

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>	:	12 September 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 31/01</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO HR4/25/09/01HO</u> Re-advert, applicants who previously applied must re-apply.
<u>SALARY CENTRE</u>	:	R468 459 per annum Head Office, Pretoria

<u>REQUIREMENTS</u>	:	An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology/Human Resource Management. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.
<u>DUTIES</u>	:	Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and Facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Nkhabelane Tel No: (012) 309 4747
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 31/02</u>	:	<u>COID EMPLOYER AUDITOR REF NO: HR4/4/5/76</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Provincial Office: KZN
	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and regulations, Public Service Regulation, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employer Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/Project Planning & Management, Facilitation, Accountability, Analytical thinking, Attention to detail, Brand and Customer Oriented Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance, Team orientation.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs P Shandu Tel No: (031) 366 2095
	:	Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 31/03</u>	:	<u>UI CLIENT SERVICE OFFICER (X107 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Phuthaditjhaba Labour Centre: Ref No: HR 4/4/8/944 (X8 Posts)
	:	Labour Centre: Petrusburg: Ref No: HR 4/4/8/945 (X6 Posts)
	:	Labour Centre: Kroonstad: Ref No: HR 4/4/8/946 (X8 Posts)
	:	Labour Centre: Ficksburg: Ref No: Ref No: HR 4/4/8/947 (X7 Posts)
	:	Labour Centre: Botshabelo: Ref No: HR 4/4/8/948 (X5 Posts)
	:	Thaba Nchu Satellite: Ref No: HR 4/4/8/949 (X8 Posts)
	:	Labour Centre: Zastron: Ref No: HR 4/4/8/950 (X6 Posts)

	Labour Centre: Harrismith: Ref No: HR 4/4/8/951 (X10 Posts)
	Labour Centre: Sasolburg: Ref No: HR 4/4/8/952 (X6 Posts)
	Labour Centre: Parys Satellite: Ref No: HR 4/4/8/953 (X8 Posts)
	Labour Centre: Virginia Satellite: Ref No: HR 4/4/8/954 (X5 Posts)
	Labour Centre: Bethlehem: Ref No: HR/4/4/8/955 (X4 Posts)
	Labour Centre: Reitz: Ref No: HR 4/4/8/956 (X12 Posts)
	Provincial Office, Free State: Ref No: HR 4/4/8/957 (X14 Posts)
<u>REQUIREMENTS</u>	: Grade 12\ Senior Certificate; Zero experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).
<u>DUTIES</u>	: Provide screening service. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Mr MJ Ngono Tel No: (051) 933 2299 (Botshabelo and Thaba Nchu Satellite) Mr T Moholi Tel No: (051) 303 5293 (Bethlehem and Virginia Satellite) Ms Lelope Tel No: (051) 970 3200 (Sasolburg and Parys Satellite) Mr A Kutuka Tel No: (058) 713 0373 (Phuthaditjhaba and Ficksburg) Mr D Namane Tel No: (053) 574 0932 (Petrusburg) Mr S Malope Tel No: (056) 215 1812 (Kroonstad) Mr C Van Niekerk Tel No: (051) 673 1471 (Zastron) Ms T Mvelase Tel No: (058) 623 2977 (Harrismith) Mr E Qhalane Tel No: (057) 391 0200 (Virginia) Ms N Zama Tel No: (051) 505 6276 (Provincial Office)
<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-fs11@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Free State
<u>POST 31/04</u>	: <u>CLIENT SERVICE OFFICERS: UIF (X58 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum
	: Chatsworth Satellite Office Ref No: HR4/4/5/61 (X5 Posts)
	: Dundee Labour Centre Ref No: HR4/4/5/60 (X6 Posts)
	: Estcourt Labour Centre Ref No: HR4/4/5/62 (X2 Posts)
	: Kokstad Labour Centre Ref No: HR4/4/5/63 (X7 Posts)
	: Ladysmith Labour Centre Ref No: HR4/4/5/64 (X4 Posts)
	: Newcastle Labour Centre Ref No: HR4/4/5/65 (X4 Posts)
	: Pinetown Labour Centre Ref No: HR4/4/5/67 (X6 Posts)
	: Prospecton Labour Centre Ref No: HR4/4/5/78 (X2 Posts)
	: Richmond Labour Centre Ref No: HR4/4/5/68 (X1 Post)
	: Stanger Labour Centre Ref No: HR4/4/5/69 (X1 Post)
	: Ulundi Labour Centre Ref No: HR4/4/5/70 (X1 Post)
	: Jozini Satellite Office Ref No: HR4/4/5/71 (X6 Posts)
	: Verulam Labour Centre Ref No: HR4/4/5/72 (X4 Posts)
	: Phoenix Satellite Office Ref No: HR4/4/5/73 (X4 Posts)
	: Vryheid Labour Centre Ref No: HR4/4/5/74 (X5 Posts)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Computer literacy, Listening, Interpretation (ability to interpret 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 contribution forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)

