



home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

new
directions



The National Development Plan (NDP) 2030 is a compass pointing South Africa in a new direction where poverty is eliminated and inequality is reduced by 2030. This desired destination can be reached by enhancing the capacity of the State, and the Department of Home Affairs is committed to delivering on this goal.

Enquiries: Ms F Kwape

Tel No: 012 406 4258
Date Issued: 19 May 2023

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 28 OF 2023

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions.

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you are committed to delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.



DIRECTIONS TO APPLICANTS

CLOSING DATE: 2 JUNE 2023

APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of the Circular, **on or before the closing date**;
- submitted on the **new Application for Employment Form (Z.83)**, obtainable at www.gov.za;
- accompanied by a **comprehensive CV**, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two **contactable employment references** (as recent as possible);
- shortlisted candidates will be required to submit a copy of their **ID document**, a **valid driver's license** (if specified as a job requirement), as well as the **relevant highest educational qualifications**, on or before the day of the interview. Applicants who possess (a) **foreign qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**); and

SELECTION:

- In the filling of entry level positions, preference may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based.
- Shortlisted Candidates will be subjected to an **interview** and **technical assessment(s)** (which assesses the Candidates' demonstrated professional and technical competency against the job requirements and duties).
- Candidates potentially considered suitable after the interview, will be subjected to **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications).

• APPOINTMENT:

Appointed persons will be required to -

- serve a prescribed **probation period**; and
- obtain security clearance appropriate to the post and within the prescribed time frame.



- POST NO 1** : **ASSISTANT DIRECTOR: ESTABLISHMENT ADMINISTRATION, REF NO: HRMC 28/23/1**
- SALARY LEVEL** : A basic salary of **R424 104 to R496 467** per annum (Level 9).
- CENTRE** : Head Office, Pretoria, Branch: Human Resources Management and Development, Chief Directorate: People Management, Sub-Directorate: HR Documents and Information System.
- REQUIREMENTS** : • An undergraduate qualification in Human Resources Management / Public Administration at NQF Level 6 as recognised by SAQA • Successful completion of the PERSAL Controllers and PERSAL Establishment Course • Minimum of 3 years' experience as a Senior Personnel Practitioner in the areas of HR Information Systems, HR Information Reporting, and Documents Management • Extensive working experience in Human Resource Management dealing with Post Establishment and PERSAL matters • Supervisory experience is required • Knowledge of Departmental Legislation and Prescripts • Knowledge of the Human Resource Regulatory Framework • Knowledge of Employment Practices • Technical knowledge of the PERSAL system • Knowledge of Human Resource Administration • Knowledge of Records Management • Knowledge of Public Management Framework (Acts, Regulations, and Directives) • Knowledge of the Public Finance Management Act and National Treasury Regulations • **Required skills and competencies:** Accountability and the ability to meet deadlines • Client orientation and customer focus • Conflict management and resolution • Project and Programme administration • Statistical analysis and Interpretation Skills • Problem solving and report writing skills • Computer Literacy • Establishment Administration • PERSAL Administration • Communication Skills • Influencing and networking • A valid driver's licence and willingness to travel • Overtime may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Facilitate the implementation of information on PERSAL and monitor the Post Establishment • Perform reconciliation on the post establishment • Coordinate and implement management of information systems in the Provinces • Ensure the maintenance of the post establishment and its alignment to the organisational structure with the Directorate: Organisational Development • Facilitate, create and control information on PERSAL • Create user ID, monitor PERSAL user access, and provide support to Users • Monitor the PERSAL exception reports • Facilitate analysis and interpretation of PERSAL information • Facilitate and participate in PERSAL audit matters • Facilitate and monitor the HR Registry's compliance with Archives Act and Record Management Practices • Monitor and provide guidance on matters related to filing and Records Management of HR Registry • Facilitate and maintain document processing for archiving and disposal in the HR Registry • Ensure innovation and service delivery within the Unit • Facilitate and implement technical expertise within the Unit and keep abreast of technical developments • Participate in the development, review, and implementation of Policies, Business Processes, and Standard Operating Procedures • Build and maintain relationships with various stakeholders (Internal and External) • Ensure business transformation and partnership with various stakeholders • Ensure the implementation of effective risk and compliance management practices • Coach and guide staff on compliance with all relevant regulatory, internal, and external compliance requirements • Manage human and physical resources within the Unit.
- ENQUIRIES** : Ms M Van Der Westhuizen, Tel No: (012) 406 4211 or Ms S Patel, Tel No: (012) 406 7062
- POST NO 2** : **ASSISTANT DIRECTOR: TALENT ENHANCEMENT, REF NO: HRMC 28/23/2**
- SALARY LEVEL** : A basic salary of **R424 104 to R496 467** per annum (Level 9).
- CENTRE** : Head Office, Pretoria, Branch: Human Resources Management and Development, Chief Directorate: Learning and Development, Directorate: People Development.
- REQUIREMENTS** : • An undergraduate qualification in Industrial Psychology / Organisational Psychology / Human Resources Development / Human Resources Management / Public Management / Public Administration with Industrial Psychology and / or Organisational Psychology as Major subject at NQF level 6 as recognized by SAQA • Minimum of 3 years' supervisory experience • Experience in Human Resource Development environment • Supervisory experience is required • Experience in psychometric assessment • Knowledge of Skills Development Act • Knowledge of the Public Service Regulatory Framework • Knowledge of

