

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** : 19 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 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 05/21** : **DIRECTOR: PERMANENT RESIDENCE REF NO: HRMC: J/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 recognised three-year degree/diploma in Public Administration, International Relations with extensive experience in managing immigration, international relations or public service environment• Sound knowledge and an understanding of the Immigration Act, South African Citizenship Act, No 88 of 1995, Identification Act, No. 68 of 1997, South African Passports and Travel Documents Act, No. 4 of 1994, Public Service Act and Regulations, Public Finance Management Act, South African Constitution as well as departmental

- legislation, human resources legislation and prescripts. Computer literacy. Valid Driver's licence
- DUTIES** : The successful candidate will be responsible for the following: Directorate. Provide strategic advice and guidance in permanent residence aspects and matters. Ensure operational efficiency and service delivery improvement within the Directorate. Ensure the effective management and handling adjudication of applications, adjudication of appeals, waivers and withdrawals, provision of proof of permits and granting of and issue of exemptions. Monitor and evaluate compliance with the purpose for which permanent residence permits were granted to foreigners. Ensure effective and efficient management of resources within the unit. Management the implementation of people management strategies, policies and procedures within the directorate. Develop and implement governance processes, frameworks and procedures within the unit. Establish and nurture effective relationships with all stakeholders on matters relating to Permanent Residence
- ENQUIRIES** : Mr M Radebe, Tel: (012) 810 6357

OTHER POSTS

- POST 05/22** : **DEPUTY DIRECTOR: CENTRAL LAW ENFORCEMENT REF HRMC J/10/2**
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R448 521 per annum
: Head Office: Waltloo, Pretoria, Directorate Central Law Enforcement
: A B degree in Policing, Law, Public Administration or Management or equivalent qualification. Extensive relevant experience in a compliance or law enforcement environment coupled with 3 years in a management position at the level of an Assistant Director. Exposure to crime analysis and crime investigations is strongly recommended. Expert knowledge of the Criminal Procedure Act, Public Service Regulation Act and Regulations, Public Finance Management Act and the South African Constitution. Knowledge and understanding of the Departments prescripts as well as Human Resource legislation prescripts. Good written and verbal communication skills as well as sound interpersonal relations. Strategic capability and leadership. Ability to handle confidential matters. Preparedness to work extended hours when required. Problem solving and analysis. Data analysis. Report writing. Initiating action. Professionalism. Project management. Financial and resource management. Ability to deal with pressure. Presentation skills. Computer literacy. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Maintain the operational capability and ensure service delivery improvement within the Directorate. Analyse policies and procedures and ensure compliance to established standards and processes for law enforcement purposes, as well as proposing policy interventions. Provide legislative and regulatory recommendations for improvement and promotion of administrative justice. Coordinate the crime analysis function ensuring that the tactical and strategic objectives are met. Deliver a high quality products that provides the Inspectorate with strategic and tactical direction. Manage the investigations on fraudulent activities and suspected transgression of the Department's legislation. Enforcement of Immigration laws in terms of all relevant legislation. Establish relationships with relevant stakeholders and liaise with deportation unit, Correctional Services, South African Police Service and National Intelligence Agency to ensure cooperation and partnership in the detention, processing, deportation of illegal foreigners and management of foreigners convicted of criminal activities. Ensure effective and efficient management of resources within the unit. Manage the implementation of people management strategies, policies and procedures within the Directorate. Ensure good governance and compliance within the Directorate. Coordinate, support and track the resolution of various stakeholder enquiries or complaints
- ENQUIRIES** : Adv. A Ledwaba, Tel: (012) 810 6229
- POST 05/23** : **DEPUTY DIRECTOR: EXTERNAL STAKEHOLDER MANAGEMENT REF NO HRMC J/10/3**
- SALARY** : All-inclusive remuneration package of R448 521 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office: Waitloo, Pretoria, Directorate: Integrated Governance : An appropriate three year degree or Diploma in Public Relations or equivalent qualification plus extensive experience in a management position with a proven track record of managing a team within governance environment is required. Understanding of the various Portfolio and Cabinet Committees. Knowledge of Foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of relevant departmental legislations and prescripts. Computer literacy. A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks: Develop and implement stakeholder management policy. Draft and implement the stakeholder management strategy for the Department. Develop and maintain partnership between governments. Maintain sound relationships with all stakeholders. Initiate, develop, manage and maintain effective relationship with stakeholders of the Department. Provide advice on issues raised by stakeholders and make follow ups with relevant directorates. Maintain Departmental stakeholder's database. Conduct research and advise Department on protocol of stakeholders. Provide guidance and leadership to the Office in the achievement of operational goals. Ensure the effective and uniform implementation of Standard Operating Procedures. Ensure efficient and effective application and utilisation of resources within the functional unit. Ensure effective risk and compliance management. Ensure consistent and regular communication on stakeholder management with programme managers. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Oversee successful system and process enhancements, updates and amendments within the unit. Participate in setting up performance contracts, determining general frameworks and monitoring compliance
<u>ENQUIRIES</u>	: Ms T Simamane Tel No (012) 810 7117
<u>POST 05/24</u>	: <u>DEPUTY DIRECTOR: CLUSTER MANAGEMENT REF NO HRMC J/10/4</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: All-inclusive remuneration package of R448 521 per annum Salary level 12 : Head Office: Waitloo, Pretoria, Directorate: Integrated Governance : An appropriate three year degree or Diploma in International Relations, Political Sciences, Public Management and Administration or equivalent qualification plus extensive experience in a management position with a proven track record of managing a team within governance environment is required. Understanding of the cluster coordination policies. Knowledge of Corporate Governance Chapter 3 of South African Constitution Act 13 of 2005. Understanding of Intergovernmental Relations framework. Knowledge of Minimum information Security Standard (MISS). Understanding of Medium Term Strategic Framework (MTSF). Knowledge of Government planning framework (Lekgotla and Makgotla). Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of relevant departmental legislations and prescripts. Computer literacy. A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks: Provide the Department of Home Affairs with secretariat related to cluster participation. Prepare, coordinate and render procurement arrangement for cabinet Makgotla and FOSAD Workshops. Ensure effective and efficient implementation, monitoring and evaluation of cluster priorities. Ensure adherence on compliance in respect of cluster decisions and government program of action. Prepare comprehensive progress reports on implementation of government priorities. Provide guidance and leadership to the Office in the achievement of operational goals. Ensure the implementation of the Batho Pele Principles within the unit in all interactions with internal and external customers. Ensure effective service delivery to internal and external requirements and monitor the Office's performance against Service Level Agreements. Develop and implement quality assurance and data quality strategies and actions. Review quality management reports and take corrective action where required. Oversee the Office financial performance including accurate financial accounting, monitoring and reporting within the office. Ensure the effective and uniform implementation of Standard

