

**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.*

<b><u>CLOSING DATE</u></b>	:	12 December 2025 at 16:00 (walk-in) and 23:59 (online)
<b><u>NOTE</u></b>	:	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 in full as it is on the advert not abbreviations 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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be 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**

<b><u>POST 44/45</u></b>	:	<b><u>PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/7/52</u></b>
<b><u>SALARY</u></b>	:	R1 245 564 - R1 381 647 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga, Emalahleni
<b><u>REQUIREMENTS</u></b>	:	Masters' degree qualification in Psychology. Three (3) years appropriate experience as psychologist after registration with HPCA as a

		counselling/industrial psychologist, statutory body requirements, Registration with HPCSA as a Psychologist. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes, Relevant government strategies.
<b><u>DUTIES</u></b>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the province, ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LL Shawe Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Emalahleni LC, Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: <a href="mailto:Jobs-MP-BS@Labour.gov.za">Jobs-MP-BS@Labour.gov.za</a>
<b><u>POST 44/46</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFS/UF (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Financial Information Systems / Computer Science / Information System / Information Technology at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) must be functional experience and two (2) years' experience at practitioner level in Financial Systems Administration Environment. Knowledge: Treasury Regulations. Accounting Principles. Financial Management Processes and Procedures. Financial Systems development. Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (Verbal and Written). Listening. Analytical. Presentation. Problem Solving. People Management. Innovative and Creative. Report Writing. Time Management. Planning and Organising. Interpretation. Advance Computer literacy.
<b><u>DUTIES</u></b>	:	Co-ordinate and monitor user access and system security and maintain a Call Register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Manage resources (Human, Assets and Budget).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr KS Faro Tel No: (012) 337 1401
	:	email: <a href="mailto:Jobs-UIF1@labour.gov.za">Jobs-UIF1@labour.gov.za</a>
<b><u>POST 44/47</u></b>	:	<b><u>INSPECTOR REF NO: HR4/4/7/53</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Labour Centre: Emalahleni
	:	Three (3) year tertiary qualification in Labour Relations/ B-Tech Degree in Labour Relations / LLB Electrical Engineering / Mechanical Engineering / Environmental Health / Analytical Chemistry /Chemical Engineering / Civil & Construction Engineering. A valid driver's license. Two (2) years functional experience in Inspection and enforcement Services (BCEA)/ OHS. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act. UI Contribution Act, Employment Equity Act, Immigration Act.
<b><u>DUTIES</u></b>	:	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 (UCT).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 and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr E Masemola Tel No: (013) 653 3800/656 1422-8
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Emalahleni LC, Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: <a href="mailto:Jobs-INSP-MAL@LABOUR.gov.za">Jobs-INSP-MAL@LABOUR.gov.za</a>
<b><u>POST 44/48</u></b>	:	<b><u>EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Volksrust Ref No: HR4/4/7/54 (X1 Post)
	:	Labour Centre: Barberton Ref No: HR4/4/7/55 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.
<b><u>DUTIES</u></b>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Ms L Mashigo Tel No: (013) 764 2105/6
	:	Mr N Makgaba Tel No: (013) 712 3066
<b><u>APPLICATIONS</u></b>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volksrust, Email: <a href="mailto:Jobs-MPU-RAIM@LABOUR.gov.za">Jobs-MPU-RAIM@LABOUR.gov.za</a>
	:	Acting Deputy Director Labour Centre Operations: Private Bag X1634 or hand deliver at Eurika Centre, Shop no11, Nourse Street, Barberton, Email: <a href="mailto:Jobs-MPU-ICT@LABOUR.gov.za">Jobs-MPU-ICT@LABOUR.gov.za</a>
<b><u>POST 44/49</u></b>	:	<b><u>PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/56</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Mpumalanga Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification (NQF level six) in Statistics/ Economics/ Public Administration/ Monitoring and Evaluation. One-year functional experience in Data Management/ Monitoring and Evaluation. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology.
<b><u>DUTIES</u></b>	:	Capture Performance information data received from Branches/Units for the compilation of Provincial monthly/quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial reports. Manage the Provincial resource Centre/Library.
<b><u>ENQUIRIES</u></b>	:	Mr LH Moloabi Tel No: (013) 656 8700
<b><u>APPLICATIONS</u></b>	:	Acting Deputy Director: Labour Market Information and Statistics, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni OR Email: <a href="mailto:Jobs-MPU-LMIS@LABOUR.gov.za">Jobs-MPU-LMIS@LABOUR.gov.za</a>
<b><u>POST 44/50</u></b>	:	<b><u>CLIENT SERVICE OFFICER: EMPLOYER SERVICES (X50 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/9/01 (X1 Post)
	:	Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/9/02 (X1 Post)
	:	Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/9/03 (X1 Post)

Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/9/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/9/05 (X1 Post)

Cradock Labour Centre Ref No: HR4/4/9/06 (X1 Post)

Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/9/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/9/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/9/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/9/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/9/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/9/12 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/9/13 (X 1 Post)

Labour Centre: Graaf-Reinet Ref No: HR4/4/9/47 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/9/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/9/15 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/9/16 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR4/4/9/17 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office Ref: HR4/4/9/18 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR4/4/9/19 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR4/4/9/20 (X 1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR4/4/9/21 (X1 Post)

Labour Centre: Kariega but stationed at Humansdorp Satellite Office Ref No: HR4/4/9/22 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR4/4/9/23 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR4/4/9/24 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR4/4/9/25 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR4/4/9/26 (X1 Post)

Labour Centre: Komani Labour Centre Ref No: HR4/4/9/48 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR4/4/9/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR4/4/9/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR4/4/9/29 (X1 Post)

Labour Centre: Makhanda -Ref No: HR4/4/9/30 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR4/4/9/31 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR4/4/9/32 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office – Ref No: HR4/4/9/33 (X1 Post)

Labour Centre: Maletswai Ref: HR4/4/9/49 (X1 Post)

Labour Centre: Mdantsane Ref No: HR4/4/9/34 (X1 Post)

Labour Centre: Mdantsane but stationed at High Way Satellite Office Ref No: HR4/4/9/35 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR4/4/9/36 (X1 Post)

Labour Mthatha: Centre Ref No: HR4/4/9/37 (X1 Post)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/9/38 (X2 Posts)  
 Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/9/39 (X1 Post)  
 Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/9/40 (X1 Post)  
 Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/9/41 (X1 Post)  
 Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/9/42 (X1 Post)  
 Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/9/43 (X1 Post)  
 Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/9/44 (X1 Post)  
 Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/9/45 (X1 Post)  
 Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/9/46 (X1 Post)

## **REQUIREMENTS**

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

## **DUTIES**

: Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

## **ENQUIRIES**

: Ms N Getyeza Tel No: (047) 491 0656  
 Ms L Nongena Tel No: (039) 254 7201  
 Mr T Mgudane Tel No: (046) 645 7700  
 M. N Mkonto Tel No: (048) 881 3010  
 M. S Mshumpela Tel No: (049) 892 2142  
 M. M Njamela Tel No: (043) 702 7500  
 M. W Koba Tel No: (041) 995 7047  
 Ms S Zaula Tel No: (047) 501 5600  
 Ms. N Mtwla Tel No: (039) 253 1996  
 Mr. S Thambo Tel No: (045) 807 5477  
 Ms. N Ntlokwana Tel No: (046) 622 2104  
 Mr Mbande Tel No: (043) 718 8380  
 Mr R Mbali Tel No: (051) 633 2633  
 Ms N Mvanyashe Tel No: (045) 932 1077

