

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS : 25 August 2023
 : Applications must be sent to the correct address specified at the bottom of each the position, on or before the closing date; submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za; Applicants must fully complete part A,B,C,D,& F of the New Z83 application form; accompanied by a comprehensive CV only, 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, as well as the relevant highest educational qualifications, on or before the day of the interview. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. 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 limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 28/40 : **CHIEF DIRECTOR: PERMITS REF NO: HRMC 45/23/1**
 Branch: Immigration Services
 Chief Directorate: Permits
 Re-advertisement, Candidates who have previously applied may re-apply).

SALARY : R1 371 558 - R1 635 897 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria
 : A BProc / Bjuris / LLB or any legal qualification at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level Knowledge of the Constitution of South Africa Knowledge of the Public Service Regulatory Framework. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF) and Government Planning Framework. Knowledge of all relevant Departmental, Human Resources Frameworks and other Public Service Acts, Regulations and prescripts. Knowledge of legislative prescripts pertaining to Immigration and Citizenship. Required skills and competencies: Diplomacy, Economic

Development, International Relations and law relating to migration. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, communication, honesty and integrity. Program and project management. Change management. Knowledge and Information management. Decision making and initiating action Presentation skills. Problem solving and analysis. Computer literacy. Business report writing, influencing and networking. Planning, organising and time management. Conflict management and negotiation skills. Diplomacy. Research Methodology and Analysis. Policy development, coaching and facilitating. Willingness to travel and work extended hours.

DUTIES : The successful candidate will be responsible for the following specific tasks. Oversee and ensure the administration of visa and permanent residence applications submitted to the Department. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to visa and permanent residence applications. Monitor the visa and permanent residence process to ensure that all targets are met. Oversee the execution of permit applications to enable movement of skilled workers to the country. Manage the determination of Critical skills and business sectors that are in National interest, in conjunction with other Departments and Institutions. Ensure proactive and cooperative liaison and collaborating with the key account representatives and stakeholders. Ensure effective needs assessment and solution design that is flexible and tailor made within the relevant policy and legislative prescripts. Manage and administer applications processed at the Directorate Functional Services. Oversee and manage all applications for exemptions received. Oversee and manage any Special Project that is approved and assigned to this Unit. Monitor the verification of visas and permanent residence permits. Manage and administer applications received from abroad and processed via Foreign Office Co-ordination, including eVisa applications. Ensure the administration of all applications dispatched from Missions abroad to Head Office for processing. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to applications received from Missions abroad. Manage and administer review / appeal applications received by the Department in respect of applications adjudicated within the Chief Directorate. Manage the handling of review / appeal cases brought pertaining to permanent residence applications. Manage the handling of review / appeal cases brought pertaining to visa applications. Ensure effective and efficient management of human, financial and physical resources within the Chief Directorate.

ENQUIRIES : Mr JS Modipa at (082) 881 9804
APPLICATIONS : Quoting the relevant reference number, direct your application to: imsrecruitment@dha.gov.za

POST 28/41 : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: HRMC 45/23/2**
 Branch: Operations

SALARY : R1 371 558 - R1 635 897 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in LLB or an NQF level 7 as recognized by SAQA. Admission as an attorney or advocate is required. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level in a large entity / multi-disciplinary legal environment. Proven experience in managing legislative drafting, civil litigation and commercial contract drafting. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act and Regulations. Understanding of the Departmental Legislation, as well as Human Resources Legislation and Prescripts. Knowledge of Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Required skills and competencies: Strategic Capability and Leadership. People management and empowerment. Honesty and Integrity. Change, knowledge and information management. Decision making and initiating action. Excellent communication, presentation and business report writing skills. Planning, organising and time