the Departmental Legislation and Prescripts • Knowledge of Human Resource Regulatory Framework • Knowledge of Public Service Regulations • Knowledge and understanding of Psychometric Assessment tools and processes • **Required skills and competencies:** Capability and leadership • Decision making • Accountability and business continuity • Stakeholder relations • Conflict management and resolution • People Management and Empowerment • Presentation and interpersonal skills • Problem solving • Good communication and business report writing skills • Computer literacy • Client orientation and customer focus • Skills audit • Registration as a Psychometric with Health Professional Council of South Africa (HPCSA) • A valid driver's licence and willingness to travel • Overtime may be required occasionally.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Facilitate talent enhancement operations in the Department • Participate in the development of talent enhancement plans and strategies • Provide career development initiatives to employees in the Department • Facilitate the selection of external consultants, and programs and evaluate the effectiveness • Facilitate youth development programs in the Department • Facilitate the formulation of youth development plans and programs • Facilitate the design and implementation of a youth development exit questionnaire • Facilitate needs assessment for youth development programs in the Department • Facilitate and implement psychometric assessment processes • Conduct competency-based assessment and psychological instrument and aptitude tests for employees in the Department • Facilitate, interpret and score assessment results of employees • Interpret assessment findings and provide feedback to relevant stakeholders • Ensure effective risk and compliance management • Coach and guide staff on compliance to all regulatory, internal, and external compliance requirements • Manage human and physical resources in the Unit.

ENQUIRIES

- : Ms A Barnardt, Tel No: (012) 406 4143

POST NO 3

- : **ASSISTANT DIRECTOR: ANALYSIS, REF NO: HRMC 28/23/3**

SALARY LEVEL

- : A basic salary of **R424 104 to R496 467** per annum (Level 9).

CENTRE

- : Head Office, Pretoria, Branch: Counter Corruption and Security Services, Chief Directorate: Prevention and Analysis.

REQUIREMENTS

- : • An undergraduate qualification in Statistics, Auditing / Information Management / Science at NQF level 6 as recognized by SAQA • Minimum of 3 years' experience in data management, analysis or investigation environment • Experience in using analysis tool in interpreting data • Experience in the management and coordination of information gathering and analysis processes • Knowledge of the South African Constitution • Knowledge of understanding of all departmental legislation and prescripts, including the DHA Counter Corruption and Fraud Prevention Strategy and its related policies • Knowledge of Anti-corruption legislation • Understanding of the Minimum Information Security Standard (MISS) • Knowledge of database management processes • **Required skills and competencies:** Research methodology and analysis • Good verbal and written communication skills • Liaison and Interpersonal skills • Problem solving and decision making skills • Planning and Organising • Report writing and interviewing skills • Honesty, integrity and confidentiality • Project management • Computer literacy and presentation skills • A valid drivers' license, willingness to travel and work extended hours when required.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Gather and analyse information on Departmental processes • Maintain and update database of all reported and finalized cases • Analyse reported and finalised cases and identify trends • Analyse the effective implementation of the Counter Corruption and Fraud Prevention Strategy • Interpret raw data into meaningful information • Ensure safe keeping of the analysed information as per classification • Develop reports on fraud and corruption trends • Provide findings on analysis and prepare reports with recommendation based on identified trends • Develop presentations on fraud and corruption trends • Ensure effective risk and compliance management • Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the Business • Ensure compliance with all audit requirements • Ensure compliance with all relevant procurement and tender policies and prescripts • Participate in the formulation of plans and / policies concerning security and countering corruption • Participate in the formulation of plans and/

or policies concerning security and countering corruption • Contribute towards the formulation of anti-corruption, risk management and security regulations, policies, processes and circulars.