Operating Procedures. Ensure efficient and effective application and utilisation of resources within the functional unit. Ensure effective risk and compliance management. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Oversee successful system and process enhancements, updates and amendments within the unit. Participate in setting up performance contracts, determining general frameworks and monitoring compliance

ENQUIRIES : Ms T Simamane Tel No (012) 810 7117

POST 05/25 : **DEPUTY DIRECTOR: TENDERS AND CONTRACT REF NO HRMC J/10/5**

SALARY : All-inclusive remuneration package of R448 521 per annum salary Level 12
CENTRE : Head Office: Waltloo, Pretoria, Chief Directorate: Supply Chain Management
REQUIREMENTS : An appropriate three year Degree/Diploma in Contract Law, a, Purchasing Management or Public Administration equivalent qualification plus experience in supply chain management with specific reference to contract management. Extensive knowledge of the Public Finance Management Act (PFMA) (specifically sections 31 (1) (a) (iii), 76 (4)(c), 38(1)(b); 45 (b), 76(1) and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework (PPPFA) and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge of the State Tender Board Act 86 of 1986 and Regulations. Knowledge of the Provisioning Administration Procedure Manual (PAPM,) Green paper on Public Sector Procurement Reform in South Africa, April 1997. Knowledge of the Public Service Regulatory Framework. Computer literacy. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following specific tasks: Provide guidance and leadership to the contracts and database management unit in the achievement of operational goals. Ensure effective service delivery to internal and external requirements and monitor the Unit's performance against Service Level Agreements and KPIs. Ensure effective monitoring and evaluation by developing, interpreting and managing management and statistical information on service level standards, bottlenecks, volumes, trends and non-delivery. Develop and implement quality assurance and data quality strategies and actions. Review quality or management reports and take corrective action where required. Ensure the effective and uniform implementation of Standard Operating Procedures. Ensure effective management of contracts through out the contract management lifecycle including facilitating and communicating to business regarding the pending termination, renewal or review of contracts. Ensure effective maintenance of contract and supplier database in conjunction with Strategic Supplier Managers and Commodity Managers. Ensure formalisation of Service Level Agreements and work authorisations. Ensure effective convening and operation of bid and adjudication committees in accordance with stipulated legislation. Manage the development of submissions and recommendations to the Bid and Adjudication Committees. Serve as a member of the Bid and adjudication committees as required. Monitor processing for irregularities and ensure the implementation of effective counter corruption measures. Liaise with Commodity Managers for tender process and supplier selection and contract management process to secure the best value. Liaise with Commercial Contracts unit in Legal Services for drafting and negotiation of contracts. Ensure efficient and effective application and utilisation of resources within the contracts and database management unit. Ensure effective risk and compliance management

ENQUIRIES : Ms F Masanabo, Tel No (012) 810 8004

POST 05/26 : **SENIOR LEGAL ADMINISTRATION OFFICER 2 POSITIONS REF HRMC J/10/6**

SALARY : All-inclusive remuneration package of R448 521 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)
CENTRE : Head Office: Waltloo, Pretoria, Chief Directorate: Legal Services Directorate: Litigation
REQUIREMENTS : LLB Degree or four years recognised legal qualifications. Practical experience in drafting of legal opinions and legislation is strongly recommended. Admission as

an Attorney or Advocate(recommended). Knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act and Public Finance Management Act, knowledge of the relevant departmental legislations will be an added advantage. Advanced Computer Literacy in Ms Word, Excel and PowerPoint. Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Numeracy and Driving Skills, Written and Verbal communication skills, Interpretation and Policy Interpretation Skills, Legal Court and Presentation Skills, Problem solving and strong analytical skills, Financial and Project Management Skills, Planning and Organising, Research Methodology and Diplomacy. Time Management

- DUTIES** : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensuring a legal support services in litigation matters, which include issuing instructions to the State Attorney. Inform and advise the Department on court orders and monitor the implementation thereof, Advising the Department on trends that could lead to litigation against the Department, and Rendering professional legal representation in all litigation matters affecting the Department, Participate in supply chain Management proceedings and procedures involving the Department
- ENQUIRIES** : Adv D Erasmus ,Tel No (012) 810 8515
- POST 05/27** : **SENIOR LEGAL ADMINISTRATION OFFICER 3 POSITIONS REF HRMC J/107**
- SALARY** : All-inclusive remuneration package of R448 521 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)
- CENTRE** : Head Office: Waltloo, Pretoria, Chief Directorate: Legal services Directorate: Legislative Drafting
- REQUIREMENTS** : LLB Degree or four years recognised qualifications. Admission as an Attorney or Advocate(recommended) with appropriate relevant experience, extensive experience in drafting of legal opinions Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, knowledge of the relevant departmental legislations will be an added advantage. Computer Literacy in Ms Word, Excel and Powerpoint..Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Numeracy and Driving Skills, Written and Verbal communication skills, Interpretation and Policy Interpretation Skills, Legal Court and Presentation Skills, Problem solving and strong analytical skills, Financial and Project Management Skills, Planning and Organising, Research Methodology and Diplomacy. Time Management
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Providing legal opinions on requests received in terms of the Promotion of Access Information held by the Department, The Drafting of new, and amending of existing , legislations administered by the Department Seeing Bills through the legislative drafting and parliamentary process, and, The drafting of legal documents on behalf of the Department (ie Bills , Regulations, Cabinet Memorandum, etc), Assisting in the drafting/scrutiny and finalisation of international Agreements and Memorandum of Understanding. Participate in supply chain Management proceedings and procedures involving the Department
- ENQUIRIES** : Adv D Erasmus ,Tel No (012) 810 8515
- POST 05/28** : **LEGAL ADMINISTRATION OFFICER REF HRMC J/10/8**
- SALARY** : All Basic salary of R240 318 per annum Level 10 (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)
- CENTRE** : Head Office: Waltloo, Pretoria, Chief Directorate: Legal services Directorate: Legislative Drafting
- REQUIREMENTS** : LLB Degree or four years recognised qualifications. Admission as an Attorney or Advocate(recommended) with appropriate relevant experience, Extensive experience in drafting of legal opinions, and knowledge of drafting of legislation,

Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, knowledge of the relevant departmental legislations will be an added advantage. Computer literacy in Ms Word, Excel and Powerpoint. Willingness to work extended hours. Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Good Interpersonal and intellectual relations, 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: Providing verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Providing legal opinions on a variety of matters pertaining to the Department, providing legal opinions on requests received in terms of the Promotion of Access to Information Act to access information held by the Department, The drafting of new , and amending of existing, legislations administered by the Department, Seeing the Bills through the legislative drafting and parliamentary process, and, The drafting of legal documents on behalf of the Department (ie Bills , Regulations, Cabinet Memorandum, etc), Assisting in the drafting/ finalisation of international Agreements and Memorandum of Understanding

ENQUIRIES : Adv D Erasmus ,Tel No (012) 810 8515

POST 05/29 : **ASSISTANT DIRECTOR: EXTERNAL STAKEHOLDER MANAGEMENT REF HRMC J/10/9**

SALARY : All Basic salary of R240 318 per annum Level 10
CENTRE : Head Office: Waltloo, Pretoria, Directorate Integrated Governance:
REQUIREMENTS : An appropriate three year degree or Diploma in relevant field or tertiary qualification in Public Relations or equivalent qualification plus extensive experience in a supervisory position with a proven track record of managing a team within governance environment is required. Understanding of the various Portfolio and Cabinet Committees. Knowledge of Foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of relevant departmental legislations and prescripts. Computer literacy. A valid driver's license and willingness to travel

DUTIES : The successful candidate will be responsible for the following specific tasks: Ensure the maintenance of partnership between government. Update and maintain the departmental stakeholder's database. Assist in conducting research and providing advice to department on protocol of stakeholders. Ensure maintenance of sound relationships with all stakeholders. Assist in providing advice on issues raised by stakeholders and make follow ups with relevant directorates. Assist in the development and implementation of stakeholder management policy. Monitor delivery of service to internal and external requirements. Monitor service level standards, bottlenecks, trends and errors and take corrective action. Monitor delivery against Service Level Agreements and assist staff where service levels are not being met. Produce quality reports regarding turnaround times, documents processed and error rates. Implement quality assurance and data quality measures to ensure quality of service delivery. Facilitate and monitor management of records/documentation according to DHA requirements. Monitor quality and accuracy of output delivery by checking samples of outputs. Deal with non standard requests and issues from staff in the execution of their duties. Provide advice and assistance to staff members in the execution of their daily tasks. Allocate work to staff members and monitor their progress against daily targets or goals. Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors or provide input into capacity planning or possible solutions. Assist in the development, facilitation, coordination and implantation of quality assurance and data quality strategies and actions. Ensure efficient and effective application and utilisation of resources within the functional. Ensure

effective risk and compliance management. Ensure consistent and regular communication on stakeholder management with programme managers. Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance). incapacity or misconduct matters to management. Participate in any internal and external policy forums and develop and maintain relationships to achieve appropriate outcomes
 Ms T Simamane Tel No (012) 810 7117

ENQUIRIES

POST 05/30

ASSISTANT DIRECTOR: CLUSTER MANAGEMENT REF HRMC J/10/10

**SALARY
CENTRE
REQUIREMENTS**

All Basic salary of R240 318 per annum Level 10
 Head Office: Waitloo, Pretoria, Directorate Integrated Governance:
 An appropriate three year degree/Diploma in International Relations, Political Sciences or equivalent qualification plus experience in Political Science or International Relations at supervisory position is required. Knowledge of structure and programmes of International Organizations (SADC, NEPAD, AU, UN). Knowledge of South Africa's foreign policy and ability to translate it to the environment of the Department of Home Affairs. Knowledge and understanding of the Departmental policies, practices and functions. Computer literacy. A valid driver's license and willingness to travel

DUTIES

The successful candidate will be responsible for the following specific tasks:
 Provide efficient secretariat support to the departmental cluster participation. Follow-up and coordinate inputs from various business units in relation to decision taken on program of action and government priorities. Assist on the consolidation of cluster reports to be submitted to the Chief Director. Attend to logistical and administrative support services on the preparation of cabinet Makgotla. Interact with international organisations and Foreign Governments in line with programmes. Represent the unit at interdepartmental planning meeting , task team meetings as well as participate in engagements with foreign Governments. Provide advanced secretariat services and report writing for engagements. Provide support service related to international relations with regard to substance, briefing documents and protocol services

ENQUIRIES

Ms T Simamane Tel No (012) 810 7117

POST 05/31

ASSISTANT DIRECTOR: REGIONAL IMMIGRATION HEAD REF HRMC J/10/11

**SALARY
CENTRE
REQUIREMENTS**

All Basic salary of R240 318 per annum Level 10
 Regional Reception Centre: Marabastad
 An appropriate three year Degree/Diploma in Law, Social Science, Policy Studies and/or Grade 12 Certificate with extensive relevant experience in immigration services. •Knowledge of the Refugees Act •Sound knowledge of the Immigration Act •Knowledge of the Public Service Act, Public Finance Management Act (PFMA) and Treasury Regulations, and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Knowledge of the Criminal Procedure Act •A valid driver's licence •Preparedness to travel and work extended hours when required (including working weekends and on public holidays) •The candidate will be required to be on-call

DUTIES

The successful candidate will be responsible for the following specific tasks:
 Manage effective operations within the Region in Immigration Matters. •Ensure efficient and effective application and utilisation of resources within the Region •Ensure effective risk and compliance management •Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation •Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the regional functions. Service delivery innovation. Investigation skills. Client orientation and customer focus. Problem solving, People management and empowerment. Report writing, financial management. Influencing and networking. Honesty and integrity. Planning and organising. Project management, strong analytical skills, change management, computer literacy, communication, conflict management. Decision-making, negotiation skills, presentation skills and diplomacy.

