

## 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, Waltho, 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** : 05 February 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](http://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. The position require the following core management competencies: Conceptual and analytical thinking, Written and Verbal communication skills, Strategic Orientation, Presentation skills, Problem solving and strong analytical skills, Business report writing, Influencing and networking, Planning and Organising, Time Management, Research and Learning, Honesty and Integrity.

## OTHER POST

- POST 04/19** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO HRMC J/10/1**  
Office of the Deputy Director-General: Human Resources, Head Office: Waltho,
- SALARY CENTRE REQUIREMENTS** : An all inclusive salary package of R 448 521, Level 12  
Pretoria  
A B-Degree/Diploma in Administration/Public Administration/Social Sciences or an NQF level 6 equivalent with extensive experience in an Administration environment. Knowledge of relevant departmental legislations and prescripts. Knowledge and application of Public Finance Management Act and Regulations as well as Supply Chain Management. Knowledge and understanding of Public Service Act and Regulations, Constitution of South Africa and all relevant Public Service Regulation Framework. Experience in office management process and procedures. Knowledge of Government Programme of Action; Lekgotla and MTSF. Advanced Computer Literacy in Ms Word, Excel and PowerPoint. Willingness to work extended hours. Valid driver's licence and willingness to travel are essential. Key Competencies: The successful candidates must have conceptual and analytical thinking, Written and Verbal communication skills, Strategic Orientation, Presentation skills, Problem solving and strong analytical skills, Business report writing, Influencing and networking, Planning and Organising, Time Management, Research and Learning, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Provide effective and efficient resource management and administrative support services to the Deputy Director-General's Office. Provide support to HR Branch to facilitate the effective implementation of the Strategic and Services delivery objectives. Assist Deputy Director-General to track progress on the achievement of deliverables on Annual Performance Plan. Undertake the financial management of the Deputy Director-General's Office and coordinate the budget-where necessary and make recommendations regarding the utilization thereof. Ensure effective and uniform implementation of Standard Operating Procedures as well as the Batho Pele Principles within the office in all interactions with internal and external customers and monitor the Office's performance against Service Level Agreements. Ensure efficient and effective application and utilisation of resources within unit, i.e. manage leave, performance management, talent management and other Human Resources Administration requirements within the office. Build and maintain an effective team to ensure the effective functioning of the unit. Review and ensure effective capacity planning. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure the effective utilisation of technology and technology infrastructure within the unit. Ensure effective risk and compliance management i.e Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory, requirements and liaise with all relevant stakeholders within and outside the organisation to ensure accurate implementation. Interpret and implement all organisation circulars, policy and other communications that impact on the operation of the business unit. Ensure effective and efficient communication i.e. Ensure continuous and effective communication between the DDG: HR and all HR employees in Head Office and Provinces. Liaise with stakeholders including but not limited to PMO, EXCO, OPSCO, EMC and Branches. Ensure healthy communication with DG, Deputy Minister and Minister. Timeous response to requests by DG, Deputy Minister and Minister and Parliamentary questions.

**ENQUIRIES**

: Mr Wesane Hlongwane, Tel: (012) 810 8606