

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent in time to the correct email 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** : 10 May 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. 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 a certified copy of such licence. 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 will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. 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 emailed 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 attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

- POST 17/53** : **PROVINCIAL MANAGER REF NO: HRMC 35/17/1**
A service leader, highly skilled in operations management at senior level is needed for this role.
- 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** : Province: Limpopo
A relevant undergraduate qualification (NQF Level 7), as recognised by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at a senior managerial level in a related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, the Birth, Marriages and Death Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulations, Refugee Act and Regulation. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead, direct and oversee the quality of service delivery regarding Civics and Immigration service functions at provincial level. Participate in the development of strategic plan for Civics and Immigration Services. Monitor and report on the performance of the Province. Direct and enable the growth of the Department's footprint. Drive quality and effective delivery of Civic and Immigration services at Provincial level. Identify external trends and patterns that will impact the medium and long-term footprint and channel development. Liaise with internal and external bodies /institutions. Serve as a custodian of project management within the Province and ensure project management implementation. Ensure effective

development and management of internal service level agreements. Ensure accurate forecasting, budgeting and allocation of resources within the Province. Provide Civics and Immigration leadership and strategic direction within the Province. Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and services.

**ENQUIRIES
APPLICATIONS**

Mr V Mkhize, Tel no: (012) 402 2298

Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's licence and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Limrecruitment@dha.gov.za

POST 17/54

DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HRMC 35/17/2

Branch: Immigration services, Chief Directorate: Asylum Seeker Management

SALARY

An all-inclusive salary package of R898 743 to R1 058 691 per annum, Level 13, 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 (NQF Level 7) in the Public Management /Administration /Law /Social Science/Communication or Journalism, as recognised by SAQA. 5 years' experience at a middle /senior managerial level in related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of Public Finance Management Act. In-depth knowledge and understanding of the Immigration Act and Regulations, Refugee Act and Regulations, and the UN Conventions and Protocols governing circumstances of refugees. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. Extensive experience stakeholder engagement in the Public Sector, In-depth knowledge of the refugee regime. Financial management, honesty and integrity. Program and project management, decision making and presentation skills. Good Communicator with strong interpersonal and report writing skills. Computer literacy. A valid drivers' license, willingness to travel extensively and work extended hours is essential.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement strategic objectives and innovation within the directorate. Develop the business plan for the unit and ensure effective prioritization and resource planning. Provide strategic direction within the directorate. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the unit. Develop technical expertise on refugee laws, immigration and refugee developments and ensure the implementation of innovation initiatives. Provide advice and guidance on matters relating to refugee affair. Act as a change agent by adjusting service offerings to meet changing demands in collaboration with the Chief Director. Ensure that the Refugee Affairs Chief Directorate operates efficiently and effectively. Coordinate activities within the Chief Directorate and ensure integration with other related business units. Engage refugee communities, stakeholders, including civil society on matters of refugees and their integration into society. Prepare responses and respond to matters relating to the management of asylum seekers and refugees. Participate in interdepartmental platforms that deal with social cohesion, integration and welfare of asylum seekers and refugees. Coordinate and facilitate major events of the Chief Directorate with key stakeholders. Ensure effective and efficient management of resources within the Unit. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the unit's objectives. Manage the implementation of people management strategies, policies and procedures within the Chief Directorate. Manage the implementation of compliant performance management within the Unit. Act as a liaison and establish relationships with all stakeholders.

**ENQUIRIES
APPLICATIONS**

Mr M Madumisa, Tel no: (012) 406 2543

Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's licence and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Imsrcruitment@dha.gov.za