

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent in time to the correct address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 13 February 2017
- 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 must 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 license is a requirement, applicants must attach certified copies of such licences. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

- POST 05/15** : **DEPUTY DIRECTOR-GENERAL: INFORMATION SERVICES (CHIEF INFORMATION OFFICER) REF NO: HRMC 6/17/1**
Branch: Information Services
- A once-in-a-lifetime opportunity to work at the cutting edge of information management and security exists for a highly knowledgeable and experienced leader in IT. The successful candidate will be able to apply her/his well-earned skills to ensure the strategic positioning of the Branch and Department. The Information Services Branch is committed to the implementation of and adherence to the NDP, IT policies and strategies, regulations, standards, norms, guidelines, best practice and procedures (including those from the GITO Council and DPSA), and it therefore requires a person *au fait* with such.
- SALARY** : All-inclusive salary package of R1 299 501 to R1 463 892 per annum, Level 15, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
A Degree in Computer Sciences (Information Technology), an undergraduate qualification of NQF Level 7 and a postgraduate qualification of NQF Level 8. 8-10 years' experience at a senior managerial level in the Information Technology environment. An MBL or MBA will be an added advantage. In-depth knowledge of departmental priorities, the development of IT strategies and business solutions, and the E-government policy framework consultation paper developed by GITO. Extensive knowledge of implementing complex ICT infrastructure and applications projects is imperative. World-class knowledge and understanding of all relevant legislation, regulations and prescripts (including human resources and Corporate Governance) as well as how this post contributes to the implementation of the NDP. Insight into sector needs and business requirements. Advanced programme and project management capability. Sound communication skills. A valid driver's licence. Willingness to travel extensively and work extended hours.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Designing and implementing an IT strategy that is aligned to business strategy. Establishing and ensuring maturity levels of IT Governance structures that facilitate decision-making. Developing appropriate architecture frameworks, standards and policies aligned to the Department. Promoting human capital development within the Branch, including sourcing skilful and competent resources. Developing modern supporting Information Management and Technology solutions. Fostering value-adding, trusted relationships with all stakeholders. Advising the Accounting Officer on matters that have strategic and

financial implications. Ensuring innovation in the implementation of service delivery solutions. Keeping the departmental strategic plan top-of-mind, ensuring effective resource management and controlling business agreements and SLAs. Effectively managing people, including developing strategic skills and fostering world-class delivery. Effectively promote and practice good Corporate Governance.

**ENQUIRIES
APPLICATIONS**

: Ms C Mocke, Tel No: (012) 406 4153 / 082 301 8580
: Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: ISRecruitment@dha.gov.za

NOTE

: Diversity is promoted. Persons with Disabilities and Female candidates will receive preference.

POST 05/16

: **CHIEF DIRECTOR: APPLICATIONS MANAGEMENT REF NO: HRMC 6/17/2**
Branch: Information Services, Chief Directorate: Applications Management
The incumbent in this role will lead, direct and oversee the provision of applications maintenance and programmes and business analyses in the Chief Directorate

