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Department of Employment and Labour: Entry level Jobs 2025 | 2026

Description

The Department of Employment and Labour is calling on unemployed youth to apply for various entry-level government positions.

Job Level: Grade 12 / Junior / Entry-Level SA Government Jobs

We are currently accepting applications for the following entry-level opportunities:

Personnel Officer

Position: Personnel Officer

Location: Compensation Fund, Pretoria

Reference No: HR 5/1/2/3/78

Salary: R216,417 per annum

Requirements:

- Grade 12 / Matric certificate

Advantageous:

- A three-year qualification in Human Resource Management (NQF Level 6)
- Certificate in Introduction to PERSAL System

Knowledge:

- Objectives and business functions of the Compensation Fund
- Compensation Fund Value Chain and business processes
- Relevant Fund policies, procedures, and processes
- Stakeholders and customers
- Customer Service principles (Batho Pele Principles)
- Fund Values
- Required IT Knowledge
- Legislative Requirements: COIDA Act, Regulations and Policies; Public Service Act; Occupational Health and Safety Act (OHS); PFMA and National Treasury Regulations
- General knowledge of Public Service Regulations
- General knowledge of the Basic Conditions of Employment Act

Duties:

- Administer leave of absence
- Implement conditions of service and employee benefits
- Manage termination of service
- Safeguard HR records
- Conduct physical verification of employees

Hiring organization

Department of Employment and Labour

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Working Hours

09

Date posted

October 7, 2025

Valid through

19.07.2028

Records Administrator – Paymaster Section

Position: Records Administrator – Paymaster Section

Location: Pietermaritzburg Labour Centre

Reference Number: HR4/4/5/19

Salary: R255,450 per annum

Requirements:

- Grade 12/Senior Certificate or equivalent
- No prior experience necessary

Knowledge Required:

- National Archives Act
- Batho Pele Principles
- Records Management
- Departmental Policies and Procedures

Duties:

- Maintain the filing system according to archival and records management directives
- Sort and prepare documents for disposal in compliance with relevant regulations
- Perform administrative tasks within the section as needed

Senior Admin Clerk

Position: Senior Admin Clerk

Location: Randburg Labour Centre, Delta Building, Pretoria

Reference No: HR 4/4/4/01/05

Salary: R255,450 per annum

Requirements:

- Tertiary qualification (Degree/Diploma) in Public Management, Administration, Social Science, Occupational Health and Safety (OHS), Finance, or Human Resource Management (HRM).

Experience:

- 0 to 6 months of relevant experience.

Knowledge:

- Compensation Fund policies, procedures, and processes
- Relevant stakeholders
- Human anatomy, biology, and medical terminology
- Customer service principles (Batho Pele Principles)
- COID Tariffs
- Public Service Charter
- Approved COID Delegations
- Promotion of Access to Information Act
- Road Accident Fund (RAF) Act
- Public Finance Management Act (PFMA) and Treasury Regulations

Duties:

- Manage claim registration documentation
- Prepare cases for adjudication
- Process medical claims
- Perform general administrative duties

Skills and Competencies:

- Effective communication
- Computer literacy
- Active listening
- Planning and organizing
- Team collaboration
- Interpersonal skills
- Innovative mindset
- Supportive and assertive demeanor

Personnel Officer: HR Operations

Job Title: Personnel Officer: HR Operations

Location: Compensation Fund, Pretoria

Reference No: HR 5/1/2/3/88

Salary: R216,417 per annum

Requirements:

- Matric/Grade 12 certificate
- No prior experience required

Knowledge Required:

- Objectives and business functions of the Compensation Fund
- Goals and performance requirements of the Directorate or Sub-directorate
- Compensation Fund Services and value chain
- Business processes of the Compensation Fund
- Stakeholders, customers, and customer service principles (Batho Pele)
- Risk awareness
- COIDA Act, related regulations, and policies
- Human Resource planning procedures
- Public Service Act
- Occupational Health and Safety Act (OHS)
- PFMA and National Treasury Regulations
- General knowledge of public service regulations

Duties:

- Manage the recruitment process and fill vacancies for the Fund
- Oversee the HR information system
- Administer recruitment and selection activities
- Maintain and secure HR records

Registry Clerk: Beneficiary Services

Job Title: Registry Clerk: Beneficiary Services

Location: Vryburg Labour Centre

Reference No: HR 4/4/06/05

Salary: R216,417 per annum

Requirements:

- Matric/Grade 12 certificate
- No prior experience required

Knowledge Required:

- National Archives Act
- Public Service Regulations
- Public Service Act
- Public Finance Management Act
- Batho Pele Principles
- Record Management Act