## **APPLICATIONS**

: Deputy Director: Labour Centre Operations: Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: [Jobs-ECBTW@labour.gov.za](mailto:Jobs-ECBTW@labour.gov.za)  
 Deputy Director: Labour Centre Operations: Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: [Jobs-ECMTA@labour.gov.za](mailto:Jobs-ECMTA@labour.gov.za)  
 Deputy Director: Labour Centre Operations: Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building, Fort Beaufort, 5720. Email: [Jobs-ECFOB@labour.gov.za](mailto:Jobs-ECFOB@labour.gov.za)  
 Deputy Director: Labour Centre Operations: PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: [Jobs-ECCRD@labour.gov.za](mailto:Jobs-ECCRD@labour.gov.za)  
 Deputy Director: Labour Centre Operations: PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street, Graaf-Reinet, 6280. Email: [Jobs-ECGRN@labour.gov.za](mailto:Jobs-ECGRN@labour.gov.za)  
 Deputy Director: Labour Centre Operations: Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha Email [Jobs-ECUTT@labour.gov.za](mailto:Jobs-ECUTT@labour.gov.za)  
 Deputy Director: Labour Centre Operations: Private Bag X9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building, East London, 5201. Email: [Jobs-ECELN@labour.gov.za](mailto:Jobs-ECELN@labour.gov.za)

Deputy Director: Labour Centre Operations: P.O. Box 562, Kariega, 6230, Hand deliver at 15A Chase Street Kariega 6230. Email: [Jobs-ECUHT@labour.gov.za](mailto:Jobs-ECUHT@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1, Mdantsane, 5219 Email: [Jobs-ECMDS@labour.gov.za](mailto:Jobs-ECMDS@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road, Komani, 5320. Email: [Jobs-ECQTN@labour.gov.za](mailto:Jobs-ECQTN@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box X342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: [Jobs-ECGTN@labour.gov.za](mailto:Jobs-ECGTN@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets, Lusikisiki, 4820. Email: [Jobs-ECLSS@labour.gov.za](mailto:Jobs-ECLSS@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: [Jobs-ECMCR@labour.gov.za](mailto:Jobs-ECMCR@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box X148, Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai, 9750. Email: [Jobs-ECALN@labour.gov.za](mailto:Jobs-ECALN@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 260, Qonce, 5600, Hand deliver at 41 Arthur Street, Qonce, 5600. Email: [Jobs-ECKWT@labour.gov.za](mailto:Jobs-ECKWT@labour.gov.za)

Deputy Director: Labour Centre Operations

**FOR ATTENTION**

**POST 44/51**

**SALARY CENTRE**

**CLIENT SERVICE OFFICER: QAULITY ASSURANCE (X47 POSTS)**

R269 499 per annum

Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/9/01 (X1 Post)

Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/9/02 (X1 Post)

Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/9/03 (X1 Post)

Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 9/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/ 9/05 (X1 Post)

Cradock Labour Centre Ref No: HR4/4/9/06 (X1 Post)

Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/9/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/9/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/9/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/9/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/9/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/9/12 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR4/4/9/13 (X1 Post)

Labour Centre: Graaf-Reinet Ref No: HR 4/4/9/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/9/15 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/9/16 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR4/4/9/17 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR4/4/9/18 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR4/4/9/19 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR4/4/9/20 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/9/21 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/9/22 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/9/23 (X1 Post)

Labour Centre: Komani Ref No: HR 4/4/9/24 (X2 Posts)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/9/25 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/9/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/9/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/9/30 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/9/31 (X1 Post)

Labour Centre: Makhanda Ref No: HR 4/4/9/32 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/9/33 (X1 Post)

Labour Centre: Maletswai Ref No: HR 4/4/9/34 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office –Ref: HR/4/4/9/35 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/9/36 (X1 Post)

Labour Centre: Mdatsane Ref No: HR4/4/9/37 (X2 Posts)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/9/40 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/9/41 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/9/42 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/9/43 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/9/44 (X 1 Post)

Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/9/45 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/9/46 (X1 Post)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/9/47 (X1 Post)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/9/48 (X1 Post)