ENQUIRIES

Adv. A Ledwaba, Tel: (012) 810 6229

- POST 05/32** : **ASSISTANT DIRECTOR: CONTRACTS REFNO HRMC J/10/12**
- SALARY CENTRE** : All Basic salary of R240 318 per annum Level 10
Head Office: Waltloo, Pretoria, Directorate: Chief Directorate: Supply Chain Management:
- REQUIREMENTS** : An appropriate three year Degree/Diploma in Purchasing Management or equivalent qualification. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Preferential Procurement Policy Framework (PPPFA) and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge of the State Tender Board Act 86 of 1986 and Regulations. Knowledge of the Provisioning Administration Procedure Manual (PAPM,) Green paper on Public Sector Procurement Reform in South Africa, April 1997. Knowledge of the Public Service Regulatory Framework. Computer literacy. A valid driver's license and willingness to travel.
- DUTIES** : The Sercuuesfukl candidate will be responsible for the following specific tasks: Assist business, commodity managers and strategic supplier managers in determining the business need effectively, Follow procedures to execute an efficient, compliant and fair tender adjudication process. Ensure effective management of contracts through out the contract management lifecycle including facilitating and communicating to business regarding the pending termination, renewal or review of contracts. Ensure effective maintenance of contracts in conjunction with Strategic Supplier Managers and Commodity Managers. Ensure formalisation of Service Level Agreements and work authorizations. Convene and organise the operation of bid adjudication committees in accordance with stipulated legislation. Develop and vet submissions and recommendations to the Bid Adjudication Committee(including Bid Evaluation Committees. Ensure the effective and uniform implementation of Standard Operating Procedures. Review quality or management reports and take corrective action where required. Ensure efficient and effective application and utilisation of resources within the contracts and database management unit. Ensure effective risk and compliance management.
- ENQUIRIES** : Ms F Masanabo, Tel: (012) 810 8004
- POST 05/33** : **ASSISTANT DIRECTOR: DATABASE MANAGEMENT REF NO: HRMC J/10/13**
- SALARY CENTRE** : All Basic salary of R240 318 per annum Level 10
Head Office: Waltloo, Pretoria, Directorate: Chief Directorate: Supply Chain Management:
- REQUIREMENTS** : An appropriate three year Degree/Diploma in Purchasing Management or equivalent qualification plus extensive experience in contract management or bidding process management is required. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Preferential Procurement Policy Framework (PPPFA) and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge of the State Tender Board Act 86 of 1986 and Regulations. Knowledge of the Provisioning Administration Procedure Manual (PAPM,) Green paper on Public Sector Procurement Reform in South Africa, April 1997. Knowledge of the Public Service Regulatory Framework. Computer literacy. A valid driver's license and willingness to travel
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Ensure effective service delivery to internal, external and legislative requirements and monitor the Unit's performance against Service Level Agreements and Key Performance Indicators. Advises business to the termination/pending renewal of contracts or supplier. Ensure regular review and updating of supplier information. Monitor supplier adherence to procurement policies and prescripts e.g. BEE Status, Tax Clearance and inform business of non-compliance. Take responsibility for the contracts database and administration of contract documentation. Develop and implement quality assurance and data quality strategies and actions. Review quality or management reports and take corrective action where required. Ensure the effective and uniform implementation of Standard Operating Procedures. Liaise with Commodity Managers and Strategic Supplier Managers to up date supplier information. Ensure effective maintenance supplier database in conjunction with Strategic

Supplier Managers and Commodity Managers. Ensure accurate information for convening bid adjudication process in accordance with stipulated legislation. Ensure that all vendors are registered in DHA data base. Take on precautions measures to prevent unauthorised and wasteful fruitless expenditure. Ensure efficient and effective management of resources within the database management unit. Ensure effective risk and compliance management.

ENQUIRIES

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Ms F Masanabo, Tel: (012) 810 8004

POST 05/34

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ASSISTANT DIRECTOR: ANALYSTS 2 POSITIONS REF NO HRMC J/10/14

SALARY

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All Basic salary of R240 318 per annum Level 10

CENTRE

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Head Office: Waitloo, Pretoria, Directorate: Central Law Enforcement

REQUIREMENTS

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An appropriate three year Degree/Diploma in Law, Project Management or equivalent qualification. Extensive relevant experience in an immigration environment. Experience in a law enforcement environment would be an added advantage. Experience in and knowledge of any analysis tool would be an advantage. Knowledge of the Refugees Act, Immigration Act, Public Service Regulatory Framework, the Public Finance Management Act and administrative support services. A valid driver's licence is essential. Prepared to travel and work extended hours. Honesty and integrity. Verbal and written communication skills. Decision-making skills. Liaison and interpersonal skills. Problem-solving skills. Planning and organizing. Policy analysis, formulation and implementation skills. Project management Investigation and Interviewing skills

DUTIES

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The successful candidate will be responsible for the following specific tasks: Conduct investigations and monitor compliance with the Immigration Act, Act No.13 of 2002. Monitor compliance and ensure adherence to policy and legislation regarding immigration matters. Act as a key interface between Inspectorate Officers in Zones and the Integrity Management Unit (Investigations Unit) in order to refer/ filter special cases (including corruption and syndicate cases). Collect, collate, analyse and disseminate information on crime trends and patterns relating to contraventions of the Immigration Act. Identify and analyse trends and weaknesses with regard to the implementation of the Immigration Act and compile reports (including statistical reports) and recommend improvement measures where required. Monitor local and International practices in terms of crime intelligence and investigation and analysis methodologies, tools and techniques. Provide inputs into the development of law enforcement strategies and monitor implementation within the zones. Monitor quality and accuracy of outputs delivered by implementing periodic sampling and other tools. Maintain accurate statistics of activities in the zones (i.e inspections, status of open cases, arrests and deportations). Monitor and ensure the effective implementation of standard operating procedures.