- management. Negotiation skills. Policy development. Willingness to travel and work extended hours.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Direct the provision, development and management of legal services to the Department and Ministry. Provide strategic advice and guidance on legal issues and matters. Ensure the effective drafting of legislation, commercial contracts, drafting and scrutinizing of International Agreements. Proactively manage litigation by, or against the Department. Ensure the effective implementation of strategic objectives and innovation in the Chief Directorate. Reduction of Contingent Liability held by the Department. Coordinate and monitor delivery of the legal services business plan against agreed timeframes and objectives, including annual strategic and operational performance targets. Provide advice and guidance on matters falling within the Chief Directorate. Develop and implement Policy and Procedure, Directives, Acts and Regulations. Implement governance processes, frameworks and procedures. Build relationships with external stakeholders in the legal fraternity, including auditors and other assurance providers. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Ensure risk and compliance management. Ensure compliance with all audit queries, quality and risk management frameworks, standards and procedures.
- ENQUIRIES** : Mr S Mandiwana, at (083) 327 4426
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Legalrecruitment@dha.gov.za
- POST 28/42** : **CHIEF DIRECTOR: PREVENTION AND ANALYSIS REF NO: HRMC 45/23/3**
Branch: Counter Corruption and Security Services
Chief Directorate: Prevention and Analysis
- SALARY** : R1 371 558 - R1 635 897 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Law / Forensic Investigation / Criminology / Criminal Justice / Intelligence Management / Police Administration / Management at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level in a related field. Extensive experience in Crime Prevention and Analysis. Knowledge of latest trends and initiatives in intergrity and ethics, anti-corruption and investigation fields. Knowledge of the Constitution of South Africa. Knowledge and understanding of legislative and regulatory frameworks on Public Service in relation to Prevention and Analysis Knowledge of Criminal Procedure Act, Minimum Information Security Standard (MISS), Public Finance Management Act and an understanding of Human Resources Regulatory Framework. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Honesty and integrity. Program and project management. Change management. Decision making and initiating action. Communication, problem solving and analysis. Business report writing, influencing and networking. Diplomacy and computer literacy. Policy development, research methodology and analysis. Strong numerical skills. Business process practice. Dealing with pressure and setbacks. Presentation skills, diplomacy and risk management. Willingness to travel and work extended hours or on weekend is required.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Oversee the alignment and integration of fraud and corruption prevention initiatives, processes and policies. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks of Fraud and Corruption. Manage the successful analysis of all identified criminal cases, employee relations cases and law enforcement cases in order to devise preventative measures. Ensure the development and management of fraud and corruption information database for utilisation of relevant statistical management data. Oversee the alignment and integration of analysis initiatives, processes and policies. Ensure the development of analysis strategy

or measures in order to mitigate identified fraud and corruption trends and risks in the department. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of fraud and corruption analysis initiatives within the department. Manage the successful analysis of all identified criminal cases, employee relations cases and law enforcement cases in order to provide regular trends analysis reports. Ensure the development and management of fraud and corruption information database for utilisation of relevant statistical management data. Provide strategic leadership and direction to the Chief Directorate. Participate in the development of the department strategic planning. Develop, implement business plan for effective prioritisation and resource planning to meet the strategic objectives. Oversee the development and review policies, procedures, and Standard Level Agreements. Manage and ensure compliance with legislations, regulation, DHA policies and procedures within the Unit. Manage and ensure the implementation of effective risk and compliance management practices. Report on all risk and financial indicators. Ensure effective and efficient management of human, financial and physical resources within the Chief Directorate.

- ENQUIRIES** : Ms C Mocke at (082) 301 8580
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: CCrecruitment@dha.gov.za
- POST 28/43** : **DIRECTOR: SERVICE SUPPORT MANAGEMENT REF NO: HRMC 45/23/4**
Branch: Information Services
Chief Directorate: Information Services Management
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Information Technology / Computer Engineering / Computer Science at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment 5 years' experience in middle management / specialist field Extensive experience in IT Service Support (Management of Service Desk and Desktop Support). Extensive experience in managing configuration, change and release. Sound knowledge and application of the Government ICT guidelines and prescripts (E Government policy framework). Sound knowledge of Minimum Information Security Standards (MISS) Minimum Interoperability Standards, Government's Free and Open Source Policy, The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Sound knowledge of the Protection of Information Act of 1982 and the promotion of Access to Information Act of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Information Technology Infrastructure Library (ITIL) or other service management models. Knowledge of the Departmental legislations and prescripts. Required skills and competencies: Operational capability and leadership. Service support management. Client operation and customer focus. People management and empowerment Financial management. Business continuity, program and project management. Change and configuration management. Decision making and accountability. Problem solving and analysis. Business report writing and presentation skills. Influencing and networking. Computer literacy and facilitation skills. Willingness to travel, on call and extended working hours may be required.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Lead and direct IT Service Desk Support in the Department. Coordinate the implementation of relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. Coordinate and attend to complex customer incidents, associated customer communication, activities and any appropriate escalations. Manage the coordination of incidents logged in line with SLA's and quality standards. Lead and direct IT changes and releases that impact the ability to deliver services in the Department. Manage the design and implementation of procedures for the

distribution and installation of changes to IT systems. Ensure effective communication and monitor expectations for internal and external customers' requirements during the planning and roll out of new release. Lead and direct the management of awareness on the change management processes including the induction of new staff into the IT environment. Lead and direct the Configuration Management Database for existing, new systems and upgrades. Ensure the establishment of configuration identification, change control, status accounting, and audits. Lead and direct the coordination of the existing Configuration Management Database (CMDB) and ensure the implementation of identified upgrades. Lead and design configuration management planning to identify Configuration Items (CI) and the information to be recorded on the Configuration Management Systems (CMS). Manage and implement strategic objectives and innovation within the functional Unit. Develop and implement the operational plan for the Directorate. Provide strategic direction within the Directorate. Manage the delivery of services against agreed objectives and timeframes. Ensure successful business transformation. Compile statistical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the Unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure effective and efficient management of human, physical and financial resources, strategies and procedures within the Directorate.