## **REQUIREMENTS**

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

## **DUTIES**

: Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

## **ENQUIRIES**

: Ms N Getyeza Tel: 047 491 0656  
 Ms L Nongena Tel; 039 254 7201  
 Mr T Mgudane Tel; 046 645 7700  
 Ms N Mkonto Tel; 048 881 3010  
 Mr S Mshumpela Tel; 049 892 2142  
 Mr M Njamela Tel: 043 702 7500  
 Ms W Koba Tel: 041 995 7047  
 Ms S Zaula Tel:047 501 5600  
 Ms N Mtwla Tel; 039 253 1996  
 Mr S Thambo Tel; 045 807 5477

## **APPLICATIONS**

Ms N Ntlokwana Tel; 046 622 2104

Mr Mbande Tel; 043 718 8380

Mr. R Mbali Tel; 051 633 2633

Ms. N Mvanyashe Tel; 045 932 1077

Deputy Director: Labour Centre Operations: Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: [Jobs-ECBTW@labour.gov.za](mailto:Jobs-ECBTW@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, eMaXesibeni, 4735. Email: [Jobs-ECMTA@labour.gov.za](mailto:Jobs-ECMTA@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: [Jobs-ECFOB@labour.gov.za](mailto:Jobs-ECFOB@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: [Jobs-ECCRD@labour.gov.za](mailto:Jobs-ECCRD@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet 6280. Email: [Jobs-ECGRN@labour.gov.za](mailto:Jobs-ECGRN@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag x 9084, East London, 5200, Hand deliver at 10 Cnr. Oxford and Hill Street, IG Building East London 5201. Email: [Jobs-ECELN@labour.gov.za](mailto:Jobs-ECELN@labour.gov.za)

Deputy Director: Labour Centre Operations: P.O. Box 562. Kariega, 6230, Hand deliver at 15A Chase Street Kariega 6230. Email: [Jobs-ECUHT@labour.gov.za](mailto:Jobs-ECUHT@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaule Street NU1 Mdantsane 5219. Email: [Jobs-ECMDS@labour.gov.za](mailto:Jobs-ECMDS@labour.gov.za)

Deputy Director: Labour Centre Operations: Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha. 5100 Email [Jobs-ECUTT@labour.gov.za](mailto:Jobs-ECUTT@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: [Jobs-ECQTN@labour.gov.za](mailto:Jobs-ECQTN@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box X 342 Makhandia, 6140, Hand deliver at 20 High Street Makhandia, 6140. Email: [Jobs-ECGTN@labour.gov.za](mailto:Jobs-ECGTN@labour.gov.za)

Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: [Jobs-ECLSS@labour.gov.za](mailto:Jobs-ECLSS@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: [Jobs-ECMCR@labour.gov.za](mailto:Jobs-ECMCR@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: [Jobs-ECALN@labour.gov.za](mailto:Jobs-ECALN@labour.gov.za)

Deputy Director: Labour Centre Operations: PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: [Jobs-ECKWT@labour.gov.za](mailto:Jobs-ECKWT@labour.gov.za)

Deputy Director: Labour Centre Operations

## **FOR ATTENTION**

## **POST 44/52**

## **SALARY CENTRE REQUIREMENTS**

## **DUTIES**

R269 499 per annum

Labour Centre: Ulundi (KZN)

Three (3) year recognised qualification at NQF 6 in the relevant field, ie. Labour Relations, BCOM Law, LLB. Valid Driver's licence. 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 Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing Skills, Analytical, Verbal and Written communication skills, Employment Equity Act.

Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Executive 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. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr TJ Nkosi Tel No: (035) 879 8800
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi 3838. For Online Application: <a href="mailto:Jobs-KZN3@labour.gov.za">Jobs-KZN3@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 44/53</u></b>	:	<b><u>PROVISIONING CLERK REF NO: HR4/4/7/56</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management Supply Chain Framework, LOGIS system, Preferential, Procurement Policy Framework Act, Departmental policies and procedures Skills: Client, orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms N Mashibini Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni OR Email: <a href="mailto:Jobs-MPU-SCM@LABOUR.gov.za">Jobs-MPU-SCM@LABOUR.gov.za</a>