ENQUIRIES

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Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/35

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ASSISTANT DIRECTOR: ADMINISTRATION REF NO HRMC J/10/15

SALARY

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All Basic salary of R240 318 per annum Level 10

CENTRE

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Refugee Reception Centre: Durban

REQUIREMENTS

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An appropriate three year Degree/Diploma or equivalent qualification plus extensive experience in administration environment. Human Resource administration and Management skills. Ability to interpret and apply procedures and directives. Negotiation and facilitation skills. Research ability. Written and verbal communication skills. Computer Literacy. Analytical thinking, problem solving abilities, numeracy skills. Ability to plan, organise and follow up multiple activities. People management skills, time management skills, supervisory skills. Knowledge of legislation administered by the Department including Refugees Act and regulations, Public Finance Management Act, Labour Relations Act as well as Basic Conditions of Employment Act

DUTIES

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The successful candidates will be expected to perform the following: To provide administrative and financial support services to the Refugee Reception Office. Manage the effective rendering of human resources matters in the office. Manage financial matters in the office. Manage the provisioning administration services in the office. Coordinate fleet management system which involves government vehicles. Manage registry services in the office. Manage the overall maintenance of the office. Manage security services for the office. Manage the

preparation of all cases to be presented to the Refugee Appeal Board. Manage and quality assure all applications received for Refugee Identity document and United Nations Travel document. Manage performance of staff. Compile, update and maintain all statistical reports for the refugee centre. Compile reports and handle all enquiries received from internal and external stakeholders.

ENQUIRIES : Ms N Balgobind, Tel: (031) 362 1201

POST 05/36 : **SERVICE OFFICER: CONTRACTS REF NO HRMC J/10/16**

SALARY : All Basic salary of R240 318 per annum Level 10
CENTRE : Head Office: Pretoria; Chief Directorate: Service Management
REQUIREMENTS : An appropriate three year Degree/Diploma in Information Systems or equivalent qualification plus experience in the information systems environment. Understanding of the Technologies and principles in the service (incident, problem, change, request, configuration) and financial assert(contracts, procurement, portfolio, fixed assets reconciliations) management areas. Understanding of the general concepts and principles of service level agreements. Knowledge of the South African Constitution.

DUTIES : The successful candidates will be responsible for the following: Develop SLA reporting and administration framework and guidelines fo the entire branch. Take ownership of the administrative management of all contracts and SLA's within Information Services. Liaise with all vendors or internal staff regarding service level agreements terms and conditions. Keep records of all Service Level Agreements. Support, coordinate, collate and administer all information on service level for reporting. Monitor compliance on both internal and external vendors against terms of the SLA. Conduct research on contracts and vendors for service level agreements purposes and make recommendation to the Director. Provide advice and guidelines on SLA aspects and matters. Create and build a partnership with various vendors and internal stakeholders in order to enhance service delivery. Manage the Information Services responsibilities for Business Continuity within the SLA. Administer reporting and management of enterprise assets within the Information Services. Implement effective governance and compliance within the directorate..

ENQUIRIES : Mr S Mmakau, Tel: (012) 810 6212

POST 05/37 : **REFUGEE STATUS DETERMINATION OFFICER REF NOHRMC J/10/17**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : Refugee Reception Centre: Durban
REQUIREMENTS : An appropriate three year Degree/Diploma in Law/ Political Science/r International Relations or equivalent qualification with extensive experience in Refugee Law. Knowledge of the Immigration Act, Refugee Act and Regulations as well as the South African Constitution. Understanding of Departmental as well as Human Resource Legislation and prescripts. Understanding of conventions and protocols related to refugees. Good written and verbal communication skills. Planning and organising skills. Time, financial, change, knowledge, programme as well as project management skills. Ability to interpret and apply procedures and directives. Research and facilitation skills. Negotiation skills. Ability to interpret and apply procedures and directives. Research and facilitation skills. Negotiation skills. Performance oriented. Computer literacy. A valid driver's license and willingness to travel.

DUTIES : The successful candidates will be responsible for the following: Interviewing clients that have applied for asylum. Adjudicating applications for asylum and issuing quality written decisions for such applications. Issue and review refugee status. Prepare quality submissions to the Standing Committee for Refugee Affairs (SCRA) on cases where status was issued erroneously, fraudulently and were country conditions have improved and circumstances for initially granting status seized to exist. Preparation of files for presentation to (SCRA) for manifestly unfounded decisions. Liaison with the Chief Directorate: Refugee Affairs and the United Nation High Commissioner for Refugees regarding country information. Providing evidence as well as testifying on behalf of the State. Review cases prior to interviews and ensuring that all personal

