

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.

APPLICATIONS

: Forwarding Addresses:
Eastern Cape: Applications: Chief Director: Provincial Operations, Private Bag X 9005, East London, 5201, Hand deliver at No.3 Hill Street East London. EMAIL: EC.OHS@labour.gov.za, EC.BCEA@labour.gov.za, EC.EAS@labour.gov.za, EC.EEA@labour.gov.za
Free State: Applications: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. EMAIL: FS.OHS@labour.gov.za, FS.EAS@labour.gov.za, FS.EEA@labour.gov.za, FS.BCEA@labour.gov.za
Gauteng: Applications: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand 47 Empire Road, Park town. Email addresses: Gau.OHS@labour.gov.za, Gau.EAS@labour.gov.za, Gau.EEA@labour.gov.za, Gau.BCEA@labour.gov.za
KwaZulu-Natal: Applications: Chief Director: Provincial Operations, PO Box 940 Durban or hand deliver to 267 Anton Lembede Street Durban 4000. EMAIL KZN.OHS@labour.gov.za, KZN.EAS@labour.gov.za, KZN.EEA@labour.gov.za, KZN.BCEA@labour.gov.za
Limpopo: Applications: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. EMAIL: Limpopo.OHS@labour.gov.za, Limpopo.EAS@labour.gov.za, Limpopo.EEA@labour.gov.za, Limpopo.BCEA@labour.gov.za
Mpumalanga: Applications: The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. EMAIL: Mpu.OHS@labour.gov.za, Mpu.EAS@labour.gov.za, Mpu.EEA@labour.gov.za, Mpu.BCEA@labour.gov.za
Northern Cape: Applications: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. EMAIL: Ncape.OHS@labour.gov.za, Ncape.EAS@labour.gov.za, Ncape.EEA@labour.gov.za, Ncape.BCEA@labour.gov.za
North-West: Applications: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. EMAIL: NW.OHS@labour.gov.za, NW.EAS@labour.gov.za, NW.EEA@labour.gov.za, NW.BCEA@labour.gov.za
Western Cape: Applications: 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, EMAIL: WC.OHS@labour.gov.za, WC.EAS@labour.gov.za, WC.EEA@labour.gov.za, WC.BCEA@labour.gov.za
Head Office: Applications: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. EMAIL: DELHQ.EAS@labour.gov.za, DELHQ.EEA@labour.gov.za, DELHQ.OHS@labour.gov.za

CLOSING DATE

: 21 February 2025 at 16:00 (walk-in) and 00:00 midnight (online)

NOTE

: The Department of Employment and Labour invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2025/2027 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 made to the province of residence and be submitted through the addresses depicted under each post(s) 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 above-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)

**GRADUATE INTERNSHIP PROGRAMME
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS)**

OTHER POSTS

- POST 05/02** : **OCCUPATIONAL HEALTH AND SAFETY (OHS) (X3, 812 POSTS)**
- STPEND CENTRE** : R7450.62 per month
: Head Office, Pretoria Ref No: OHS/INTP/HQ (X17 Posts)
: Provincial Office: East London (Eastern Cape) Ref No: OHS/INTP/EC (X720 Posts)
: Provincial Office: Bloemfontein (Free State) Ref No: OHS/INTP/FS (X148 Posts)
: Provincial Office: Braamfontein (Gauteng) Ref No: OHS/INTP/GP (X438 Posts)
: Provincial Office: Durban (KZN) Ref No: OHS/INTP/KZN (X1, 008 Posts)
: Provincial Office: Polokwane (Limpopo) Ref No: OHS/INTP/LP (X240 Posts)
: Provincial Office: Witbank (Mpumalanga) Ref No: OHS/INTP/MP (X300 Posts)
: Provincial Office: Kimberly (Northern Cape) Ref No: OHS/INTP/NC (X115 Posts)
: Provincial Office: Mmabatho (North West) Ref No: OHS/INTP/NW (X242 Posts)
: Provincial Office: Western Cape Ref No. OHS/INTP/WC (X584 Posts)
- REQUIREMENTS** : Three (3) year Tertiary Qualification- National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in Environmental Health, Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction related Engineering, Occupational Health/Hygiene/Analytical Chemistry, Explosives Management, and Explosives Engineering. A valid driver's license.
- DUTIES** : To assist in conducting inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Provide administrative support to the inspectors. Assist in investigation of incidents and complaints reported pertaining to the

