

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent on time to the correct e-mail address as indicated at the bottom of each advert, to reach the e-mail address on or before the closing date. Applications sent to the 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** : 10 March 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months from the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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.

## OTHER POSTS

- POST 09/28** : **DEPUTY DIRECTOR: IMMIGRATION SERVICES 5 POSTS**
- SALARY CENTRE** : An all-inclusive salary package of R726 276 to R855 516 per annum, Level 12  
Free State: Port of Entry Ficksburg Bridge (1 Post) Ref No: HRMC 17/1/1a  
Free State: Port of Entry Maseru Bridge (1 Post) Ref No: HRMC 17/1/1b  
Gauteng: Port of Entry OR Tambo International Airport (3 Posts) Ref No: HRMC 17/1/1c
- REQUIREMENTS** : A 3 year tertiary qualification recognised by South African Qualification Authority (SAQA) in Law, Social Science, Public Management or related field at NQF Level 6, with 3 years' experience at a management level within the Immigration/law enforcement/security environment or a Grade 12 certificate plus 6 years' experience in the Immigration/law enforcement / security environment of which 3 should be at management level. A post graduate qualification will be an added advantage. Knowledge of the South African Constitution, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Criminal Prosecution Act. Knowledge and understanding of International and Regional agreements and instruments. Knowledge of law enforcement and inter-agency security cooperation is an added advantage. Client innovation and service delivery improvement orientation, within the context of legal frameworks. Sound problem solving, data collation, analysis, trend identification and report writing skills are vital management skills requirements. Good written and verbal communication, public relations, business partnering and stakeholder engagement. Honesty, integrity, good governance and due diligence, along with a security orientation. Candidates are required to be decisive team leaders and problem-solvers able to carry out the delegations associated with this level of management. Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint. Shift work and willingness to work irregular hours. Valid driver's licence. Willingness to travel and to represent the Immigration Services on high-level stakeholder forums.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations efficiency and service delivery within the Port of Entry. Ensure effective risk and compliance management. Manage physical, human and financial resources. Provide leadership, guidance and advice to staff and stakeholders. Ensure implementation and monitoring of progress on business and operational plan. Conduct compliance investigations in terms of the legislation administered in the Port of Entry. Effective management of resources and personnel. Effectively implement policies,

processes, procedures, directives, Acts and Regulations to enhance security and service delivery at the Port of Entry. Maintain statistics, identify trends and analyse data to effect strategies to improve facilitation at Ports. Oversee and manage clearance of travellers on arrival and departure. Oversee the processing of asylum seekers in terms of Refugees Act. Manage and oversee the effective processing of inadmissible, undesirable and prohibited persons. Manage and oversee the effective processing of stowaways. Ensure that conveyors who contravene the Immigration Act are issued with prescribed administrative fines. Ensure visibility at the port of entry and conduct searches on conveyers during arrival and departure. Manage, supervise, exercise and regulate control over activities of subordinates.

**ENQUIRIES**

: Ms R Anker, Tel no: (012) 406 4126  
poemaseru@dha.gov.za (Maseru–Free State)

**APPLICATIONS**

: E-mail Address: poeficksburg@dha.gov.za (Ficksburg–Free State)  
poeortia@dha.gov.za (OR Tambo International Airport–Gauteng)

**NOTE**

: Representivity: Diversity is promoted. Female / Male African, Coloured and Indian candidates and People with Disabilities are encouraged to apply.

**POST 09/29**

: **DEPUTY DIRECTOR: IMMIGRATION SERVICES (MARITIME PORTS OF ENTRY)**  
**REF NO: HRMC 17/1/2**

**SALARY**

: All-inclusive salary package of R726 276 to R855 516 per annum, Level 12

**CENTRE**

: Western Cape: Port of Entry Cape Town Harbour

**REQUIREMENTS**

: A 3 year tertiary qualification recognised by South African Qualification Authority (SAQA) in Law, Social Science, Public Management or related field at NQF Level 6, with 3 years' experience at a management level within the Immigration/law enforcement/security environment or a Grade 12 certificate plus 6 years' experience in the Immigration/law enforcement / security environment of which 3 should be at management level, Navy experience will serve as an added advantage. A post graduate qualification will be an added advantage. Knowledge of the South African Constitution, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Criminal Prosecution Act. Knowledge and understanding of International and Regional agreements and instruments, Knowledge of law enforcement and inter-agency security cooperation is an added advantage, Client innovation and service delivery improvement orientation, within the context of legal frameworks, Sound problem solving, data collation, analysis, trend identification and report writing skills are vital management skills requirements, Good written and verbal communication, public relations, business partnering and stakeholder engagement. Honesty, integrity, good governance and due diligence, along with a security orientation. Candidates are required to be decisive team leaders and problem-solvers able to carry out the delegations associated with this level of management. Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint. Shift work and willingness to work irregular hours. Valid driver's licence. Willingness to travel and to represent the Immigration Services on high-level stakeholder forums. Ability to work on sea-going vessels and ability to swim.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations efficiency and service delivery within the Port of Entry, Ensure effective risk and compliance management. Manage physical, human and financial resources. Provide leadership, guidance and advice to staff and stakeholders. Ensure implementation and monitoring of progress on business and operational plan. Conduct compliance investigations in terms of the legislation administered in the Port of Entry. Effective management of resources and personnel. Effectively implement policies, processes, procedures, directives, Acts and Regulations to enhance security and service delivery at the Port of Entry. Maintain statistics, identify trends and analyse data to effect strategies to improve facilitation at Ports. Oversee and manage clearance of travellers on arrival and departure. Ensure proper conducting of harbour patrols, clearance of crew, travellers and vessels on arrival and departure. Oversee the processing of asylum seekers in terms of Refugees Act. Manage and oversee the effective processing of inadmissible, undesirable and prohibited persons. Manage and oversee the effective processing of stowaways. Ensure that conveyors who contravene the Immigration Act are issued with prescribed administrative fines. Ensure visibility at the port of entry and conduct searches on conveyers during arrival and departure. Manage, supervise, exercise and regulate control over activities of subordinates.

**ENQUIRIES**

: Ms R Anker, Tel: (012) 406 4126

**APPLICATIONS**

: E-mail Address: poecharbour@dha.gov.za, (Cape Town Harbour Western Cape)

**NOTE**

: Representivity: Diversity is promoted. Female / Male African, Coloured, Indian and White candidates and People with Disabilities are encouraged to apply.