ENQUIRIES : Mr Z Mchunu, Tel: (031) 362 1206

POST 05/38 : **CHIEF/ CONTROL IMMIGRATION OFFICER (INSPECTORATE) 28 POSITIONS**

SALARY CENTRE : Basic salary of R 161 970 per annum Level 8
: a) Refugee Reception Centre: Durban (1 Position) REF NO: HRMC J/10/18A
: b) Regional Office: Amajuba (2 Positions) REF NO: HRMC J/10/18B
: c) Regional Office: Ugo (1 Position) REF NO: HRMC J/10/18C
: d) Regional Office: Umgungundlovu (1 Position) HRMC J/10/18D
: e) Regional Office: Umlazi (1 Position) REF NO: HRMC J/10/18E
: f) Regional Office: Zululand (2 Positions) REF NO: HRMC J/10/18F
: g) District Office: Prospecton (1 Position) REF NO: HRMC J/10/18G
: h) District Office: Kwadukuza (1 Position) REF NO: HRMC J/10/18H
: i) District Office: Kokstad (1 Position) REF NO: HRMC J/10/18I
: j) District Office: Mtubatuba (1 Position) REF NO: HRMC J/10/18J
: k) District Office: Ladysmith (1 Position) REF NO: HRMC J/10/18K
: l) District Office: Umsinga (1 Position) REF NO: HRMC J/10/18L
: m) District Office: Eshowe (1 Position) REF NO: HRMC J/10/18M
: n) District Office: Umzimkulu (1 Position) REF NO: HRMC J/10/18N
: o) Regional Office: Kimberley (2 Positions) REF NO: HRMC J/10/18O
: p) Regional Office: Springbok (1 Position) REF NO: HRMC J/10/18P
: q) Regional Office: Upington (2 Positions) REF NO HRMC J/10/18Q
: r) District Office: De Arr (1 Position) REF NO HRMC J/10/18R
: s) District Office: Calvinia (1 position) REF NO HRMC J/10/18S
: t) District Office: Postmastburg (1 Position) REF NO HRMC J/10/18T
: u) District Office: Pampierstad (1 Position) REF NO: HRMC J/10/18U
: v) District Office: Prieska (1 Position) REF NO: HRMC J/10/18V
: w) District Office: Kuruman (1 Position) REF NO HRMC J/10/18W
: x) District Office: Malmesbury (1 Position) REF NO: HRMC J/10/18X

REQUIREMENTS : An appropriate three year Degree/Diploma in Law, Social Science or policy studies and/or Senior Certificate plus extensive relevant experience in immigration environment. Extensive experience in an immigration environment. 2 years experience in Public Service Sector. Knowledge and understanding of all Acts and Regulations administered by the Department. Knowledge and understanding of Criminal Procedure Act. Knowledge of International treaties. Knowledge of the Public Service Regulatory Framework. Knowledge of the South African Constitution. Liaison and interpersonal skills, problem solving skills. Customer orientation, planning and organizing skills. Strong analytical skills, computer literacy, good written and verbal communication skills, diplomacy, honesty and integrity. Supervisory experience. A valid driver's licence and willingness to travel.

DUTIES : Supervise the arrest and detention of illegal foreigners and ensure compliance with Departmental Acts. Oversee the tracing, arrest and detention of illegal foreigners within the Republic. Monitor the process of the deportation of illegal foreigners out of the country. Provide guidance and support to Immigration Officers on Immigration matters. Enable prosecution of transgressors of the legislation. Ensure adherence to and effective implementation of policy and legislation regarding Immigration matters. Report to Head Office on the training requirements for immigration officers, trends and statistics on the detention and deportation of illegal foreigners and prohibited persons. Liaise with stakeholders at various levels to ensure proper service delivery. Oversee maintenance of records and cases thereof. Ensure efficient and effective utilisation of resources and effectively supervise the work daily tasks. Coach the team (including new staff) to ensure the effective processing/administering of all functions. Encourage and recognise customer focus, counter corruption and service delivery. Act as a role model for all new processes, systems or practices and assist staff with technology and equipment. Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements. Direct staff, coordinate and administer staff leave, performance agreements, recruitment and distribution of payslips. Monitor team's performance and take corrective action where required or escalate in accordance with DHA guidelines. Produce monthly reports and statistics regarding the volume of documents processed. Manage records/documentation according to DHA policies and requirements

ENQUIRIES : Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/39 : **CHIEF/ CONTROL IMMIGRATION OFFICER: PORTS OF ENTRY 3 POSITIONS REF NO: HRMC J/10/19**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : OR Tambo International Airport
REQUIREMENTS :

An appropriate three year Degree/Diploma in Law, Social Science or policy studies and/or Senior Certificate plus extensive relevant experience in immigration environment. Extensive experience in an immigration environment. Knowledge and understanding of all Acts and Regulations administered by the Department. Experience in functions of Ports of Entry. Knowledge of International treaties. Knowledge of the Public Service Regulatory Framework. Knowledge of the South African Constitution. Liaison and interpersonal skills, problem solving skills. Customer orientation, planning and organizing skills. Strong analytical skills, computer literacy, good written and verbal communication skills, diplomacy, honesty and integrity. Supervisory experience. A valid driver's licence and willingness to travel. Willingness to work irregular hours

DUTIES : The successful candidates will be expected to perform investigations The successful candidate will be responsible for the following: rendering Immigration Services at the Ports of Entry. Performing a variety of tasks related to Immigration Services e.g clearing the arrival and departure of foreign nationals and South African citizens. Engaging with Law Enforcement Agencies in joint operations. Assisting in the Identification and deportation of illegal foreigners. Assisting in the implementation of Departmental policies and legislation on Immigration matters. Compiling memoranda and reports on immigration matters. Compiling statistics on a daily basis.

ENQUIRIES : Mr R Marhule, Tel: (011) 571 8799

POST 05/40 : **CHIEF/ CONTROL IMMIGRATION OFFICER: PORTS OF ENTRY 8 POSITIONS REF NO: HRMC J/10/20**

SALARY : Basic salary of R 161 970 per annum (Level 8)
CENTRE : Head Office: Pretoria; Directorate: Central Law Enforcement
REQUIREMENTS :

An appropriate three year Degree/Diploma in Law, Social Science or policy studies and/or Senior Certificate plus extensive relevant experience in immigration investigation environment.. Experience in a law enforcement environment will be added advantage. Knowledge of the Refugee Act, Immigration Act, Public Service Regulatory Framework, Treasury Regulations. Computer Literacy. Liaison and interpersonal skills. Research and report writing skills. Good written and verbal communication skills. Sound knowledge of key legislation administered by the Department. Sound knowledge of the importance of immigration in public administration. Supervisory experience. A valid drivers licence and willingness to travel essential. Honesty and integrity. Verbal and written communication skills. Decision-making skills. Liaison and interpersonal skills. Problem-solving skills. Planning and organizing. Policy analysis, formulation and implementation skills. Project management . Investigation and Interviewing skills.

DUTIES : The successful candidates will be expected to perform investigations Nationally. Performing Immigration functions. Ensuring the adherence to policy and legislation regarding Immigration matters. Compiling memoranda, submissions and investigation reports. Liaison with other Government Departments and Non-Governmental Organisations at various levels pertaining to Immigration matters. Exercising and regulating control over activities of subordinates. Conduct investigations and monitor compliance with the Immigration Act, Act No.13 of 2002. Monitor compliance and ensure adherence to policy and legislation regarding immigration matters.

