

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>	:	25 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, full correct Jobtitle and correct Department as per the advert 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. 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 expected to enter into an employment contract and sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 24/02</u>	:	<u>PSYCHOMETRIST/ REGISTERED COUNSELLOR (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R712 599 - R789 489 per annum, (OSD) Grade 2: R811 662 - R899 085 per annum, (OSD) Grade 3: R916 437 - R1 014 705 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: De Aar Ref No: HR4/4/08/118 (X1 Post) Labour Centre: Calvinia Ref No: HR4/4/8/119 (X1 Post)
<u>REQUIREMENTS</u>	:	B-Psych degree at (NQF7)/ Honours degree in Psychology/ Industrial Psychology at (NQF8). Minimum experience required for appointment of this post: Grade 1: 0 years' experience, Grade 2: 8 years' experience, Grade 3: 16 years' experience. Knowledge: International Labour Organization

		Conventions, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA, POPI Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide technical support to labour Centres for the delivery of Employment Counselling services. Facilitate the referral of work-seekers to relevant Employment Services and Active Labour Market Interventions. Co-ordinate the dissemination of Career and Labour Market information to Labour Centres. Establish and maintain relationships between Employment Counsellors and relevant organizations. Co-ordinate the administration of Psychometric Assessment, Supervise Administrative Personnel.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 838 1632
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley applications: Deputy Director: Labour Centre Operations: Kimberley. Email: Jobs-NCDEAR@labour.gov.za email: Jobs-NCCAL@labour.gov.za
<u>POST 24/03</u>	:	<u>UIF CLIENT SERVICE OFFICER (X22 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/501 (X3 Posts)
	:	Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/502 (X6 Posts)
	:	Labour Centre: Swellendam Satellite (Western Cape) Ref No: HR4/4/10/503 (X3 Posts)
	:	Labour Centre: Ceres Satellite (Western Cape) Ref No: HR4/4/10/504 (X1 Post)
	:	Labour Centre: De Doorns Satellite (Western Cape) Ref No: HR4/4/10/505 (X2 Posts)
	:	Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/506 (X7 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret the UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (Operational Systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
	:	WCJobs-PRL@labour.gov.za – Paarl Labour Centre
	:	WCJobs-SW@labour.gov.za – Somerset West Labour Centre
	:	WCJobs-SD@labour.gov.za – Swellendam Satellite Labour Centre
	:	WCJobs-CS@labour.gov.za – Ceres Satellite Labour Centre
	:	WCJobs-DD@labour.gov.za – De Doorns Satellite Labour Centre
	:	WCJobs-WS@labour.gov.za – Worcester
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 24/04</u>	:	<u>CLIENT SERVICE OFFICER: QUALITY ASSURER (X13 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/507 (X2 Posts)
	:	Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/508 (X3 Posts)
	:	Labour Centre: Swellendam Satellite (Western Cape) Ref No: HR4/4/10/509 (1X post)
	:	Labour Centre: Ceres Satellite (Western Cape) Ref No: HR4/4/10/510 (X2 Posts)
	:	Labour Centre: De Doorns Satellite (Western Cape) Ref No: HR4/4/10/511 (X2 Posts)
	:	Labour Centre: Goodwood Satellite (Western Cape) Ref No: HR4/4/10/512 (X1 Post)
	:	Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/513 (X2 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Departmental

		Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret the UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (Operational Systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-PRL@labour.gov.za – Paarl Labour Centre WCJobs-SW@labour.gov.za – Somerset West Labour Centre WCJobs-SD@labour.gov.za – Swellendam Satellite Labour Centre WCJobs-CS@labour.gov.za – Ceres Satellite Labour Centre WCJobs-DD@labour.gov.za – De Doorns Satellite Labour Centre WCJobs-GW@labour.gov.za – Goodwood Satellite Labour Centre WCJobs-WS@labour.gov.za – Worcester Labour Centre Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 24/05</u>	:	<u>UI CLAIMS OFFICER: PAY MASTER (X10 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/514 (X1 Post) Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/515 (X3 Posts) Labour Centre: Ceres Satellite (Western Cape) Ref No: HR4/4/10/516 (X2 Posts) Labour Centre: De Doorns Satellite (Western Cape) Ref No: HR4/4/10/517 (X2 Posts) Labour Centre: Goodwood Satellite (Western Cape) Ref No: HR4/4/10/518 (X1 Post) Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/519 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Departmental Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret the UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (Operational Systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-PRL@labour.gov.za – Paarl Labour Centre WCJobs-SW@labour.gov.za – Somerset West Labour Centre WCJobs-SD@labour.gov.za – Swellendam Satellite Labour Centre WCJobs-CS@labour.gov.za – Ceres Satellite Labour Centre WCJobs-DD@labour.gov.za – De Doorns Satellite Labour Centre WCJobs-GW@labour.gov.za – Goodwood Satellite Labour Centre WCJobs-WS@labour.gov.za – Worcester Labour Centre Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 24/06</u>	:	<u>UI CLAIMS OFFICER: EMPLOYER SERVICES (X8 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Swellendam Satellite (Western Cape) Ref No: HR4/4/10/520 (X2 Posts) Labour Centre: Ceres Satellite (Western Cape) Ref No: HR4/4/10/521 (X2 Posts) Labour Centre: De Doorns Satellite (Western Cape) Ref No: HR4/4/10/522 (X2 Posts) Labour Centre: Goodwood Satellite (Western Cape) Ref No: HR4/4/10/523 (X1 Post) Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/524 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Departmental

		Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret the UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (Operational Systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-SD@labour.gov.za – Swellendam Satellite Labour Centre WCJobs-CS@labour.gov.za – Ceres Satellite Labour Centre WCJobs-DD@labour.gov.za – De Doorns Satellite Labour Centre WCJobs-GW@labour.gov.za – Goodwood Satellite Labour Centre WCJobs-WS@labour.gov.za – Worcester Labour Centre Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 24/07</u>	:	<u>UI CLAIMS OFFICER: ASSESSMENTS (X9 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/525 (X2 Posts) Labour Centre: Swellendam Satellite (Western Cape) Ref No: HR4/4/10/526 (X1 Post) Labour Centre: Ceres Satellite (Western Cape) Ref No: HR4/4/10/527 (X2 Posts) Labour Centre: De Doorns Satellite (Western Cape) Ref No: HR4/4/10/528 (X2 Posts) Labour Centre: Goodwood Satellite (Western Cape) Ref No: HR4/4/10/529 (X1 Post) Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/530 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Departmental Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret the UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (Operational Systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	WCJobs-SW@labour.gov.za – Somerset West Labour Centre WCJobs-SD@labour.gov.za – Swellendam Satellite Labour Centre WCJobs-CS@labour.gov.za – Ceres Satellite Labour Centre WCJobs-DD@labour.gov.za – De Doorns Satellite Labour Centre WCJobs-GW@labour.gov.za – Goodwood Satellite Labour Centre WCJobs-WS@labour.gov.za – Worcester Labour Centre Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 24/08</u>	:	<u>BCEA INSPECTOR (X4 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	East London Labour Centre Ref No: HR4/4/5/03 (X2 Posts) Gqeberha Labour Centre Ref No: HR4/4/5/04 (X2 Posts)
<u>REQUIREMENTS</u>	:	Three years (3) tertiary qualification at NQF6 in Labour relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including preparing for appearing in Court as the State witness. Plan

and conduct allocated pro- active (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 legislations independently analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES

: Mr M Njamela Tel No: (043) 702 7500 – East London

Mr MP Ngqolowa Tel No: (041) 506 5000 – Gqeberha

APPLICATIONS

: Deputy Director: Labour Centre Operations: Private Bag X9084, East London, 5201 or hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Str, East London, 5201; or Direct your applications to Jobs-EC8@LABOUR.gov.za

Deputy Director: Labour Centre: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Centre 116 -134 Govan Mbeki Avenue, Port Elizabeth, 6000 or Direct your applications to Jobs-EC8@LABOUR.gov.za