SALARY

: An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, Level 14, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: An undergraduate qualification in Information Technology Computer Science at NQF level 7 as recognised by SAQA. A postgraduate qualification in the relevant field would be an added advantage. 5-7 years' experience managing system development life cycle project in Application Management. 5 years' experience in a Senior Management position. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act, 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Protection of Information Act and the Promotion of Access to Information Act. Strategic capability and leadership skills, including strategic management and strategic planning. Service delivery innovation skills. Client orientation and customer focus. People management and empowerment skills. Honesty and integrity. Change management skills. Communication skills. Knowledge and information management skills. Decisiveness and the ability to initiate action. Problem-solving and analysis skills. Influencing and networking skills. Cost management skills. Business report-writing skills. Presentation skills. Planning, organising and time management skills. The ability to deliver results. Financial management skills. Programme and project management skills. Knowledge and experience of systems architecture design, Policy development skills and system development process. Knowledge of research methodology and analysis. Coaching and facilitating skills. Computer literacy. Knowledge of all relevant departmental, human resources frameworks and other public service acts, regulations and prescripts. Knowledge and understanding of ICT governance framework. Understanding of project management principles. A valid drivers' license, willingness to travel extensively and working extended hours is essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the designing of process improvement and the development of future business process flows. Lead the management of IT solutions delivery and systems development and improvement. Lead the management of systems design; system maintenance and all programming processes in the Department. Develop the Corporate Information Systems plan. Oversee the effective application analysis and programming activities. Lead the designing of new systems, feasibility studies, time and cost estimates. Liaise with Business on strategic solutions design and acquisition matters. Ensure rigorous testing methodologies and tools are utilised in testing systems. Ensure that all systems operate efficiently against performance indicators such as system's response time. Ensure the effective and compliant control of access to systems in terms of the Protection of Information Act and the Promotion of Access to Information Act. Oversee the development and implementation of a disaster recovery plan. Oversee the development of Application Management policies, procedures, standards, systems and practices. Lead the analysis of business needs and improvement. Oversee the analysis of business and process engineering policies in support of the identified business needs. Lead relevant projects within the business units and ensure implementation to best practice standards, time, quality and budget. Ensure effective collaboration and business

development, production and services. Manage the effectiveness of application systems, develop and implement preventative measures for IS solutions defects. Oversee the application configuration management and report services. Lead and ensure the availability of applications in accordance with SLAs. Ensure business continuity management and capacity management of applications. Ensure effective collaboration between development, production and infrastructure services. Oversee the monitoring and interpretation of audit logs for breaches in policy, performance monitoring or errors and take corrective action where required. Manage procedures and initiatives to improve business processes in order to facilitate effective services delivery • Develop plans for feasibility assessment, requirements specification, design, metrics and performance measures. Oversee the analysis of current systems to meet business requirement • Lead and manage key solutions delivery metrics. Oversee the facilitation of technical gathering, gap analysis, functional design and systems implementation. Ensure that applications delivery gaps are identified and that opportunities and plans are executed to close the gaps. Ensure that systems are built and migrated into production services. Oversee the development and implementation of end-to-end delivery methodology for applications testing. Oversee the management and implementation of a rigorous testing methodology and capability. Oversee the management of systems release management mechanisms. Interact with business units to hold Joint Application Development (JAD) sessions for capacity planning and for upcoming developments. Provide strategic leadership and direction to the Chief Directorate. Participate in the development of the Department's strategic planning. Develop the Chief Directorate Business Plan in order to meet the strategic objectives of the Department. Lead, manage and report to the CIO on the performance of the unit against the DHA's Strategic Plan. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure alignment with the National Strategic Objectives, policy and standards. Be responsible for strategic guidance and expert advice in terms of Applications Management. Advise the IS Branch on the prioritisation of Applications Management initiatives. Ensure the formalisation of a systems architecture plan in line with industry standards. Ensure the implementation of effective risk and compliance management practices. Ensure compliance in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Report on all risk and financial indicators including, e.g. financial losses, overpayment, etc. according to required format. Ensure compliance with and adherence to 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. Establish and implement a quality control, norms and standards framework. Manage resources (human, financial and physical) within the unit. Report on the performance of the unit against the APP, business requirements and targets. Develop and implement the business plan for the unit and ensure effective prioritisation and resource planning. Agree on training and development needs of the unit. Provide information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of a compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Effectively manage external contractors and suppliers to ensure the rendering of services is according to the SLA in conjunction with Legal Services. Manage the financial resources of programmes, asset management and projects are accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the unit. Ensure accurate forecasting, budgeting and allocation of resources within the unit.

**ENQUIRIES
APPLICATIONS**

: Mr T Mavuso, Tel No: (012) 406 2805
 : Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: ISRecruitment@dha.gov.za

NOTE

: Diversity is promoted. Persons with Disabilities and Female candidates will receive preference.

