

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE: 01 November 2021

NOTE: 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 application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, 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. Failure to do so, your application will be disqualified.

POST/: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/488

SALARY: R 869 007 per annum (All inclusive)

CENTER: Ficksburg Labour Centre:

REQUIREMENTS: Three-year relevant tertiary qualification in Business/Public Administration/ Public/Business Management/Operations Management/Project Management. Two (2) year management experience. Three (3) years functional experience in business/ organisational operations/ services. Knowledge: Public Service Regulations Act, Treasury regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles. Skills: Management, Computer, Presentation skills, Communication (Both verbal & written), Interpersonal, Conflict Management, Leadership, Project management.

DUTIES: Manage the service delivery objectives as per mandate of the Department of Labour (Daily). Represent The Department in Key stakeholder forum including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resource of the Labour Centre (Daily). Manage and ensure compliance with ALL HRM policy directives and legislation Including the Public Service Act and Regulations.

ENQUIRIES: Ms. E Maneli Tel (051) 505 6203

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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

Email: Jobs-FS4@labour.gov.za

POST/: ASSISTANT DIRECTOR: EMPLOYMENT SYSTEM SUPPORT REF NO: HR4/21/09/61HO

SALARY: R470 040 per annum

CENTER: Head Office, Pretoria

REQUIREMENTS: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/Business Administration/ Public Management/ Business Management/ Information Technology. A valid driver's licence. Four (4) years experience of which two (2) years Supervisory level (Senior Admin Officer/ Practitioner and two (2) years functional experience in management services/ operations. Knowledge: ILO Conversations, Financial Management, Human Resource Management, Public Service Act, Public Finance Management Act, Social Plan Guidelines, Business Process Improvement, Development of standard operating procedure, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Skills Development Act. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Project Management, Interpersonal, Leadership.

DUTIES:Facilitate the implementation of ESSA system and processes for ES IT enablement. Facilitate and coordinate the procedural registrations, matching and reporting. Provide advice on service delivery gap analysis and facilitate responsive competency training. Facilitate and provide support for provincial implementation of business rules in registrations, matching and progress reporting. Manage all resources in the division.

ENQUIRIES: Ms Sonia Hornsby Tel: 012 309 4798

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

EMAIL: Jobs-HQ7@labour.gov.za

POST /: ASSISTANT DIRECTOR FACTORY PRODUCTION (WOOD OR TEXTILE) REF NO HR 4/21/08/10

SALARY: R 470 040.00 per annum

CENTRE: SEE, Epping (Cape Town)

REQUIREMENTS: Qualification in one of the following: Occupational Certificate: Carpenter/ Furniture Upholstery (NQF Level 04) /Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood or textile and three years' supervisory experience. Valid driver's licence will be an added advantage Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision/management, Disability Act and policies, Occupational Health an Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.

DUTIES:Manage and monitor production within the factory. Manage the operational functions of the factory, Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory

ENQUIRIES: Ms A Pretorius Tel: 012 843 7425

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

EMAIL: Jobs-SEE@labour.gov.za

POST /: ASSISTANT DIRECTOR FACTORY PRODUCTION (WOOD, STEEL OR TEXTILE) REF NO HR 4/21/08/11

SALARY: R 470 040.00 per annum

CENTRE: SEE, Seshogo (Polokwane)

REQUIREMENTS: Qualification in one of the following: Occupational Certificate: Carpenter/ Furniture Upholstery (NQF Level 04) / Occupational Certificate: Welder (NQF Level 04) / Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood, Steel or textile and three years' supervisory experience. Valid driver's licence will be an added advantage Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision /management, Disability Act and policies, Occupational Health and Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.

DUTIES:Manage and monitor production within the factory. Manage the operational functions of the factory, Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.

ENQUIRIES: Ms A Pretorius Tel: 012 843 7425

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

EMAIL: Jobs-SEE@labour.gov.za

POST/: PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO HR 4/4/5/12

SALARY: R 470 040.00 per annum

CENTER: Rustenburg Labour Centre, North West

REQUIREMENTS: Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL 7) in Environmental Health / Occupational Health / Hygiene / Analytical Chemistry / Chemical Engineering. Valid driver's license. Four (4) years functional experience in Health and Hygiene Inspection / Services. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.

DUTIES: Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Mr UT Qambata, Tel: (018) 387 8195.

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

E-MAIL: Jobs-NW@labour.gov.za

POST/: PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/490

SALARY: R 470 040.00 per annum

CENTER: Provincial Office: Free State:

REQUIREMENTS: Three (3) year National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL 7) in Electrical Engineering. Four (4) years functional experience in Electrical Engineering services. Valid driver licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards, OHS Management System. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Innovative, Analytical Communication (Verbal and written), Research, Project Management.