Mr S Pillay Tel No: (036) 638 1900 (Newcastle)
 Mr B Gwala Tel No: ((031) 701 7740 (Pinetown)
 Mr K Naidoo Tel No: (031) 065 0100 (Prospecton)
 Mr K Naidoo Tel No: (031) 065 0100 (Chatsworth Satellite)
 Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
 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)
 Mr B Zondi Tel No: (032) 541 5600 (Verulam & Phoenix)
 Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)

APPLICATIONS

: **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-KZN18@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, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN20@Labour.gov.za
Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN17@Labour.gov.za
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN17@Labour.gov.za (For Chatsworth Satellite)
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 Satellite)
Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN25@Labour.gov.za
Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN25@Labour.gov.za (For Phoenix Satellite)
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za

POST 31/05

: **SECRETARY REF NO: GP/2025/08/91226201**

SALARY **CENTRE** **REQUIREMENTS**

: R228 321 per annum
 : Head Office, Pretoria
 : Matric/Grade 12/National Senior Certificate. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

<u>DUTIES</u>	:	Provide a receptionist support to the Office of the DDG: Corporate Services including dairy management for the DDG: Corporate Services. Render a Secretariat Service for the Office of the DDG. Assist in Monitoring and maintaining the budget including the supply chain for the Office of the DDG. Facilitate and coordinate all logistical and resource requirements of the Office of the DDG. Provide Management Information and records management services in the Office of the DDG. Track and monitor projects tasks within the Office of the DDG.
<u>ENQUIRIES</u>	:	Ms BB Matebesi Tel No: (012) 309 4865 Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 0860101018
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. ESSA LINK: https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html

GRADUATE INTERNSHIP PROGRAMMES FOR THE FINANCIAL YEAR 2025 TO 2027
The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Graduate Internship programme for the financial year 2025 to 2027. The Graduate Internship Programmes are meant to provide work exposure to graduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Graduate Internship Programmes previously.

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications online to: Jobs-CF27@labour.gov.za
<u>CLOSING DATE</u>	:	12 September 2025 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	The Department of Employment and Labour (Compensation Fund) invites South African unemployed graduates to apply for the 2025 to 2027 internship programme. The internship is meant to provide work exposure to graduates related to their qualifications for a period of twenty-four (24) months from the date of appointment. Applicants must be unemployed and never participated in any internship programme previously. Application quoting the relevant reference number must be submitted through the addresses depicted above or use the correct email address associated with the post. Applicants are not required to submit copies of qualifications and other relevant documents on applications. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is require, 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. 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. Affidavit confirming that you have not participated in a similar programme before will be required during the invitation to an interview stage. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications; it must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). 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. Applicants who do not comply with the obove-mentioned requirements and instructions will no be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the

interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POSTS

POST 31/06 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: TARIFFS: INTERNSHIP REF NO: HR 5/1/2/3/74 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Facilitate receipt of new registration forms. Facilitate sub-class investigations on existing files to ensure correctness of tariffs. Facilitate the applications for sub-class or nature of business change on existing files from employers. Facilitate separation or combination of existing files.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/07 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: INDEX: INTERNSHIP REF NO: HR 5/1/2/3/75 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Facilitate employer registration process. Conduct the process of updating the master data. Attend and monitor the capturing of employer banking details. Attend and monitor the capturing of employer banking details. Conduct quality assurance on captured data.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/08 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: QUALITY ASSURANCE: INTERNSHIP REF NO: HR 5/1/2/3/76 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Conduct quality assurance on finalised employer registration. Conduct quality assurance on data captured by employer registration team. Conduct quality assurance on sub-class and nature of business changes done by Tariffs Section.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/09 : **EMPLOYER ASSESSMENT (LARGE ACCOUNT): INTERNSHIP REF NO: HR 5/1/2/3/77 (X15 POSTS)**
 Branch: Employer Services

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Financial Accounting/ Internal Audit/ Financial Management.
DUTIES : Assist in the assessment and verification of employer-submitted earnings declarations for COIDA compliance. Support the review and revision of employer assessments to ensure accuracy and alignment with legislative requirements. Participate in the verification of employer records and supporting documentation for audit readiness. Contribute to the digitization and maintenance of assessment records and workflows. Assist with administrative

		tasks and internal reporting related to employer compliance and performance tracking.
<u>ENQUIRIES</u>	:	Mr V Maluleke at 060 989 8294
<u>POST 31/10</u>	:	<u>EMPLOYER COMPLIANCE: INTERNSHIP REF NO: HR 5/1/2/3/78 (X14 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Accounting/ Financial Accounting/ Taxation/ Cost and Management Accounting/ Auditing.
<u>DUTIES</u>	:	Assist in preparing and organizing documentation to support compliance audits and related activities. Help gather and maintain employer information, including statutory data, to support profiling and compliance tracking. Review submitted documents for completeness and accuracy, and support internal verification processes. Liaise with stakeholders to follow up on outstanding information and ensure timely updates. Contribute to compliance initiatives by monitoring progress, compiling summaries, and identifying areas requiring further attention.
<u>ENQUIRIES</u>	:	Mr K Makgamatha at 083 288 2845
<u>POST 31/11</u>	:	<u>STATUTORY SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/79 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in LLB/BA Law.
<u>DUTIES</u>	:	Drafting of court papers and compliance notices. Providing support to provinces on enforcement matters. Administering and managing statutory case files.
<u>ENQUIRIES</u>	:	Ms K Paulus at 060 980 3314
<u>POST 31/12</u>	:	<u>INTERNAL AUDIT: INTERNSHIP REF NO: HR 5/1/2/3/80 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Internal Audit/ Cost and Management Accounting/ Financial Accounting/Accounting Sciences/ Financial Management/ Information System Audit.
<u>DUTIES</u>	:	Assist with the conducting internal audit as per methodology in operational and compliance audit, ICT Audits, performance audits, conduct quality assurance assessments, perform audit committee secretariat function and other administrative duties.
<u>ENQUIRIES</u>	:	Mr S Zwane at 082 331 5680
<u>POST 31/13</u>	:	<u>TREASURY AND INVESTMENT MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/81 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Financial Accounting/ Management Accounting/ Financial/ Investment Management/ Auditing.
<u>DUTIES</u>	:	Assist with preparation of monthly reconciliation, Financial and Investment accounting journals, Analysis of investees performance, annual financial statement, cash flows management and assist in administrative duties.
<u>ENQUIRIES</u>	:	Mr L Moni at 063 689 4157
<u>POST 31/14</u>	:	<u>MEDICAL BILLING AND CLINICAL CODING: INTERNSHIP REF NO: HR 5/1/2/3/82 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration Management/ Administrative Management.
<u>DUTIES</u>	:	Receive, assets and validate medical invoices, capture medical invoices, assist in audits, publishing of gazette and administration of medical tariffs.
<u>ENQUIRIES</u>	:	Mr P Netshituka at 060 836 4013