- ENQUIRIES** : Mr A Molatlhegi, Tel No: (012) 406 2845
- POST NO 4** : **CONTACT CENTRE: TEAM LEADER (2 POSITIONS), REF NO: HRMC 28/23/4**
- SALARY LEVEL** : A basic salary of **R359 517 to R420 402** per annum (Level 8).
- CENTRE** : Head Office, Pretoria, Branch: Institutional Planning & Support, Directorate: Home Affairs Contact Centre.
- REQUIREMENTS** : • An undergraduate qualification in Public Administration / Social Sciences / Business Management / Marketing / Customer Services / Contact Centre at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience in a Contact Centre / Customer Service Management environment • Knowledge and understanding of all Departmental legislative prescripts • Knowledge of complaints management policies and guidelines • Knowledge and understanding of the Public Information Management Acts (PAIA and POPIA) • Knowledge and understanding of Public Service Act and Regulations • Knowledge and understanding of the Code of Conduct for Public Servants • Knowledge and understanding of the Batho Pele Principles • **Required skills and competencies:** Leadership and problem solving skills • Computer literacy • Administrative skills • Time management • Analytical thinking • Planning and Organising • Good written and verbal communication skills • Interpersonal relations • Customer focus • Multitasking • A valid drivers' license, willingness to travel • Shift work including Saturdays.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Manage and monitor the team to ensure operational efficiency and productivity
 - Ensure agreed Contact Centre standards are consistently met
 - Supervise the day to day operation of the Contact Centre
 - Consistently monitor staff levels and liaise with management regarding required adjustments
 - Identify customer needs and provide information for updates of both FAQ and knowledge base
 - Advise management of additional product knowledge, motivational and training requirements for Consultants
 - Assist consultants with difficulty to resolve issues and irate customers through guidance and taking escalated calls and emails
 - Analyse daily reports and effect improvement plans to alleviate non achievement of SLA's and targets
 - Provide performance feedback and coaching, mentoring and development of the Contact Centre Consultants
 - Participate in performance appraisals for Contact Centre Consultants
 - Monitor systems and recommend changes / updates to improve performance
 - Perform general administrative activities in support of the Unit
 - Manage Contact Centre Consultants
 - Ensure compliance with Departmental policies and procedures
 - Ensure smooth flow of information and documents in the office.

- ENQUIRIES** : Ms S Mashile, Tel No: (012) 300 8602

- POST NO 5** : **REFUGEE STATUS DETERMINATION OFFICER, REF NO: HRMC 28/23/5**

- SALARY LEVEL** : A basic salary of **R359 517 to R420 402** per annum (Level 8).

- CENTRE** : **Gauteng:** Refugee Reception Centre – Desmond Tutu

- REQUIREMENTS** : • An undergraduate qualification in Political Sciences / International Relations / Law at NQF level 6 as recognized by SAQA • 2 years' experience in a related environment • Knowledge of the Constitution of the Republic of South Africa • Knowledge and the ability to interpret and apply procedures and directives • Knowledge of the Immigration Act (No. 13 of 2002) as amended, Refugee Act (No.130 of 1998) as well as the Regulations to the South African Refugee Act, 2000 • Knowledge of all Departmental policies and prescripts • Understanding of Intervention and convention Protocols relating to Refugee • Written and verbal communication skills • Computer literacy • Analytical thinking, problem solving and customer focus • Ability to act with tact and discretion • Good grooming and presentation skills • Time management and telephone etiquette.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Prepare and conduct adjudication
 - Arrange for the service of an interpreter if required

Conduct the interview with the applicant by making an enquiry through the interview to confirm the true identity and origin of the applicant as well as the bona fide of the applicant • Issue and extend Section 22 permit • Conduct an assessment prior to issuance of Section 22 visa to be able to endorse • Adjudicate asylum application • Issue refugee status / rejection letter • Liaise with RSD Manager on incomplete applications as well as referrals to Standing Committee on Refugee Affairs and Refugee Appeal Authority for Manifestly Unfounded cases • Determine the authenticity of documents to be submitted by applicant • Interpret and apply appropriate policy regulations and precedent decisions to make eligibility or public safety and those ineligible for benefits due to criminal activity • Record daily statistics on refugee matters • Provide evidence as well as testifying on behalf of the state • Manage physical resources.

ENQUIRIES

: Ms S Mahlangu, Tel No: (012) 395 4152 / 4151

POST NO 6

: **SENIOR ADMINISTRATION OFFICER, (2 POSITION)**

SALARY LEVEL

: A basic salary of **R359 517 to R420 402** per annum (Level 8).