DUTIES: Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of 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.

ENQUIRIES: Mr. M Luxande Tel: (051) 505 6325

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Email: Jobs-FS2@labour.gov.za

POST/: SENIOR ADMINISTRATION OFFICER (CLAIMS PROCESSOR) REF NO: HR 4/4/6/71

SALARY: R316 791 per annum

CENTER: Labour Centre Modimolle

REQUIREMENTS Three-year qualification in Public Management / Administration / Social science / OHS / Finance / HRM with two years functional experience in a claims processing environment of compensation or medical claims. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Management functions and management skills, Compensation fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles), Required Information Technology knowledge, Information Technology Operating systems, Risk awareness, Compensation for Occupational Injuries and Disease Act, Regulations and Policies, COIDA tariffs, Compensation Fund Service SKILLS: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT operations Systems, Data Capturing, Data and records management, Telephone skills and Etiquette.

DUTIES: Administer claims registration process. Adjudicate registered customer claims. Prepare for payment of claims. Quality Assurance for medical / accounts payments. Serve as a Team leader / Supervisor.

ENQUIRIES: Ms TE Maluleke Tel 015 290 1768

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

Email: Job-MOD@labour.gov.za

POSTS /: SUPERVISOR: COID CLIENT SERVICES X 2 POSTS

SALARY: R 316 791.00 per annum

CENTRE: Rustenburg Labour Centre- Reference No: HR 4/4/10/13

Klerksdorp Labour Centre- Reference No: HR 4/4/10/14

REQUIREMENTS: Three (3) year tertiary qualification in Customer Services/ Management/ Customer Relations/ Contact Centre Management/ Office Administration Management/ Communication/ Marketing. Two year's functional experience in Customer care/ client services environment. Knowledge: Public Service Regulation, All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic interpersonal skills, Listening skills, Communication skills, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES: Monitor and oversee the help desk as the first point of the entry within the COID Service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries Management of resources. Attend all queries regarding legislation and follow up on pending queries.

ENQUIRIES: Mr UT Qambata Tel: (018) 387 8195.

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

EMAIL: Jobs-NW@labour.gov.za

POST/: SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/10/15

SALARY: R 316 791.00 per annum.

CENTRE: Rustenburg Labour Centre

REQUIREMENTS: Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in Pension Administration/ Claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and Business functions, Compensation Fund Value Chain and Business Processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organising, Problem solving and decision making.

DUTIES: Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES: Mr UT Qambata Tel: (018) 387 8195

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

EMAIL: Jobs-NW@labour.gov.za

POST/: PRACTITIONER: COLLECTIVE BARGAINING REF NO: HR 4/21/09/18HO

SALARY: R 257 508.00 per annum

CENTRE: Head Office, Pretoria

REQUIREMENTS: Three-year tertiary qualification in Labour Relations/Human Resources Management/ Law. One (1) year functional experience in Labour Relations/ Collective Bargaining. Knowledge: Trade unions, employer's organisations and bargaining councils work, Labour Market Policies and trends, Departmental Policies and procedures, Public Service Regulations and Financial Management, Labour Relations, Batho Pele. Skills: Computer literacy, Communication (verbal and written), Interpersonal Relations, Conflict Management, Analytical, Problem Solving, Client orientation and customer focus.

DUTIES: Analyse, and process the recommendation of registration of labour organisations applications. Analyse for compliance of labour organisations in terms of legal requirements. Provision of logistical support to the extensions of collective agreements to non parties.

ENQUIRIES: MM Ngwetjana Tel: (012) 309 4112

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

EMAIL: Jobs-HQ6@labour.gov.za

POST/: COID EMPLOYER AUDITOR REF NO: HR HR 4/4/7/33

SALARY: R 257 508.00 per annum

CENTRE: Provincial Office: Mpumalanga

REQUIREMENTS: Three-year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM LAW/ BCOM in Commerce. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational Injuries and Diseases Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning

and organising, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative
DUTIES: Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance

ENQUIRIES: Mr SE Mashinini Tel: (013) 655 8700

APPLICATIONS: The Specialist: Employer Audit Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

POST/: CLAIMS ASSESSOR REF NO: HR 4/4/10/16

SALARY: R257 508.00 per annum

CENTER: Klerksdorp Labour Centre

REQUIREMENTS: Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. One (1) year functional experience in Compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant fund policies, procedures and processes, Customer Services (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.
DUTIES: Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments, Render administrative duties. Serve as a team leader/ supervisor.

ENQUIRIES: Mr UT Qambata Tel: (018) 387 8195.