ENQUIRIES : Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/41 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC J/10/21**

SALARY : Basic salary of R 161 970 per annum (Level 8)
CENTRE : Head Office: Pretoria; Directorate: Central Law Enforcement
REQUIREMENTS : An appropriate three year Degree/Diploma and/or a Senior Certificate or equivalent qualification. Extensive experience in an administrative environment and clerical functions. Experience in a Central law enforcement environment will

be an added advantage. Experience in document management and filing. Knowledge of the Public Service Act, Public Service Regulations, National Archives Act as well as Office, Business Administration and Provisioning Administration. Computer literacy. Planning, co-ordination and organising skills. Problem-solving skills. Financial Administration. Good written and verbal communication skills. Analytical thinking skills. People management. Time Management. Attention to detail. A valid driver's licence is essential

DUTIES : The successful candidates will be expected to perform the following functions: responsible for financial matters (i.e. budget and expenditure). Ensure effective rendering of human resources matters in the Directorate (i.e. recruitment, leave, monitor compliance on the work plan, performance assessment and training needs analysis of personnel). Exercise control over provisioning administration (i.e. purchasing of stock, asset management, payments to service providers). Exercise control over transport services (i.e. ensure effective maintenance and good condition of vehicles, control trip authorisations). Supervise/ manage registry services (i.e. control and monitor the flow of incoming and outgoing cases, monitor archive documents, ensure correct filing of documents). Provide supervision and support to personnel.

ENQUIRIES : Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/42 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC J/10/22**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : Head Office: Pretoria; Directorate: Integrated Governance
REQUIREMENTS : An appropriate three year Degree/Diploma and/or a Senior Certificate plus extensive experience in an administrative environment. Knowledge of the Public Service Regulations Act. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of Office and Business Administration. Understanding of Protocol Issues. Understanding of Intergovernmental Relations framework. valid driver's licence is essential

DUTIES : The successful candidates will be expected to perform the following functions: Prepare submissions and other internal documentations. Draft correspondence and interaction with internal and external stakeholders. Assist with monitoring of compliance of protocols of the Directorate. Provide technical support in the compiling of presentation/reports. Prepare agenda and take minutes for meetings. Schedule meetings and arrange discussions as required. Perform technical administrative work in support of the directorates core functions and operations. Update and maintain an up-graded manual and electronic filing system of documents to ensure proper administration and easy access of such information whenever required. Photocopying and faxing documents. Keep record of all incoming and outgoing documents of the unit. To provide financial management support within the unit. Ensures the administration Office is well organised and managed.

ENQUIRIES : Ms T Simamane Tel No (012) 810 7117

POST 05/43 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC J/10/23**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : Head Office: Pretoria; Chief Directorate: Supply Chain Management
REQUIREMENTS : An appropriate three year Degree/Diploma and/or a Senior Certificate plus xperience in an Supply Chain Management. Knowledge if PFMA, Knowledge of the Preferential Procurement Policy Framework (PPPFA, Treasury Regulations. Verbal and Written Communication Skills. Computer Literacy, Analytical thinking, Organising and supervisory Skills, Innumeracy and Co-ordination skills.. Exposure to LOGIS System as well as other Financial related systems. Ability to wok under pressure

DUTIES : The successful candidates will be expected to perform the following functions: Maintain, preservation, care safekeeping of stock. Issuing and record keeping of stock on LOGIS system. Compiling of a stock taking programme. Ensure that year ends procedures are followed and that stock take reports are submitted to management. Compiling and distribution of catalogues. Provide guidance and training to sub-ordinates and ensure that all staff enter into performance agreements and ensure regular assessment of them. Ensure that transit-in and

our is fully operational. Maintain Logis System with respect to E-Class Accountable items. Ensure training of staff on Logis.
Ms F Masanabo Tel No (012) 810 8004

ENQUIRIES

POST 05/44

IMMIGRATION OFFICER: INSPECTORATE 115 POSITIONS

SALARY CENTRE

Basic Salary of R 105 645 per annum Level 10
a) Regional Office: Amajuba (7 Positions) REF NO HRMC J/10/24A
b) Regional Office: Ethekwini (7 Positions) REF NO HRMC J/10/24B
c) Regional Office: Ugo (8 Positions) REF NO HRMC J/10/24C
d) Regional Office: Umgungundlovu (3 Positions) REF NO HRMC J/10/24D
e) Regional Office: Umlazi (8 Positions) REF NO HRMC J/10/24E
f) Regional Office: Zululand (6 Positions) REF NO HRMC J/10/24F
g) District Office: Prospecton (3 Positions) REF NO HRMC J/10/24G
h) District Office: Kwadukuza (3 Positions) REF NO HRMC J/10/24H
i) District Office: Kokstad (3 Positions) REF NO HRMC J/10/24I
j) District Office: Mtubatuba (3 Positions) REF NO HRMC J/10/24J
k) District Office: Ladysmith (3 Positions) REF NO HRMC J/10/24K
l) District Office: Umsinga (3 Positions) REF NO HRMC J/10/24L
m) District Office Eshowe (3 Positions) REF NO HRMC J/10/24M
n) District Office: Umzimkulu (3 Positions) REF NO HRMC J/10/24N
o) Regional Office: Kimberley (8 Positions) REF NO HRMC J/10/24O
p) Regional Office: Springbok (8 Positions) REF NO HRMC J/10/24P
q) Regional Office: Upington (8 Positions) REF NO HRMC J/10/24Q
r) District Office: De Arr (2 Positions) REF NO HRMC J/10/24R
s) District Office: Calvinia (2 positions) REF NO HRMC J/10/24S
t) District Office: Postmastburg (3 Positions) REF NO HRMC J/10/24T
u) District Office: Pampierstad (3 Positions) REF NO HRMC J/10/24U
v) District Office: Prieska (3 Positions)_REF NO HRMC J/10/24V
w) District Office: Kuruman (2 Positions)_REF NO HRMC J/10/24W
X) Regional Office: Uthungulu (8 Positions) REF NO HRMC J/10/24X
Y) District Office: Malmesbury (5 Positions) REF NO HRMC J/10/24Y

REQUIREMENTS

A Grade 12 Certificate or equivalent qualification is required. Computer literacy is essential. Good interpersonal relations, liaison and interpersonal skills, Problem Solving Skills, Customer orientation, Good Planning and Organising Skills. Good written and verbal communication skills must be diplomatic and have honesty and integrity. Knowledge and understanding of all Acts and Regulations administered by the Department. Knowledge and understanding of Criminal Procedure Act. Knowledge of International Treaties. Knowledge of the Public Service Regulatory Framework . Knowledge of the South African Constitution. Experience in an immigration environment and Public Service. Experience in an enforcement environment would be an added advantage. Willingness to work extended hours may be required. A valid driver's licence and willingness to travel.