<u>POST 31/15</u>	:	<u>MEDICAL CLAIMS: INTERNSHIP REF NO: HR 5/1/2/3/83 (X12 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Public Administration/ Business Administration Management/ Administrative Management.
<u>DUTIES</u>	:	Receive, assets and validate medical invoices, capture medical invoices, refunds and travelling expenses and resolve allocated enquiries.
<u>ENQUIRIES</u>	:	Ms R Hariparsad at 076 228 8306
<u>POST 31/16</u>	:	<u>MEDICAL BENEFITS: INTERNSHIP REF NO: HR 5/1/2/3/84</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Office Administration/ Public Management/ Public Administration.
<u>DUTIES</u>	:	Office Administration.
<u>ENQUIRIES</u>	:	Ms K Nyeufan at 063 694 7877
<u>POST 31/17</u>	:	<u>SUPPLY CHAIN MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/85 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics.
<u>DUTIES</u>	:	Assist with provision of Supply Chain Management Services.
<u>ENQUIRIES</u>	:	Mr S Pinana at 060 989 8663

TRAINEE EMPLOYMENT COUNSELLORS PROGRAMME YEAR 2025/2026

The Department would like to invite qualifying graduates to apply to participate in the Department's Employment Counsellors Trainee Program. The Programme is meant to provide Employment Counselling work exposure to graduates for a period of twelve (12) months.

<u>APPLICATIONS</u>	:	Application quoting the relevant reference number must be as possible made to the province of residence and be submitted through the ESSA link https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html .
<u>CLOSING DATE</u>	:	12 September 2025
<u>NOTE</u>	:	The Department of Employment and Labour invites South African unemployed graduates to apply for the 2025/2026 Employment Counsellors Programme. The Programme is meant to provide work exposure to graduates related to their qualifications for a period of 12 months from the date of appointment. Applicants must be unemployed. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is required, 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. 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. Advantage will be given to applicants who did not participate in a similar programme before. Non-RSA Citizens/Permanent Resident Permit/should you in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). All attachments for 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. Applicants who do not comply with the above-mentioned requirements and instructions will not be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the

closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POST

<u>POST 31/18</u>	:	<u>TRAINEE EMPLOYMENT COUNSELLOR (X130 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Provincial Office: Gauteng Ref No: GP/2025/08/91206022 (X16 Posts) Provincial Office: KwaZulu-Natal Ref No: ZN/2025/08/91204620 (X16 Posts) Provincial Office: Eastern Cape Ref No: EC/2025/08/91206037 (X16 Posts) Provincial Office: Western Cape Ref No: WC/2025/08/90894267 (X16 Posts) Provincial Office: Mpumalanga Ref No: MP/2025/08/91206044 (X8 Posts) Provincial Office: North West Ref No: NW/2025/08/91206018 (X15 Posts) Provincial Office: Northern Cape Ref No: NC/2025/08/91201065 (X12 Posts) Provincial Office: Limpopo Ref No: LP/2025/08/91206054 (X17 Posts) Provincial Office: Free State Ref No: FS/2025/08/91205363 (X14 Posts)
<u>REQUIREMENTS</u>	:	A minimum of three (3) years relevant tertiary qualification in Psychology or Industrial Psychology. Candidates with an Honours degree in Psychology or Industrial Psychology will be given an advantage. Preference will also be given to candidates registered with the Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice)
<u>DUTIES</u>	:	Render administrative support services to the Employment Counsellor. Conduct research on labour markets needs and employment counselling best practices through supervision of the Career Counsellor and the Employment Services Practitioner. Provide and implement recruitment and selection services. Network with stakeholders to verify quality of services rendered. Registration of work-seekers.
<u>ENQUIRIES</u>	:	Mr. V Mazibuko Tel No: (011) 8530 453 (GP) Mr S Cele Tel No: (031) 3662 162 (KZN) Ms A Mpapha Tel No: (043) 7013 093 (EC) Ms M Williams Tel No: (021) 441 8006 (WC) Ms M Peerbhaai Tel No: (013) 655 8865 (MP) Mr S Motlhake Tel No: (018) 3878 232 (NW) Ms H van Deventer Tel No: (053) 8381 546 (NC) Ms V Marole Tel No: (015) 2901 655 (LP) Ms R Moses Tel No: (051) 5056 249 (FS) Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 086 010 1018