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

EMAIL: Jobs-NW@labour.gov.za

POST/: UI CLAIMS OFFICER SR 6 REF NO: HR 4/4/5/17

SALARY: R208 584.00 per annum

CENTER: Rustenburg Labour Centre

REQUIREMENTS: Grade 12/ Senior certificate with Accounting or Mathematics as a passed major subject. Zero (0) to Six (6) months' work experience required. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication (verbal and written), Listening, Computer literacy, Customer relations, Decision making.

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

ENQUIRIES: Mr UT Qambata Tel: (018) 387 8195.

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

EMAIL: Jobs-NW@labour.gov.za

POST/: CLIENT SERVICE OFFICE REF NO: HR 4/4/8/492

SALARY: R 208 584.00 per annum

CENTER: Ficksburg Labour Centre:

REQUIREMENTS: Grade 12. No experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing, Listening, Telephone etiquette, Basic interpersonal.

DUTIES: Render and verify documents for registration, Register the claims on the Operational System. Assist with employer services at the kiosk. online system and service centres. Handle all services related queries and complaints.

ENQUIRIES: Ms M Lelope Tel: (053) 574 0932

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Email: Jobs-FS5@labour.gov.za

POST/: SENIOR ADMIN CLERK (CLAIMS PROCESSOR) X 4 POSTS REF NO: HR 4/4/8/483

SALARY: R 208 584.00 per annum

CENTER: Provincial Office: Free State

REQUIREMENTS: Grade 12 certificate / three-year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 1-2 years experience on compensation and medical claims processing. Knowledge: Dol and Compensation Fund objectives and business functions, Directorate or sib directorate goals and performance requirements, Compensation Fund policies, procedures and processes, Human anatomy/ Biology, Medical terminology, Stakeholders and customer (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operation Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES: Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing, render administration duties.

ENQUIRIES: Mr S Zakwe Tel: (051) 505 6318

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Email: Jobs-FS2@labour.gov.za

POST/: UNEMPLOYMENT INSURANCE CLAIMS OFFICER REF NO: HR 4/4/6/67

SALARY: R208 584 per annum

CENTER: Provincial Office Limpopo

REQUIREMENTS: Grade twelve/Senior Certificate. 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.

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

ENQUIRIES: Ms TE Maluleke Tel: 015 290 1768

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

Email: Jobs-LP@labour.gov.za

POST/: CLIENT SERVICE OFFICER REF NO: HR 4/4/6/68

SALARY: R208 584.00 per annum

CENTRE: Labour Centre Mokopane

REQUIREMENTS: Matriculation/ Grade Twelve (12). Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation and Problem solving.

DUTIES: Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all Clients who visit Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Resolve all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and employer registration forms for COIDA.

ENQUIRIES: Ms JM Fope Tel: 015 290 1699

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

Email: Job-MKP@labour.gov.za

POST/: ADMINISTRATION CLERK: PES REF NO: HR 4/4/8/495

SALARY: R 173 703.00 per annum

CENTER: Welkom Labour Centre:

REQUIREMENTS: Grade 12/ Matriculation Senior Certificate. Zero experience. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Analytical, Innovative.

DUTIES: Liaise with stakeholder's relations for acquisition of placement opportunities' (Daily), Avail information for coordination of International Cross-Border Labour Migration functions (Daily), Support coordination of the registration and certification of Private Employment Agencies (Daily), Coordinate lager (Provincial) opportunities. form key stakeholders (Weekly).

ENQUIRIES: Ms M Mamburu Tel: (057) 391 0216

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: Jobs-FS1@labour.gov.za

POST/: ADMINISTRATION CLERK: MSS REF NO: HR 4/4/8/489

SALARY: R 173703 per annum

CENTER: Petrusburg Labour

REQUIREMENTS: Matriculation/Grade12/Senior Certificate No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Regulations, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem Solving, Computer literacy, Analytical, Planning and organising.

DUTIES: To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES: Mr D Namane Tel: (053) 574 0932

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: Jobs-FS3@labour.gov.za

POST /: SENIOR ADMINISTRATIVE CLERK: STORES REF NO HR 4/21/07/01

SALARY: R173 703.00 per annum

CENTRE: SEE, East London

REQUIREMENTS: Matric /Grade twelve and 0 – 6 Months experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier. Skills: Computer literacy, Communication, Planning and organizing, Problem solving, Time management

DUTIES: To maintain the warehouse. Preparation of stores for stock take. Provide support with the administration functions of the factory.