POST 05/17

: **REFUGEE RECEPTION CENTRE MANAGER REF NO: HRMC 6/17/3**
 Branch: Immigration Services, Refugee Reception Centre Manager: Marabastad

SALARY

: An all-inclusive salary package of R898 743 to R1 058 691 per annum structured as follows: Basic salary – 70% of package; State contribution to the Government

Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 13).

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: An undergraduate qualification (NQF level 7) in Public Administration/Management or an equivalent NQF level 7 qualification as recognized by SAQA. A post graduate qualification in the relevant field will be an added advantage. 5 years' experience at a middle/ senior managerial level in the Refugee Affairs. Knowledge of Refugee Act, 1998 (Act No.130, 1998). Knowledge of Public Service Regulatory Framework. Knowledge of the Departmental Legislations and Prescripts, and Regulations to the South African Refugee Act, 2000. Knowledge of the Immigration Act, 2002 (Act No. 13 of 2002) as amended. Understanding of intervention and conventions protocol relating to Refugee. Understanding of departmental legislation as well as Human Resources legislation and prescripts (Labour Relations Act, Employment Equity Act). Understanding and knowledge of business process improvement and re-engineering would be advantageous experience in the project management or business management environment. A valid driver's license and willingness to traveling and work extended hours may be required occasionally. Strategic capability and leadership. Client orientation and customer focus. People management and empowerment, financial management, programme and project management. Change management, communication, decision making, business report writing, influencing and networking. Computer literacy, analytical skills, negotiating and facilitation skills, research skills, honesty and integrity and diplomacy.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective processing of asylum seekers applications. Ensure effective and efficient service delivery in the Refugee Reception Centre by taking appropriate steps to improve service delivery and trouble shoot remove blockage. Ensure the effective implementation of standard operating procedures in the processing of asylum seeking applications. Ensure quality of decision taken in refusal and granting of asylum seeking applications. Coordinate information and monitor statistics with regards to the issuing of asylum seeking applications. Monitor and evaluate compliance with the purpose for which asylum seeking permits were granted to applicant. Coordinate and manage relevant projects and programs including public campaigns on documentation used by refugees. Liaise with the Standing Committee for Refugee Affairs (SCRA) and Refugee Appeal Board (RAB) on refugee matters. Coordinate the management of stakeholder relationships in the Refugee Reception Centre. Monitor and ensure compliance with legislation, regulation and DHA policies and procedures. Develop and implementation policies, procedures, directives and regulations. Coordinate in development of the business plan for the office and ensure effective prioritization and resource planning. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the Centre against the business plan to the Chief Directorate: Asylum Seeker Management. Develop professional expertise within the Centre and keep abreast with humanitarian needs and new developments. Provide advice and guidance on implementation and interpretation of the Refugee Act. Ensure the implementation of innovative initiatives within the Centre. Develop and review directives that inform the processing of clients in the Centre. Implement governance processes, framework and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Establish contact and healthy relationship with all stakeholders on matters relating to asylum seekers and refugees in the province. Manage interdepartmental relations on matters of asylum seekers and refugees, including with municipalities in order to advance and promote the objectives of the Refugee Act. Constant liaison and networking with relevant stakeholders. Manage resources (Physical, Human and Financial). Ensure that budget spending is maximized in line with the strategic objectives. Monitor and report on the utilisation of requirements. Ensure the preparations of budget are in line with the strategic plan and departmental objectives. Ensure proper implementation of budget by monitoring, projecting and report on expenditure. Ensure capacity and development of staff. Ensure and maintain employee motivation and cultivate a culture of performance management. Ensure that the Centre is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure effective risk and compliance management. Develop and implement governance processes, framework and procedures within the Centre associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the Centre. Represent the Centre at management and other

government forum. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES
APPLICATIONS

: Mr M Madumisa, Tel no: (012) 406 2543
: Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: IMSrecruitment@dha.gov.za

NOTE

: No faxed, hand delivered, couriered or posted applications will be accepted. Diversity is promoted. Persons with Disabilities and Female candidates will receive preference.