CENTRE

: Head Office, Pretoria, Branch: Immigration Services, Chief Directorate: Permit, Sub-Directorate: PRP Functional Services (1 Post)

REF NO

: **HRMC 28/23/6a**

CENTRE

: Head Office, Pretoria, Branch: Civic Services, Chief Directorate: ID Back Office Processing, Division: Duplicates (New Corporation Building) (1 Post)

REF NO

: **HRMC 28/23/6b**

REQUIREMENTS

: • An undergraduate qualification in Office Management and technology / Business Management / Administration Management at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience as an Administrative Officer / Chief Administration Clerk • Experience in the administration of office budgets • Extensive knowledge of various filing systems • Knowledge of Public Service Regulatory Framework, Public Finance Management Act as well as the National Treasury Regulations • Knowledge and understanding of Departmental Legislations and Prescripts • Knowledge of Supply Chain Management processes and procedures • Knowledge of Human Resources Regulatory Framework • **Required skills and competencies:** Computer literacy • Analytical thinking and problem solving skills • Planning and organising • Good verbal and written communication skills • Financial administration • Customer focus and attention to detail • Clerical and administration • Results and achievement focus • Teamwork and multitasking • Time management • A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Provide administrative support in the Unit • Perform general administrative activities in support of the Unit • Ensure the administration of office correspondence, documents and reports • Ensure the administration of filing system for the Unit • Compile financial and administration reports and documents • Provide office administration services in the functional Unit • Booking and confirming appointments, message taking and photocopying • Coordinate records system ensuring the confidentiality of documents • Oversee office equipment and organise maintenance and repairs • maintain and improve administrative systems and processes • Ensure innovation and service delivery within the Unit • Coordinate and implement technical expertise within the Unit and keep abreast of technical developments • Develop and implement central repositories of documents • Ensure the implementation of effective risk and compliance management practices • Report on all risk and compliance management practices • Monitor human, financial and physical resources within the Unit • Monitor the budget of the Unit in consultation with the line manager and Finance.

ENQUIRIES

: Ms M Mafokoane, Tel No: (012) 406 4449 - Head Office, Pretoria, Branch: Immigration Services, Chief Directorate: Permit, Sub-Directorate: PRP Functional Services.
 Mr E Matjabe, Tel No: (012) 402 2245 - Head Office, Pretoria, Branch: Civic Services, Chief Directorate: ID Back Office Processing, Division: Duplicates (New Corporation Building).

- POST NO 7** : **CONTROL SECURITY OFFICER, REF NO: HRMC 28/23/7**
- SALARY LEVEL** : A basic salary of **R359 517** to **R420 402** per annum (Level 8).
- CENTRE** : Head Office, Pretoria, Branch: Counter Corruption and Security Services, Chief Directorate: Security Services.
- REQUIREMENTS** : • An undergraduate qualification in Security Studies at NQF level 6 as recognised by SAQA • Minimum of 2 years' experience in a security environment at a supervisory level • PSIRA Grade A Certificate • Knowledge of the South African Constitution • Knowledge of the public Service Regulations Act • Knowledge of the Minimum Information Security Standards (MISS) as well as the Minimum Physical Security Standards (MPSS) • Knowledge of Public Finance Management Act (PFMA) • Knowledge of prescribed security procedures • Knowledge of access control procedures • Knowledge of the relevant legislation related to Public Security and access control • Understanding of Departmental Legislation and Human Resources Legislations and prescripts • **Required skills and competencies:** Leading and supervisory skills • Customer focus and service delivery • Honesty and integrity • Good communication and problem solving skills • Coaching and interpersonal skills • A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Provide management support with regards to the implementation of security control processes and policies • Ensure that access control procedures with regards to visitors are applied in all offices • Conduct threats and risk assessment and analysis • Oversee the conducting of security investigations • Ensure the implementation of security risk assessment recommendations • Conduct security awareness • Compile reports in all matters concerning physical security • Ensure effective risk and compliance management • Coach and guide staff on all relevant Departmental regulatory, internal and external compliance requirements • Report on all risks • Manage physical, human and financial resources.
- ENQUIRIES** : Mr A Molathegi, Tel No: (012) 406 2845
- POST NO 8** : **CIVIC SERVICES OFFICER: LOG SCANNING & STORING, REF NO: HRMC 28/23/8**
- SALARY LEVEL** : A basic salary of **R294 321** to **R343 815** per annum (Level 7).
- CENTRE** : Head Office, Pretoria, Branch: Civic Services, Chief Directorate: Back Office Status Services, Division: Log Scanning and Storing (New Corporation Building).
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Public Administration / Operations Management at NQF level 6 as recognized by SAQA • Minimum of 1 year' experience in Administration Clerk / Civic Services Clerk in Civic Services environment • Knowledge of the South African Constitution • Knowledge of the Public Service Regulations Act • Understanding of the Departmental legislation and Human Resources legislation and prescripts • Application of Identification Act of 1997 • Course in the classification and identification of fingerprints would be an added advantage • **Required skills and competencies:** Proven customer focus • Honesty and integrity • Basic computer literacy • Administration, numeracy and analytical skills • Operation of machinery • A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Facilitate and control administration of logging, scanning and storing of records • Create a workflow to manage high-volume of files and records • Ensure each file is readable and scanned completely • Update Track and Trace system • Review documents for scanning and storing errors • Build stakeholder relationship with courier services and other stakeholders • Provide administrative assistance • Maintain a logging and scanning and filing system • Create and maintain records management system • Advise on new records management tools / systems • Ensure efficient and effective application and utilisation of human and physical resources • Administer performance of the staff members and identify and address minor performance problems • Ensure that all team members have tools, templates and relevant equipment to deliver on service requirements.
- ENQUIRIES** : Ms D Seforo-Masia, Tel No: (012) 406 7094

