

DEPARTMENT OF HOME AFFAIRS

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 positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, for attention: Ms B. Mckue. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 29 January 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. 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 world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation, Numerical skills.

MANAGEMENT ECHELON

- POST 02/06** : **DIRECTOR: NETWORKS (TECHNICAL) HRMC: B/10/1**
- SALARY** : An all inclusive salary package of R615 633 per annum, structured as follows: Basic salary -60% of package, State contribution to the Government Employee Pension Fund - 13% of basic salary. Remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A three year degree in Information Systems or an NQF Level 6 equivalent qualification. Extensive experience in the information systems environment. Extensive experience in a LAN and WAN environment is essential. Sound knowledge and application of the GITO requirements and frameworks. Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998. Knowledge of the E-Government Policy Framework Consultation Paper developed by GITO. Knowledge and an understanding of network concepts, architectures and protocols. Sound knowledge of Minimum Information Security

Standards (MISS), the position paper on Information Security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution. An understanding of departmental legislation and human resource legislation and prescripts. Preparedness to travel and work extended hours when required. A valid driver's licence is essential. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Programme and project management. Change management. Communication. Knowledge management. Decision-making. Presentation. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Computers and networks. Engineering and technology. Technology design. Telecommunications. Troubleshooting. High-level L2 and L3 networking.

DUTIES

: The successful candidate will be responsible for the following: Reporting to the Chief Director: Infrastructure Management, ensure effective and efficient provision of support on hardware and software networks within the department. Manage and implement strategic objectives and innovation within the directorate, as well as provide advice and guidance on network aspects and matters. Ensure operational efficiency and service delivery improvement within the department, which includes ensuring that projects are implemented to best-practice network standards as well as ensuring availability of the network throughout the department. Manage resources within the directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the directorate. Ensure good governance and compliance within the directorate in line with relevant legislation, regulations and DHA policies and procedures, as well as with all audit requirements, quality and risk management frameworks, standards and procedures. Liaise with key stakeholders at various levels.

ENQUIRIES

: Mr N Hilita, Tel No: (012) 810 7680

OTHER POSTS

POST 02/07

REGIONAL IT SUPPORT OFFICER 9 POSTS

SALARY CENTRE

- : Basic Salary of R 240 318 per annum (Level 10)
- : a) Free State Province (1 position) Ref No: HRMC B/10/2A
- : b) Northern Cape Province (1 position) Ref No: HRMC B/10/2B
- : c) Kwazulu-Natal (1 position) Ref No: HRMC B/10/2C
- : d) Western Cape (1 position) Ref No: HRMC B/10/2D
- : e) Mpumalanga (1 position) Ref No: HRMC B/10/2E
- : f) Limpopo (1 position) Ref No: HRMC B/10/2F
- : g) Eastern cape (1 position) Ref No: HRMC B/10/2G
- : h) Gauteng Province (2 positions) REF NO: HRMC B/10/2H

REQUIREMENTS

: An appropriate three year diploma/ degree in Information Technology, A+, and/or N+ Certification is required. Knowledge and Technical Support Experience of Government Transversal Systems, Advanced Maintenance and Experience of Desktop Environments and Network Infrastructure (Servers, Routers, Switches and Cabling) required. Novell or Microsoft Servers Background, Either CCNA, MCSE and CNE Certification will be an added advantage, Either Novell or Microsoft Servers Background is required. Knowledge of Minimum Information Security Standards (MISS). A valid driver's license is essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Provide day to day IT Services within regions. Handle all logged calls accurately and timeously as per Service Level Agreements. Follow standard operating procedures for assisting queries. Implement new information services initiatives within regions in accordance with department requirements (including updating of systems, computers, access controls, enforcing and advising on new policy, etc). Participates in departmental Information Services projects and initiatives. Provide all incidents reported, investigate and resolve problems within a reasonable timeframe. Provide incident management services by detecting incidents that have an impact on the business. Detect and record incidents to ensure that there are no lost services/ incidents requests. Understand the impact of incidents on Service Level Agreements targets allowing improved prioritization. Provide

monthly service, incident and audit reports to Regional IT Support Manager. Support processes that allow new incidents to be checked against known errors and problems so that any previously identified workarounds can be quickly located. Identify suitable workarounds that provided staff with service improvement while a more permanent solution is sought. Analyze urgency and the resources required to effect temporary or permanent solutions to the problems.

ENQUIRIES : Ms N Mosoou, Tel No: (012) 810 8112

POST 02/08 : **PERSONAL ASSISTANT 3 POSTS**

SALARY CENTRE : Basic Salary of R 240 318 per annum (Level 10)
: a) Head Office: Waltloo, Pretoria, Deputy Director-General: Immigration Services. (1 position) Ref No: HRMC B/10/1A
: b) Head Office: Waltloo, Pretoria, Deputy Director-General: Human Resources (1 position) Ref No: HRMC B/10/1B
: c) Head Office: Waltloo, Pretoria, Head: Learning Centre (1 position) Ref No: HRMC B/10/1C

REQUIREMENTS : A Grade 12 certificate, Secretarial Diploma or an NQF level 5 is required with relevant experience. Knowledge and understanding of the Departments prescripts, Well developed office administration and organizational skills. Good written and verbal communication skills as well as sound interpersonal relations. Computer literacy is essential with working knowledge of Microsoft software programmes (MS Word, MS Excel and MS Power Point). Ability to handle confidential matters, Good telephone etiquette, Administrative, organizational and general office management skills, Time management and ability to function without constant supervision, Ability to work under pressure. Understanding of core functions of the Directorate.

DUTIES : The successful candidate will be responsible for the following specific tasks: Maintain the Senior Management Service day to day diary and setting up meetings and appointments. Provide effective secretarial support service to the Senior Management Service Member. Arrange board packs for meetings. Liaise with agencies in organising travel and accommodation for the Manager. Receive and distribute documents. Capture incoming and outgoing documents. Screening phone calls and handle enquiries. Prepare agenda for meetings and take minutes. Prepare refreshments for the office and receive guest and accompany them. Draft acknowledgement letters for the Senior Manager's consideration and signature. Liaise with Departments officials on matters relating to the Senior Management Service Member. Oversee payments of accounts, contracts and petty cash, order stationery and all other office equipment. Maintain electronic and hard copy files. Consolidate monthly reports for the Senior Management Service Member. Do the monthly reconciliation of expenditure reports. Maintain an effective filing system in accordance with the Department of Home Affairs file plan.

ENQUIRIES : Mr W D Hlongwane, Tel No: (012) 810 8606