ENQUIRIES: Ms A Pretorius Tel: 012 843 7425

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
EMAIL: Jobs-SEE@labour.gov.za

POST/: ADMINISTRATION CLERK: PUBLIC EMPLOYMENT SERVICES REF NO: HR HR 4/4/7/32

SALARY: R 173 703.00 per annum

CENTRE: Provincial Office: Mpumalanga

REQUIREMENTS: Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative

DUTIES: Liaise with stakeholder relations for acquisition of placement opportunities (Daily). Avail information for coordination of International Cross-Border Labour Migration functions (Daily). Support coordination of the registration and certification of Private Employment Agencies (Daily). Coordinate large (Provincial) opportunities from key stakeholders (Weekly).

ENQUIRIES: Mr EA Masemola Tel: (013) 655 8700

APPLICATIONS: The Deputy Director: Public Employment Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

POST/: SENIOR ADMIN CLERK (COID) REF NO: HR 4/4/6/72

SALARY: R173 703 per annum

CENTER: Provincial Office, Limpopo

REQUIREMENTS: Senior certificate (Grade twelve) Knowledge: Department of Labour and Compensation Fund objectives and business functions, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, COIDA Act, regulations and policies, Good command of the English language (written and verbal). Skills: Required technical proficiency, Business writing skills, Required IT skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Supervisory.

DUTIES: Liaise with province and Labour centres in respect of the provision of required information. Manage correspondence and documentation. Render effective administrative support services.

ENQUIRIES: Ms Maluleke TE Tel 015 290 1768

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

Email: Jobs-LP@labour.gov.za

POST/: ADMINISTRATIVE CLERK: MSS X 2 POSTS

SALARY: R173 703 per annum

CENTER: Labour Centre Polokwane- Ref No: HR 4/4/6/69(X1 post)

Labour Centre Tzaneen- Ref No: HR 4/4/6/70(X1 post)

REQUIREMENTS: Matriculation/Grade twelve/Senior Certificate Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations SKILLS: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing

DUTIES: To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management, Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

ENQUIRIES: Ms Fope JM Tel 015 290 1699

Ms TE Maluleke Tel 015 290 1768

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

Email: Job-PLK@labour.gov.za

POST/: PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/6/73

SALARY: R173 703 per annum

CENTER: Provincial Office Limpopo

REQUIREMENTS: Matriculation/Grade twelve with passed Commercial subjects (Business Management, Economics and Accounting) or equivalent certificate. 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.

DUTIES: 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 efficiency in the Province. Render assets management support to comply with Departmental policies.

ENQUIRIES: Ms TE Maluleke Tel 015 290 1768

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

Email: Jobs-LP@labour.gov.za

POST/: ADMINISTRATIVE CLERK REF NO: HR 4/21/09/17HO

SALARY: R173 703 per annum

CENTER: Head Office, Pretoria

REQUIREMENTS: Grade 12/ Senior Certificate. No functional experience. Knowledge: Trade unions, employers' organisations and particularly bargaining councils work, Basic Labour Market Policies and trends, Apply technical and legal knowledge, Basic Departmental Policies and procedures, Labour Relations Act, Basic Conditions of Employment Act. Skills: Interpersonal relations, Administration, Computer literacy, Communication, Problem solving.

DUTIES: Register applications of Labour Organisations on the system. Remove non genuine and non-compliant Labour Organisations on the system. Capture and update Labour Organisation information on the system. Report on impact of collective agreements on SMME's and update collective to non-parties. Render effective and records management.

ENQUIRIES: RF Sekgalabye Tel: (012) 309 4117

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

EMAIL: Jobs-HQ4@labour.gov.za

POST/: ADMINISTRATIVE CLERK: PES SR 5 REF NO: HR 4/4/10/18

SALARY: R 173 703.00 per annum

CENTER: Mmabatho Provincial Office

REQUIREMENTS: Grade 12/ Matriculation Senior Certificate. No working experience required. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

DUTIES: Liaise with stakeholder relations for acquisition of placement opportunities (Daily), Avail information for coordination of International Cross-Border Labour Migration functions (Daily), Support coordination of the registration and certification of Private Employment Agencies (Daily), Coordinate large (Provincial) opportunities from key stakeholders (Weekly).

ENQUIRIES: Mr UT Qambata Tel: (018) 387 8195

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

EMAIL: Jobs-NW@labour.gov.za

POST/: OFFICE AID REF NO: HR4/4/10/19

SALARY: R 122 595.00 per annum

CENTER: Rustenburg Labour Centre

REQUIREMENTS: Standard 8/ Grade 10. No work experience required. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening skills.

DUTIES: Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES: Mr UT Qambata Tel: (018) 387 8195

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

EMAIL: Jobs-NW@labour.gov.za