- POST NO 9** : **CIVIC SERVICES OFFICER: CITIZENSHIP, REF NO: HRMC 28/23/9**
- SALARY LEVEL** : A basic salary of **R294 321 to R343 815** per annum (Level 7).
- CENTRE** : Head Office, Pretoria, Branch: Civic Services, Chief Directorate: Back Office Status Services, Sub-Directorate: Citizenship (New Corporation Building).
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Public Administration / Operations Management at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience in Citizenship Administration • Basic knowledge of the Constitution of South Africa • Basic knowledge of Public Service Regulations Act • Knowledge of Basic Application of Identification Act and Citizenship Act • Application of procedural manuals • Basic understanding of the Departmental Legislation and Human Resources legislation and prescripts • **Required skills and competencies:** • Proven customer focus and time management • Honesty and integrity • Numeracy, administration and analytical skills • Operation of machinery • Basic computer literacy • A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Supervise the effective daily operation of the Unit • Quality assure applications in line with Citizenship regulatory framework • Allocate and control work in terms of approved standard • Administer document management processes and systems • Facilitate the identified challenges within the unit and escalate to the relevant Stakeholders • Identify trends on applications received • Facilitate administration and implementation of effective risk and compliance management practices • Ensure effective service delivery and assist staff where service standard are not met • Comply to regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation • Administer individual human and physical resources • Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements.
- ENQUIRIES** : Mr R Sikakane, Tel No: (012) 300 8570
- POST NO 10** : **CHIEF ADMINISTRATION CLERK, REF NO: HRMC 28/23/10**
- SALARY LEVEL** : A basic salary of **R294 321 to R343 815** per annum (Level 7).
- CENTRE** : Head Office, Pretoria, Branch: Immigration Services, Chief Directorate: Permits, Sub-Directorate: PRP Functional Services.
- REQUIREMENTS** : • An undergraduate qualification in Office Management and technology / Business Management / Administration Management at NQF level 6 as recognized by SAQA • Minimum of 1 year experience as an Administration Clerk • Knowledge of various filing systems • Knowledge of office administration methodologies • Knowledge of Public Service Regulatory Framework, Public Finance Management Act as well as the National Treasury Regulations • Knowledge and understanding of Departmental Legislations and Prescripts • Knowledge of Supply Chain Management processes and procedures • Knowledge of Human Resources Regulatory Framework • **Required skills and competencies:** Computer literacy • Analytical thinking and problem solving skills • Planning and organising • Good verbal and written communication skills • Customer focus • Office and financial administration • Results and achievement focus • Teamwork and multitasking • Time management • A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Implement administration operations in the Unit • Perform general administrative activities in support of the Unit • Draft submissions, reports, memorandums and minutes of the meeting • Conduct records and document management both manually and electronically • Arrange and coordinate meetings / workshops • Provide logistical services in the functional Unit • Develop, store and monitor relevant databases and information management services • Provide secretarial support, photocopying, and basic administrative duties • Responsible for various administrative duties related to Supply Chain services • Ensure innovation and service delivery within the Unit • Coordinate and implement technical expertise within the Unit and keep abreast for technical developments • Provide guidance on the development of practical, responsive solutions related to the office the DDG • Develop and implement

central repositories of documents • Ensure the implementation of effective risk and compliance management practices • Report on all risk and financial indicators • Administer individual human and physical resources •

ENQUIRIES

: Ms M Mafokoane, Tel No: (012) 406 4449

POST NO 11

: **ADMINISTRATION OFFICER: PERMIT, REF NO: HRMC 28/23/11**

SALARY LEVEL

: A basic salary of **R294 321 to R343 815** per annum (Level 7).