DUTIES

The successful candidate will be responsible for the following: Trace, arrest and detain illegal foreigners within the Republic. Process the deportation of illegal foreigners. Execute inspections in loco without warrant if allowed by law. Execute in loco investigations on search warrants. Prosecution of transgressors of the legislation. Issue notices to appear in front of Director-General to transgressors. Issue the admission of guilt fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the country. Issue orders to illegal foreigners to depart from the country. Process application for the extension of detention warrants. Monitor the records of all cases. Execute operations and internally and external stakeholders. expenses incurred from illegal foreigners in relation to their deportation, detention, maintenance and custody

ENQUIRIES

Adv A Ledwaba, Tel: (012) 810 6229

POST 05/45

IMMIGRATION OFFICER: PORTS OF ENTRY 20 POSITIONS REF NO: HRMC J/10/25

SALARY CENTRE

Basic salary of R105 645 per annum Level 6
OR Tambo International Airport

- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification is required. Willingness to perform in a team environment. Computer literacy is essential. Good interpersonal relation. Good written and verbal communication skills. Knowledge of the key legislation administered by the Department. Knowledge of the importance of Immigration in Public Administration. Experience in Ports of Entry functions will be an added advantage. Ability to work under pressure. Willingness to work irregular hours. A valid drivers licence and willingness to travel.
- DUTIES** : The successful candidate will be responsible for the following: rendering Immigration Services at the Ports of Entry. Assisting in the Identification and deportation of illegal foreigners. Engaging with Law Enforcement Agencies in joint operations. Assisting in the implementation of the Departmental policies and legislation on Immigration matters. Compiling memoranda and reports on Immigration matters. Performing a variety of tasks related to Immigration Services line functions e.g clearing the arrival and departure of foreign nationals and South African citizens. Compiling statistics on a daily basis
- ENQUIRIES** : Mr R Marhule, Tel: (011) 571 8799
- POST 05/46** : **SENIOR ADMINISTRATION CLERK REF NO: HRMC J/10/26**
- SALARY CENTRE REQUIREMENTS** : Basic salary of R105 645 per annum (Level 6)
: Head Office: Pretoria ; Directorate: Central Law Enforcement
: A Grade 12 Certificate or equivalent qualification with administration experience. Knowledge of procurement procedures in Government. Good interpersonal relations, time and office management, administrative, planning as well as organising skills. Computer literacy. Valid Driver's license
- DUTIES** : The successful candidate will be responsible for the following: Drafting correspondence (letters, reports, submissions etc.). Handling enquiries from several stakeholders for the Directorate: Central Law Enforcement. Overseeing provisioning and procurement issues in the Directorate: Central Law Enforcement. Purchasing/ordering stationery for the Directorate. Assisting with logistics in the Directorate. Arrange meetings for the unit and serve as secretariat during these meetings. Performing any other duties as allocated by the Director or supervisor
- ENQUIRIES** : Adv. A Ledwaba, Tel: (012) 810 6229
- POST 05/47** : **SENIOR REGISTRY CLERK REF NO: HRMC J/10/27**
- SALARY CENTRE REQUIREMENTS** : Basic salary of R105 645 per annum (Level 6)
: Refugee Reception Office: Durban
: A Grade 12 Certificate or equivalent qualification with extensive relevant experience. Experience and knowledge in maintaining a Registry, specifically at the Refugee Reception Office will be an added advantage. Good interpersonal Relations. Computer Literacy. Planning, organizing and time management skills. Service orientated and ability to work under pressure
- DUTIES** : The successful candidate will be responsible for the following: Managing records and documents according to national archives and records of the South African Archives Act. Retrieving files from Registry for services rendered at the Refugee Centre in terms of the Refugees Act. Filing records in Registry in terms of the prescribed procedure. Controlling access into the Registry. Creating files according to the prescribed procedures
- ENQUIRIES** : Mr C Z Mchunu , Tel: (031) 362 1206
- POST 05/48** : **REFUGEE RECEPTION OFFICER 2 POSITIONS REF NO: HRMC J/10/28**
- SALARY CENTRE REQUIREMENTS** : Basic salary of R105 645 per annum Level 6
: Refugee Reception Office: Durban
: An appropriate three year Degree/Diploma in international Relations or Social Sciences and/or Grade 12 Certificate.. Knowledge of the Immigration Act, Refugee Act, South African Refugee Act and Regulations as well as the South African Constitution. Understanding of Departmental as well as Human Resource legislation, Acts and Regulations. Understanding of interventions protocols related to refugees. Good written and verbal communication skills. Planning and organising skills. Ability to work under pressure. Ability to communicate in French

or Swahili will be an added advantage. Ability to interpret and apply procedures and directives. Performance oriented. Computer Literacy

DUTIES

: The successful candidate will be responsible for the following: Opening files for asylum seekers and completing all bio-data requirements. Assisting the applications with filing BI 1590 forms. Issuing and extending Temporary Asylum Seeker Permits. Scheduling asylum seeker for status determination hearings. Ensuring that all necessary documentation or any evidence is submitted and verify the validity and authenticity of all original documents. Ensuring the information received from Asylum Seekers are captured correctly

ENQUIRIES

: Mr C Z Mchunu , Tel: (031) 362 1206