<u>ENQUIRIES</u>	:	OHS Act. Give support to the inspector during enforcement. Assist in compiling and consolidating reports emanating from such inspections. Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469 Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654 Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299 Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808 Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308 Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 6796 Provincial Office: North-West- Mr Chris Sithole at 071 684 7252 Provincial Office: Western Cape- Mr David Essau at 082 791 4485 Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311 Head Office, Pretoria-Ms Milly Ruiters Tel No: (012) 309 4018
<u>POST 05/03</u>	:	<u>BASIC CONDITIONS OF EMPLOYMENT (BCEA) (X3, 727 POSTS)</u>
<u>STPEND CENTRE</u>	:	R7450.62 per month Provincial Office: East London (Eastern Cape) Ref No: BCEA/INTP/EC (X800 Posts) Provincial Office: Bloemfontein (Free State) Ref No: BCEA/INTP/FS (X305 Posts) Provincial Office: Braamfontein (Gauteng) Ref No: BCEA/INTP/GP (X647 Posts) Provincial Office: Durban (KZN) Ref No: BCEA/INTP/KZN (X625 Posts) Provincial Office: Polokwane (Limpopo) Ref No: BCEA/INTP/LP (X240 Posts) Provincial Office: Witbank (Mpumalanga) Ref No: BCEA/INTP/MP (X260 Posts) Provincial Office: Kimberly (Northern Cape) Ref No: BCEA/INTP/NC (X187 Posts) Provincial Office: Mmabatho (North West) Ref No: BCEA/INTP/NW (X200 Posts) Provincial Office: Western Cape Ref No: BCEA/INTP/WC (X463 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification-National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL7) in Labour Relations/ B Com Law/ LLB/Labour law. Valid driver's license.
<u>DUTIES</u>	:	Assist in monitoring compliance by conducting inspections to determine the level of compliance with BCEA, SD and NMWA. Assist in investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determinations and NMWA. Provide administrative support to the inspectors.
<u>ENQUIRIES</u>	:	Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469 Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654 Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299 Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808 Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308 Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 6796 Provincial Office: North-West- Mr Chris Sithole at 071 684 7252 Provincial Office: Western Cape- Mr David Essau at 082 791 4485 Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311
<u>POST 05/04</u>	:	<u>EMPLOYMENT EQUITY (EEA) (X513 POSTS)</u>
<u>STPEND CENTRE</u>	:	R7450.62 per month Head Office: Pretoria Ref No: EEA/INTP/HQ (X2 Posts) Provincial Office: East London (Eastern Cape) Ref No: EEA/INTP/EC (X60 Posts) Provincial Office: Bloemfontein (Free State) Ref No: EEA/INTP/FS (X35 Posts) Provincial Office: Braamfontein (Gauteng) Ref No: EEA/INTP/GP (X200 Posts) Provincial Office: Durban (KZN) Ref No: EEA/INTP/KZN (X18 Posts) Provincial Office: Polokwane (Limpopo) Ref No: EEA/INTP/LP (X20 Posts) Provincial Office: Witbank (Mpumalanga) Ref No: EEA/INTP/MP (X30 Posts) Provincial Office: Kimberly (Northern Cape) Ref No: EEA/INTP/NC (X17 Posts) Provincial Office: Mmabatho (North West) Ref No: EEA/INTP/NW (X11 Posts) Provincial Office: Western Cape Ref No: EEA/INTP/WC (X120 Posts)
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification- National Diploma (NQFL6) /Undergraduate Bachelor Degree NQFL7) BCom Law/ LLB/Labour Law. Valid driver's license.
<u>DUTIES</u>	:	Assist in monitoring compliance through assisting in the conducting of inspections to determine the level of compliance with Employment Equity Act

and regulations. Assist with executing investigations on reported complaints pertaining to contravention of EEA. Provide administrative support to the inspectors.

ENQURIES : Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469
Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654
Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299
Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808
Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308
Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 796
Provincial Office: North-West- Mr Chris Sithole at 071 684 7252
Provincial Office: Western Cape- Mr David Essau at 082 791 4485
Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311
Head Office, Pretoria-Ms Milly Ruiters Tel No: (012) 309 4018

POST 05/05 : **EMPLOYER AUDIT SERVICE (EAS) (X1, 948 POSTS)**

STPEND : R7450.62 per month
CENTRE : Head Office, Pretoria Ref No: EAS/INTP/HQ (X9 Posts)
Provincial Office: East London (Eastern Cape) Ref No: EAS/INTP/EC (X170 Posts)
Provincial Office: Bloemfontein (Free State) Ref No: EAS/INT/FS (X162 Posts)
Provincial Office: Braamfontein (Gauteng) Ref No: EAS/INTP/GP (X437 Posts)
Provincial Office: Durban (KZN) Ref No: EAS/INTP/KZN (X99 Posts)
Provincial Office: Polokwane (Limpopo) Ref No: EAS/INTP/LP (X150 Posts)
Provincial Office: Kimberly (Northern Cape) Ref No: EAS/INTP/NC (X81 Posts)
Provincial Office: Mmabatho (North West) Ref No: EAS/INTP/NW (X197 Posts)
Provincial Office: Western Cape Ref No: EAS/INTP/WC (X583 Posts)
Provincial Office: Mpumalanga Ref No: EAST/INTP/MP (X60 Posts)

REQUIREMENTS : Three (3) year Tertiary Qualification-National Diploma (NQFL6)/Undergraduate Bachelor Degree (NQFL7) in BCom Law/ LLB/Labour Law/ BCom Accounting/ Internal Audit/ Auditing/Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCompt. Accounting/ Financial Management. Valid driver's license.

DUTIES : Assist to monitor compliance by assisting the conducting of inspections to determine the level of compliance with UIA, COIDA and UICA. Assist with execution of investigations on reported complaints pertaining to contravention of UIA, COIDA and UICA. Provide administrative support to the inspectors.

ENQURIES : Provincial Office: Free State- Mr Manelisi Luxande at 066 304 3469
Provincial Office: Gauteng –Mr Mbongeni Tshabalala at 072 337 2654
Provincial Office: KZN- Mr Mlungisi Zondi at 072 785 2299
Provincial Office: Limpopo-Ms Lucia Ramusi at 082 490 0808
Provincial Office: Mpumalanga-Mr Boikie Mampuru at 082 908 2308
Provincial Office: Northern Cape- Mr Ivan Vass at 082 802 6796
Provincial Office: North-West- Mr Chris Sithole at 071 684 7252
Provincial Office: Western Cape- Mr David Essau at 082 791 4485
Provincial Office: Eastern Cape-Mr Lubabalo Kwatsha at 060 992 7311
Head Office, Pretoria-Ms Milly Ruiters Tel No: (012) 309 4018