CENTRE

: Head Office: Pretoria, Branch: Immigration Services, Chief Directorate: Permits, Su-Directorate: PRP Functional Services.

REQUIREMENTS

: • An undergraduate qualification in Office Management and Technology / Business Management / Administration Management at NQF level 6 as recognized by SAQA • 1 year experience in administration • Knowledge of the Public Services Regulation • Knowledge of various filing system • Knowledge of Office Administration methodologies • Knowledge and understanding of Departmental Legislations and Prescripts • Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations • Knowledge of Supply Chain Management processes • **Required skills and competencies:** Computer skills • Analytical thinking skills • Planning and organizing skills • Problem solving skills • Good written and verbal communication skills • Customer focus • Financial administration • Time management • A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
• Implement the administrative operations in support of the Unit • Draft submissions, reports, submissions, memorandums and minutes for the Unit • Conduct records and document both manually and electronically • Provide support in completing and processing of subsistence claims • Liaise with all stakeholders relevant to the office • Oversee office equipment and organise maintenance and repairs • Provide logistical service in the functional Unit • Arrange and co-ordinate meetings and workshops • Coordinate records system to ensure confidentiality of documents • Maintain and monitor stationery, office supplies and consumables • Responsible for various administrative duties related to supply chain • Ensure innovation and service delivery within the Unit • Provide guidance on the development of practical, responsive solutions elated to the office of the DDG • Ensure the implementation of effective risk compliance management practices • Ensure compliance with Finance, Supply Chain Management and National Treasury Framework • Administer individual resources.

ENQUIRIES

: Ms M Mafokoane, Tel No: (012) 406 4449

POST NO 12

: **REFUGEE RECEPTION OFFICER, (2 POSITIONS)**

SALARY LEVEL

: A basic salary of **R241 485 to R281 559** per annum (Level 6).

CENTRE

: **Gauteng:** Refugee Reception Centre – Desmond Tutu.

REF NO

: **HRMC 28/23/12a**

CENTRE

: **Western Cape:** Refugee Reception Centre – Cape Town.

REF NO

: **HRMC 28/23/12b**

REQUIREMENTS

: • An undergraduate qualification in Law / Public Management / Administration at NQF level 6 as recognized by SAQA • Knowledge of the ability to interpret and apply procedures and directives • Knowledge of all Departmental policies and prescripts • Knowledge of the Immigration Act, Refugees Act, and all the international conventions and protocols relating to status of refugees • **Required skills and competencies:** Good written and verbal communication skills • Computer literacy • Analytical thinking, problem solving, customer focus and time management • Ability to act with tact and discretion • Honesty and integrity • Good grooming and presentation skills • Telephone etiquette • A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
• To receive asylum seekers presenting at an Refugee Reception Centre • Verify the asylum seeker's identity • Take finger prints for verification • Open an application file for an asylum seeker • Conduct pre-interview in order to collect information • Determine whether the

applicant requires an interpreter • Arrange for the service of an interpreter if required • To capture the bio-data information on DHA 1590 Section A • Complete the biometric data and fingerprint requirements • Ensuring that all necessary documentation of or any evidence is submitted by an asylum seeker and verify the validity and authenticity of all original documents Ensure that information received from the asylum seeker is captured correctly • Second extension of Section 22 Permit • Verify the condition of the permit • Check with the refugee appeals board the status of the application • Check if the decision has been made or not • Grant the second extension of Section 22 permit • To receive and handle applications for United Nations Convention Travel Document (UNCTD) and Refugee ID • Receive application from the Asylum Seeker • Check on the system the status of the application • Fill in the application form for ID application • Conduct quality assurance • Package the information and send to head office for processing • Manage physical resources • Ensure compliance of the unit against asset management regulations and policy requirements.

