DUTIES</u>	: Coordinate the processing of invoices and payments (LAP, S&T, Board & Committees, DEL expenditure claims and suppliers. Authorise payments as per Delegation of Authority. Follow up on rejected payments. Reconcile the Accounts Payable sub – module against the General Ledger. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	: Ms TC Mkhwanazi Tel No: (012) 337 1483
<u>APPLICATIONS</u>	: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. email:Jobs-UIF15@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 20/30</u>	:	<u>INSPECTOR REF NO: HR 4/4/8/937</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R269 499 per annum</p> <p>Bloemfontein Labour Centre -Free State</p> <p>Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence, No experience required. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.</p>
<u>DUTIES</u>	:	<p>Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary.</p> <p>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.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr M Ndlela Tel No: (051) 505 6200</p> <p>Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300</p> <p>Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.</p> <p>Email: jobs-fs8@labour.gov.za</p>
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 20/31</u>	:	<u>UI CLAIMS OFFICER (X67 POSTS)</u>
<u>SALARY CENTRE</u>	:	<p>R269 499 per annum</p> <p>Dundee Labour Centre Ref No: HR4/4/5/33 (X6 Posts)</p> <p>Estcourt Labour Centre Ref No: HR4/4/5/34 (X5 Posts)</p> <p>Kokstad Labour Centre Ref No: HR4/4/5/35 (X6 Posts)</p> <p>Ladysmith Labour Centre Ref No: HR4/4/5/36 (X5 Posts)</p> <p>Newcastle Labour Centre Ref No: HR4/4/5/37 (X5 Posts)</p> <p>Greytown Satelite Office Ref No: HR4/4/5/38 (X4 Posts)</p> <p>Pinetown Labour Centre Ref No: HR4/4/5/39 (X2 Posts)</p> <p>Port Shepstone Labour Centre Ref No: HR4/4/5/40 (X3 Posts)</p> <p>Richards Bay Labour Centre Ref No: HR4/4/5/41 (X1 Post)</p> <p>Richmond Satelite Office Ref No: HR4/4/5/42 (X6 Posts)</p> <p>Stanger Labour Centre Ref No: HR4/4/5/43 (X4 Posts)</p> <p>Ulundi Labour Centre Ref No: HR4/4/5/44 (X4 Posts)</p> <p>Jozini Satelite Office Ref No: HR4/4/5/45 (X6 Posts)</p> <p>Verulam Labour Centre Ref No: HR4/4/5/46 (X3 Posts)</p> <p>Vryheid Labour Centre Ref No: HR4/4/5/47 (X5 Posts)</p> <p>Pongola Satelite Office Ref No: HR4/4/45/48 (X2 Posts)</p>
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. Experience: 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer Care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	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 times 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.
<u>ENQUIRIES</u>	:	<p>Ms T Khumalo Tel No: (034) 212 2421 Dundee</p> <p>Ms J Fakazi Tel No: (036) 352 7767 Estcourt</p> <p>Mr S Ngqoza Tel No: (039) 727 2140 Kokstad</p> <p>Ms L Radebe Tel No: (036) 638 1900 Ladysmith</p> <p>Mr S Pillay Tel No: (034) 312 3334 Newcastle</p> <p>Mr M September Tel No: (033) 341 5300 Greytown Satelite Office</p> <p>Mr B Gwala Tel No: (031) 701 7740 Pinetown</p> <p>Mr S Biyase Tel No: (039) 682 2406 Port Shepstone</p> <p>Mr I Ximba Tel No: (035) 760 1614 Richards Bay</p>

APPLICATIONS

Mr P Mtolo Tel No: (033) 212 2768 Richmond Satelite Office
Ms S Mkhize Tel No: (032) 551 7300 Stanger
Mr T Nkosi Tel No: (035) 879 8800 Ulundi
Mr T Nkosi Tel No: (035) 879 8800 Jozini Satelite Office
Mr B Zondi Tel No: (032) 541 5600 Verulam
Mr F Dladla Tel No: (034) 980 8916 Vryheid
Mr F Dladla Tel No: (034) 980 8916 Pongola Satelite Office
Deputy Director: **Dundee Labour Centre**, PO Box 445, Dundee 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
Deputy Director: **Estcourt Labour Centre**, P O Box 449, Estcourt 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za
Deputy Director: **Kokstad Labour Centre**, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
Deputy Director: **Ladysmith Labour Centre**, Private Bag X9925, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
Deputy Director: **Newcastle Labour Centre**, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Applications Email to: Jobs-KZN20@Labour.gov.za
Deputy Director: **Pietermaritzburg Labour Centre**, P/Bag X9048, Pietermaritzburg 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN12@Labour.gov.za (For Greytown Satelite Office)
Deputy Director: **Pinetown Labour Centre**, PO Box 1025, Pinetown 3610 Or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za
Deputy Director: **Port Shepstone Labour Centre**, PO Box 379, Port Shepstone 4240 Or hand deliver at 17 Bisset Street, Port Shepstone. For Online Applications Email to: Jobs-KZN23@Labour.gov.za
Deputy Director: **Richards Bay Labour Centre**, P/ Bag X20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za
Deputy Director: **Richmond Labour Centre**, PO Box 852, Richmond 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za
Deputy Director: **Stanger Labour Centre**, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN10@Labour.gov.za
Deputy Director: **Ulundi Labour Centre**, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
Deputy Director: **Ulundi Labour Centre**, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za (For Jozini Satelite Office)
Deputy Director: **Verulam Labour Centre**, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za
Deputy Director: **Vryheid Labour Centre**, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za
Deputy Director: **Vryheid Labour Centre**, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za (For Pongola Satelite Office)

POST 20/32

: **SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X3 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS

: R228 321 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: National Senior Certificate (Grade 12). No experience required. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted

<u>DUTIES</u>	Accounting Principles (GAAP). Relevant Financial Systems (AxOne, BAS, etc). HR Systems (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and organising. Analytical. Creativity. Financial Management
<u>ENQUIRIES</u>	Render the processing of invoices. Update and ensure clearing of accounts, accruals and provisions and record expenses in the correct period. Compile all reconciliation and report / investigate deviations from the norm. Verify all expenses accounts on a monthly basis and report / investigate deviations from the norm.
<u>APPLICATIONS</u>	Mr V Nefale Tel No: (012) 337 1470
	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF16@labour.gov.za
<u>FOR ATTENTION</u>	Sub-directorate: Human Resources Management, UIF