ENQUIRIES : Ms P Mosia Tel No: (012) 406 4536
APPLICATIONS : Quoting the relevant reference number, direct your application to: isrecruitment@dha.gov.za

POST 28/44 : **DIRECTOR: LOGISTICS AND DISPOSAL REF NO: HRMC 45/23/5**

Branch: Finance and Supply Chain Management

Chief Directorate: Supply Chain Management

Directorate: Logistics and Disposals

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Logistics and Supply Chain Management at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience in middle management / senior management. Experience in logistics and disposals is required. Knowledge of the Public Service Regulations. Understanding of all Departmental Human Resources Legislation and Prescripts. Knowledge and understanding of Public Finance Management Act, Supply Chain Management practices as well as the National Treasury Regulations. Knowledge of financial risk management practices. Knowledge of South African National Archives and Records Act. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Demand and Acquisition Strategy. Decision making, problem solving and analysis. Planning and organizing. Good Communication, negotiation and presentation skills. Willingness to travel, on call, and extended working hours may be required.

DUTIES : The successful candidate will be responsible for the following specific tasks: Lead and direct the coordination of logistics and disposals (procurement) processes in the Department. Management of the payment functions. Management of the travel services (contract management, issuing of orders, payment of suppliers etc). Manage the annual logistics and disposals risk assessment and risk response plans. Manage the utilisation of LOGIS for provisioning, procurement, stock control and reporting. Manage the issuing orders. Management and controlling of inventory / Consumables (stores and warehouse). Ensure safe keeping of stores warehouse. Management and control of stock transmitted in / out of stores and warehouses. Ensure inspection of material for potential use. Manage and implement strategic objectives and innovation within the Unit. Effectively manage the performance

of the directorate against agreed service levels, business requirements and targets. Develop the Operational Plan against the agreed objectives and timeframes. Ensure operational efficiency and service delivery improvement within the unit. Manage the performance of the directorate against agreed business requirements and targets. Ensure effective and efficient service delivery within the directorate. Ensure effective governance and compliance within the Directorate. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure effective and efficient management of human, financial and physical resources within the Directorate • Provide inputs to the Financial / Statements (Inventory, Accruals, Payables and Commitments). Management of the Payment function. Management of the travel Services (Contract management, issuing of orders, payment of suppliers etc).

ENQUIRIES : Ms T Ngcobo at (076) 033 8501
APPLICATIONS : Quoting the relevant reference number, direct your application to: FinanceRecruitment@dha.gov.za

POST 28/45 : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 45/23/6**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Gauteng: Provincial Manager's Office - Braamfontein
REQUIREMENTS : An undergraduate qualification in Financial Management / Accounting at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience in middle management / senior management. 5 years' experience in Financial Management and Support. Knowledge of Departmental Legislation and Prescripts. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act and Regulations. Knowledge of Preferential Procurement Policy Framework Act and Regulations as well as the Public Audit Act. Knowledge of Mandates from the government including cluster priorities and Government Programme of Action. Required skills and competencies: Strategic capability and leadership skills. Good communication and decision making skills. Client orientation and customer focus. People management and empowerment. Financial, audit and risk management Problem solving and Policy Development skills. Research Methodology. Analysis skills. Business report writing and presentation skills. Planning, Organising and Time Management skills. Computer literacy. Willingness to travel and extended working hours may be required.

DUTIES : The successful candidate will be responsible for the following specific tasks: Manage all Finances and Supply Chain Management in an efficient and effective manner. Manage the Provincial budget and monitor expenditure in line with financial requirements and the Unit's objectives. Develop finance strategies and plans for the province. Procure goods and services in accordance with delegations. Ensure the successful management of assets and properties in the province. Manage and coordinate the provincial fleet. Manage and monitor the provincial maintenance budget and plans. Develop, implement and monitor implementation of Departmental Fixed Asset Management plan. Oversee the implementation of Human Resources processes within the province. Oversee the implementation of communication processes within the provinces. Manage all IT Support functions within the provinces. Manage and implement strategic objectives and innovation. Ensure the implementation of effective risk and compliance management practices. Manage human, financial and physical resources within the province.

ENQUIRIES : Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
APPLICATIONS : Quoting the relevant reference number, direct your application to: FinanceRecruitment@dha.gov.za