ENQUIRIES : **Gauteng:** Ms S Mahlangu, Tel No: (012) 395 4152 / 4151
Western Cape: Ms N Nodana, Tel No: (021) 421 9200

POST NO 13 : **CASE RESOLUTION CLERK, (2 POSITIONS), REF NO: HRMC 28/23/13**

SALARY LEVEL : A basic salary of **R241 485 to R281 559** per annum (Level 6).

CENTRE : Head Office, Pretoria, Branch: Institutional Planning & Support, Directorate: Home Affairs Contact Centre.

REQUIREMENTS : • An undergraduate qualification in Public Administration / Social Sciences / Public Management at NQF level 6 as recognized by SAQA • Completion of the Cadet or Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of Acts and Regulations administered by the Department • Knowledge and understanding of the Departmental Standard Operating Procedures • Knowledge and understanding of Public Service Acts and Regulations • Knowledge and understanding of the Code of Conduct for Public Servants • Knowledge and understanding of the Batho Pele Principles • Knowledge and understanding of the Public Information Management Acts (PAIA and POPIA) • Understanding of the Constitution of the Republic of South Africa • **Required skills and competencies:** Business report writing • Computer literacy • Problem solving and analysis • Planning and Organising skills • Conflict Management • Influencing and Networking • Facilitation, negotiation and interpersonal skills • Research skills • Telephone skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Render effective daily Customer Services operations • Investigate cases escalated electronically • Interact with various business units / institutions and customers during the process of resolving different categories of cases • Input the investigated information regarding the cases into the applicable case management system • Comply with timeframes set for each process step • Gather information in order to deal effectively with cases • Gather supporting documents including departmental records and files to resolve the case • Liaise with clients, Business units, Front Offices and State Institutions on outstanding documents • Escalate cases to Tier 3 nodal points or role players • Update clients on progress of the case • Update the Case Management System with the latest information on the case • Upload supporting documents on the Case Management System • Resolve cases and finalise applications within own area of competence • Ensure and maintain a high level quality of data input onto the Case Management Systems.

ENQUIRIES : Ms M Mthembu, Tel No: (012) 300 8602

POST NO 14 : **IMMIGRATION OFFICER: INSPECTORATE, REF NO: HRMC 28/23/14**

SALARY LEVEL : A basic salary of **R241 485 to R281 559** per annum (Level 6).

CENTRE : **Eastern Cape:** Refugee Reception Centre - Gqeberha

REQUIREMENTS : • An undergraduate qualification in Law or Public Management / Administration or related qualification at NQF level 6 as recognized by SAQA • Knowledge of the South African Constitution • Knowledge of the Public Service Regulatory Framework • Knowledge of Refugee Act and the Immigration Act • Knowledge and understanding of all Acts administered by the Department • Knowledge and understanding of Criminal Prosecution

Act • Knowledge of International treaties • **Required skills and competencies:** Liaison and interpersonal skills • Problem solving skills, customer orientation, planning and organizing • Strong analytical skills • Computer literacy • Written and verbal communication skills • Diplomacy • Honesty and integrity • A valid driver's license and willingness to travel.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Trace, arrest and detain illegal foreigners within the Republic
 - Process the deportation of illegal foreigners
 - Execute inspections in loco without a warrant if allowed by law
 - Execute investigations in loco search warrants
 - Enable prosecution of transgressors of the legislation of the department
 - Issue notice to appear in front of Director-General to transgressors
 - Process and present evidence in court
 - Issue the admission of guilt fines to transgressors
 - Conduct interviews and investigation of foreigners who are suspected to be illegal in country
 - Process application for the extension of detention warrants
 - Monitor the records of all cases
 - Execute operations with internal and external stakeholders
 - Retrieve expenses incurred from illegal foreigners in relation to their deportation, detention, maintenance and custody
 - Expected to work irregular hours and under pressure
 - Must accept scheduled after hours stand by duty every week
 - Whilst on standby, must be readily available times at any hour of the day or night to attend to requests for services on call.

ENQUIRIES : Ms L Wulushe, Tel No: (041) 404 5512

POST NO 15 : **REGISTRY CLERK, REF NO: HRMC 28/23/15**

SALARY LEVEL : A basic salary of **R202 233 to R235 611** per annum (Level 5).

CENTRE : Head Office, Pretoria, Branch: Institutional Planning & Support, Sub-Directorate: Document Management.

