

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: 4 August 2023

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 46 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. Reasonable accommodation shall be applied for People with Disabilities including where a driver's license is a requirement.

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: 21 AUGUST 2023

APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of the last 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**, citing the start and end date (dd/mm/yr) and detailed duties 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**), 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 where applicable 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 and technical test(s), 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 timeframe.

POST NO 12 : **CIVIC SERVICES CLERK, (37 POSITIONS)**

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

CENTRE : **Eastern Cape: Large Office: Mthatha (1 Post)**
REF NO : **HRMC 46/23/12a**

CENTRE : **Eastern Cape: PSP: Elliot (1 Post)**
REF NO : **HRMC 46/23/12b**

CENTRE : **Eastern Cape: Large Office: Gqeberha (1 Post)**
REF NO : **HRMC 46/23/12c**

CENTRE : **Eastern Cape: PSP: Peddie (1 Post)**
REF NO : **HRMC 46/23/12d**

CENTRE : **Eastern Cape: Large Office: Queenstown (1 Post)**
REF NO : **HRMC 46/23/12e**

CENTRE : **Free State: Medium Office: Thaba Nchu (1 Post)**
REF NO : **HRMC 46/23/12f**

CENTRE : **Gauteng: Large Office: Akasia (1 Post)**
REF NO : **HRMC 46/23/12g**

CENTRE : **Gauteng: District Municipality Office - Johannesburg (2 Posts)**
REF NO : **HRMC 46/23/12h**

CENTRE : **Gauteng: Medium Office: Kempton Park (1 Post)**
REF NO : **HRMC 46/23/12i**

CENTRE : **Gauteng: Medium Office: Krugersdorp (1 Post)**
REF NO : **HRMC 46/23/12j**

CENTRE : **Gauteng: Medium Office: Menlyn (2 Posts)**
REF NO : **HRMC 46/23/12k**

CENTRE : **Gauteng: Large Office: Pretoria (1 Post)**
REF NO : **HRMC 46/23/12L**

CENTRE : **Gauteng: Medium Office: Sebokeng (1 Post)**
REF NO : **HRMC 46/23/12m**

CENTRE : **Gauteng: Large Office: Randfontein (1 Post)**
REF NO : **HRMC 46/23/12n**

CENTRE : **Gauteng: Large Office: Vanderbiljpark (1 Post)**
REF NO : **HRMC 46/23/12o**

CENTRE : **Limpopo: PSP: Bungeni (1 Post)**
REF NO : **HRMC 46/23/12p**

CENTRE : **Limpopo: Large Office: Jane Furse (1 Post)**
REF NO : **HRMC 46/23/12q**

CENTRE : **Limpopo: Medium Office: Lephalale (1 Post)**
REF NO : **HRMC 46/23/12r**

CENTRE : **Limpopo: Medium Office: Musina (1 Post)**
REF NO : **HRMC 46/23/12s**

CENTRE : **Limpopo: Medium Office: Maruleng (1 Post)**
REF NO : **HRMC 46/23/12t**

CENTRE : Limpopo: Medium Office: Seshego (1 Post)
REF NO : HRMC 46/23/12u

CENTRE : Mpumalanga: Large Office: Emalahleni (1 Post)
REF NO : HRMC 46/23/12v

CENTRE : Mpumalanga: Medium Office: Hazyview (1 Post)
REF NO : HRMC 46/23/912w

CENTRE : Mpumalanga: Medium Office: Mashishing (1 Post)
REF NO : HRMC 46/23/12x

CENTRE : Mpumalanga: Medium Office: Nkomazi (1 Post)
REF NO : HRMC 46/23/912y

CENTRE : Northern Cape: Medium Office: Calvinia (1 Post)
REF NO : HRMC 46/23/12z

CENTRE : Northern Cape: Large Office: Upington (1 Post)
REF NO : HRMC 46/23/12aa

CENTRE : North West: Medium Office: Ganyesa (1 Post)
REF NO : HRMC 46/23/12ab

CENTRE : North West: Medium Office: Madikwe (1 Post)
REF NO : HRMC 46/23/12ac

CENTRE : North West: Medium Office: Molopo / Mafikeng (1 Post)
REF NO : HRMC 46/23/12ad

CENTRE : Western Cape: Medium Office: Bellville (1 Post)
REF NO : HRMC 46/23/12ae

CENTRE : Western Cape: Medium Office: Caledon (1 Post)
REF NO : HRMC 46/23/12af

CENTRE : Western Cape: Medium Office: Nyanga (1 Post)
REF NO : HRMC 46/23/12ag

CENTRE : Western Cape: Medium Office: Somerset West (1 Post)
REF NO : HRMC 46/23/12ah

REQUIREMENTS : • An undergraduate qualification in Public Management / Public Administration / Social Sciences at NQF level 6, and DHA Qualification: Home Affairs Services at NQF level 5 all recognised by SAQA • Basic understanding of Civic Service operations • Sound knowledge of the Batho Pele Principles.
• **Required skills and competencies:** Computer literacy • Planning and organizing • Problem solving • Written and verbal communication skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Client orientation and customer focus • Record and time management.

DUTIES : The successful candidate will be responsible for the following specific tasks: • Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office • Attend to enquiries and perform online verification • Greet customers and ensure that they receive a professional warm and friendly welcome • Operate the live capture photo booth in the office • Verify, validate and capture client information on system, fingerprints, scan client supporting documents on line • Examine processed fingerprints and evaluate their validity for entry into the automated fingerprint identification system • Receive, scan and file smartcards upon receipt at the office • Process collections of ID smart cards to clients • Process application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents.

ENQUIRIES : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Free State: Mr C Mgwadleka, Tel No: (051) 410 3912

Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
North West: Mr L Appels, Tel No: (018) 397 9908/22
Western Cape: Mr M Pienaar, Tel (021) 488 1409

APPLICATIONS

: Quoting the relevant reference number, direct your application to:

The Department of Home Affairs Office

as follows:- Eastern Cape:

Postal Address: Private Bag 7413, King Williams Town,
5600 Physical address: 11 Hargreaves Avenue, King
William's Town, 5600 **Free State:**

Postal Address: Postal address: P.O Box 12262
Brandhof 9324 Physical Address: 40 Victoria
Street Willows Bloemfontein 9301 **Gauteng:**

Postal Address: Private Bag X108, Braamfontein, 2017,
Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De
Korte Street, Braamfontein, 2017

KwaZulu-Natal:

Postal Address: Private Bag X 09, Pietermaritzburg
3209 Physical address: 181 Church Street,
Pietermaritzburg 3209 **Limpopo:**

Postal Address: Private Bag X 9517,
Polokwane, 0700 Physical Address: 89
Biccard Street, Polokwane, 0699

Mpumalanga:

Postal Address: Private Bag X11264,
Nelspruit, 1200, Physical Address: 29
Bester Street, Nelspruit, 1200 **Northern**

Cape:

Postal Address: Private Bag X 6073, Kimberley 8300
Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

North West:

Postal Address: Private Bag X 119, Mmabatho, 2735,
Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Western Cape:

Postal Address: Private Bag X 9103, Cape Town, 8000
Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000