Duties:

- Provide counter services for registry
- Manage incoming and outgoing correspondence
- Deliver effective filing and record management services
- Process documents for archiving or disposal

Senior Administration Clerk – Asset and Fleet Management

Position: Senior Administration Clerk – Asset and Fleet Management

Location: Unemployment Insurance Fund, Pretoria

Reference Number: HR4/4/3/1/SACAFM/UIF

Salary: R216,417 per annum

Requirements:

- Grade 12 Certificate
- Valid Driver's License
- No prior experience necessary

Knowledge Required:

- Public Service Regulation (PSR)
- Public Service Act (PSA)
- Public Finance Management Act (PFMA)
- National Travel Management Framework
- Asset Management Framework
- Fleet Management
- Traffic Regulations
- National Treasury Regulations
- Labour Relations Act (LRA)
- Employment Equity Act (EEA)
- Basic Conditions of Employment Act (BCEA)

Duties:

- Provide administrative support for fleet management
- Perform clerical services related to asset management
- Offer travel and accommodation administration support
- Deliver general clerical support within the section
- Assist with financial administration tasks in the section

Administrative Clerk – Employer Audit

Position: Administrative Clerk – Employer Audit

Location: Provincial Office, Northern Cape

Reference No: HR4/4/8/89

Salary: R216,417 per annum

Requirements:

- Matriculation/Grade 12/Senior Certificate

Knowledge:

- Administrative procedures in an office setting
- Filing and retrieving documents
- Operation of fax machines and photocopiers
- Data entry and management

Duties:

- Provide administrative support services for the sub-directorate
- Manage the movement of documents and files within the sub-directorate
- Offer Supply Chain Management support for the sub-directorate
- Deliver Human Resources support services to the sub-directorate

Principal Machine Operator – Maintenance Management

Position: Principal Machine Operator – Maintenance Management

Location: Unemployment Insurance Fund, Pretoria

Reference Number: HR4/4/3/1/PMO/UIF

Salary: R183,279 per annum

Requirements:

- Matriculation/Grade 12/Senior Certificate
- No prior experience required

Knowledge Required:

- Public Finance Management Act (PFMA)
- Unemployment Insurance Act (UIA)
- Unemployment Insurance Contributions Act (UICA)
- Promotion of Access to Information Act (PAIA)
- Public Service Regulations (PSR)
- Public Service Act (PSA)

Duties:

- Reproduce official documents according to customer specifications
- Ensure all photocopying, binding machines, and other equipment are well-maintained
- Perform administrative tasks as needed

UI Claims Officer

Position: UI Claims Officer

Reference Numbers:

- Labour Centre: Thohoyandou – HR 4/4/6/188
- Labour Centre: Gqeberha – HR 4/4/24/01
- Provincial Office: Cape Town (Western Cape) – HR4/4/10/615
- Provincial Office: Bloemfontein (Free State) – HR 4/4/8/894
- Provincial Office: Kimberley – HR4/4/8/56
- Provincial Office: KwaZulu-Natal – HR4/4/5/20

Salary: R255,450 per annum

Requirements:

- Senior Certificate with Accounting or Mathematics as major subjects, or equivalent qualification.

Experience:

- 0 to 6 months of relevant experience required.

Knowledge:

- Unemployment Insurance Act
- Unemployment Insurance Contributions Act
- Public Service Regulation
- Public Service Act
- Batho Pele principles
- Departmental policies and procedures
- Customer care

Duties:

- Receive and assess all UI claims using the relevant system according to Standard Operating Procedures (SOP).
- Register all employers and verify employee declarations in compliance with relevant regulations.
- Process payments for approved claims within the set timeframes.
- Address inquiries related to processed claims and other matters concerning claim processing.
- Perform administrative tasks within the section.

Records Administrator

Position: Records Administrator

Location: Gqeberha Labour Centre

Reference No: HR4/4/24/01

Salary: R255,450 per annum

Requirements:

- Grade 12/Matric with Accounting or Mathematics as a major subject

Experience:

- 0 to 6 months of experience required

Knowledge:

- Unemployment Insurance Act

- Unemployment Insurance Contributions Act
- Public Service Regulation
- Public Service Act
- Batho Pele Principles
- Departmental policies and procedures
- Customer care

Duties:

- Follow Standard Operating Procedures (SOPs)
- Register all employers and verify employee declarations according to relevant regulations
- Process and execute payments for approved claims within designated timeframes
- Address inquiries related to processed claims or other claim-related matters
- Perform administrative duties within the section