REQUIREMENTS : • An NQF level 5, and / or DHA Qualification: Home Affairs Services as recognised by SAQA • Basic understanding of Public Service Regulations • Basic understanding of archives act and record management practices, processes and procedures • Basic understanding of Departmental legislation and prescripts • **Required skills and competencies:** **Good** communication skills • Flexibility good verbal and written communication skills • Teamwork, problem solving, planning and organising • Records management • Computer Literacy • Filing system • Customer care / Client services • Overtime may be required occasionally.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Provide registry counter services
 - Handle telephonic and other enquiries received
 - Receive and register hand delivered mail / files
 - Handle incoming and outgoing correspondences
 - Receive, sort, register and dispatch mail
 - Distribute notice on registry issues
 - Render an effective filing and record management services
 - open and close files according to record classification system
 - Filing / storage, tracing and retrieval of documents and files
 - Operate office machines in relation to the registry function
 - open and maintain franking machine register
 - undertake spot checks on post to ensure no private post are included
 - Lock post in post-bag for messengers to deliver to Post Office
 - Record all valuable articles as prescribed in the remittance register
 - Process documents for archiving and / disposal
 - Electronic scanning of files
 - Keep records of archived documents.

ENQUIRIES : Ms UHK Xashimba, Tel No: (012) 402 4340

POST NO 16 : **ADMINISTRATION CLERK, REF NO: HRMC 28/23/16**

SALARY LEVEL : A basic salary of **R202 233 to R235 611** per annum (Level 5).

CENTRE : Head Office, Pretoria, Branch: DG's Office, Directorate: Functional Support.

REQUIREMENTS : • An NQF level 5 qualification in Office Management / Business Administration, and / or DHA Qualification : Home Affairs Services as recognised by SAQA • Basic understanding of Public Service Regulations • Basic understanding of the Departmental legislation and prescripts • Sound knowledge of the Batho Pele Principles • Basic understanding of Human Resources legislation and prescripts • Competencies and skills required: Computer literacy • Planning and organizing • Problem solving • Written and verbal communication skills • Interpersonal skills • Influencing and networking • Analytical skills.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Provide clerical support service in the Unit • Liaise with travel agencies to make travel arrangements • Arrange meetings and events for the Manager and Staff in the Unit • Process travel and subsistence claims for the Unit • Record basic minutes of the meeting • Draft routine correspondence and reports • Receive, record and distribute all incoming and outgoing documents • Conduct asset audit with other administrative officials in the Unit • Handle procurement of standard items like stationery and refreshments • Monitor the budget of the Unit • Administer the budget of the Unit • Ensure the effective compilation of budget and cashflow projections for the office • Ensure effective risk and compliance • Remain abreast with the procedures and processes applicable to the Unit.
- ENQUIRIES** : Ms T Nthite, Tel No: (012) 406 7097
- POST NO 17** : **DRIVER / MESSENGER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R171 537 to R199 461** per annum (Level 4).
- CENTRE** : Head Office, Pretoria, Branch: Civic Services, Chief Directorate: ID Back Office Processing, Directorate: Application Processing (New Corporation Building) (1 Post)
- REF NO** : **HRMC 28/23/17a**
- CENTRE** : Head Office, Pretoria, Branch: Finance and Supply Chain Management, Chief Directorate: Supply Chain Management, Directorate: Asset and Fleet Management (1 Post)
- REF NO** : **HRMC 28/23/17b**
- REQUIREMENTS** : • An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5) • Basic understanding of all departmental legislation and prescripts • Minimum of 2 years' experience in a driving / messenger environment • A valid driver's license (Code C1) and PDP is required • Knowledge of relevant legislations • Minimum Information Security Standards (MISS) Act • Competencies and skills required: Proven client focus and orientation • Sound interpersonal skills • Driving skills • Customer focus • Extensive traveling and extended working hours may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Collect, transport and deliver documents • Drive departmental officials, internal and external clients and official visitors as may be requested • Handle routine and ad-hoc administrative tasks relevant to the execution of the function; ie collect office consumables • Render a general support function in the office • Assist the office with logistical arrangements • Assist with document reproduction and facsimile services • Maintain knowledge on the policies and procedures that applies in the work environment.
- ENQUIRIES** : Ms M Makokga Tel No: (012) 402 2231 - Head Office, Pretoria, Branch: Civic Services, Chief Directorate: ID Back Office Processing, Directorate: Application Processing (New Corporation Building).
 Mr M Chabalala, Tel No: 406 4008 - Head Office, Pretoria, Branch: Finance and Supply Chain Management, Chief Directorate: Supply Chain Management, Directorate: Asset and Fleet Management.
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (**New Z.83**), obtainable from any Public Service department or at www.gov.za, by the closing date to:
Department of Home Affairs, Head Office:
 Postal Address: Private Bag X114, Pretoria, 0001
 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

