

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) in line with the Department's Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

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 modern world-class service. If you committed on delivering on the National Development Plan's (NDP's) priorities, ascribe to the Department's shared value set, 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 - kindly respond before the closing date.



- 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** : 24 July 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 28/24** : **DISTRICT MANAGERS OPERATIONS 3 POSTS**
- 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** : Eastern Cape: Chris Hani and Joe Gqabi District, Ref No: HRMC 46/17/1a
: Free State: Mangaung District, Ref No: HRMC 46/17/1b
: Gauteng: West Rand and Sedibeng District, Ref No: HRMC 46/17/1c
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Social Science or related field as recognised by SAQA.. A relevant postgraduate qualification will be an added advantage. 5 years' experience in middle /senior management level in Civic and Immigration services or Operations Management. Knowledge of the Human Resource Plan, relevant legislation and prescripts as well as the Public Service Regulatory Framework. Knowledge and information management skills. Confidence to make decisions and solve problems. Business report writing skills. Programme and project management skills. Computer literacy. Financial management skills. Communication including presentation skills. Planning and organising, policy development, operations and logistics management skills. Competence in research methodology and analysis. 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: Manage operations of the Civic and Immigration Services in the District / Metro Municipality in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (eg. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc). Manage Immigration operations (eg. port of entry, law enforcement, deportations and inspectorate functions). Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the accessibility of DHA services by the public and management of outreach programmes. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Provide inputs in the development of Civic and Immigration Services strategies. Oversee operations and activities of all local offices and Ports of Entry to meet the needs of the clients in line with the departmental service standards. Oversee the integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium and long term footprint and channel development as well as Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and Mobile Offices. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district. Recommend and implement performance improvement initiatives. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices and Port of Entry (POE) that adhere to set requirements. Serve as a project leader within the District Municipality to ensure effective project management implementation. Identifying policy gaps, provide inputs and comments on drafting policy documents. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit. Manage the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal Service Level Agreements. Ensure effective alignment of Civic and Immigration Service's budget and reporting to the Department's Strategic Planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro- Municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Represent the Province at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder relationships related to the delivery of services. Manage external contractors and suppliers in an efficient manner. Interaction with Provincial and Local government. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Province/ District/Metro. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure the management of grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES

: Eastern Cape: Mr G Mabulu, Tel No: (043) 642 2168 / 2178

- Free State: Mr B Mayekiso, Tel No: (015) 297 3909
Gauteng: Mr A Matsaung, Tel no: (011) 242 9001/2
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Email: ECrecruitment@dha.gov.za (Eastern Cape), FRecruitment@dha.gov.za (Free State), GPreruitment@dha.gov.za (Gauteng)
- POST 28/25** : **DIRECTOR: CHIEF ENTERPRISE ARCHITECTURE REF NO: HRMC 46/17/2**
Branch: Information Services, Directorate: Enterprise Architecture
- 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** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Technology as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience in a middle /senior management level in the enterprise architecture environment. TOGAF and COBIT Certificate is mandatory. Knowledge of the GITO requirements and frameworks. Knowledge of the Departmental legislations and prescripts. Knowledge of State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the Public Service Regulatory Framework. 3 – 5 years' experience in an Enterprise Architecture environment is required. 5 – 7 years' experience in a management position is required. Extensive experience in information architecture, application architecture or network infrastructure. A valid drivers' licence and extended working hours is required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and improvement of IT Governance in the Department. Manage the development of Enterprise Architecture domain to ensure that DHA institutes and sustains a holistic and integrated view of technology standards and solutions. Manage the development of overarching strategy and approach to ensure that DHA's technology exploitation strategy continues to be relevant and impact to meet the Department's business goals and strategies. Deliver Technology Advisory and Implementation solutions that extract and maximize business value from IT investments. Oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the Directorate. Coordinate and monitor the delivery of the business plans against the agreed objectives and timeframes. Report on the performance of the Directorate against the business plan to the CD / DDG. Develop technical expertise within the Directorate and keep abreast of technological advancements. Provide advice and guidance on enterprise architecture matters. Manage the resources within the Directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Manage the budget and expenditure in line with financial requirements and the Directorate's objectives. Manage external contractors and suppliers within the Directorate in an effective and efficient manner. Liaise with internal business Directorate to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans and budgets in advance for all project initiatives that are required within. Ensure effective people management within the Directorate. Ensure that staff is motivated and committed to the vision and goals of the Directorate. Ensure effective talent management within the unit (Attraction, development, retention). Ensure effective management of grievances, discipline and terminations within the unit. Lead and direct staff in the unit so that they are able to meet the objectives set for them. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Directorate. Ensure compliance with all audit requirements within the Directorate
- ENQUIRIES** : Head Office: Mr BT Mavuso, Tel no: (012) 406 2805

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

OTHER POSTS

POST 28/26 : **DEPUTY DIRECTOR: APPEALS REF NO: HRMC 46/17/3**
Branch: Immigration Services, Directorate: Appeals
(This is a re-advertisement, candidates who previously applied are requested to re-apply.

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R779 295 to R917 970 per annum, Level 12
: Head Office, Pretoria,
: A 3 year tertiary qualification at NQF level 6 in Law /Public Administration /Public Management as recognised by SAQA with 3 years' experience in Immigration Services or a Grade 12 Certificate as recognized by SAQA with 6 years' experience in Immigration Services. Minimum of 3 years' experience at management level. Exposure in adjudication of permanent residence permits and temporary residence visas will be an added advantage. Extensive experience in adjudication of appeals will be an added advantage • Knowledge of the South African Constitution. Knowledge of the Immigration Act, Refugees Act and the Public Service Regulatory Framework. Understanding of the departmental legislation and HR legislations and prescripts. Knowledge of all Civics Regulations Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the Occupational Health and Safety Act. Knowledge of workflow planning and capacity planning. Computer literacy. Client orientation and customer focus. Strategic planning and strategic management. People management and empowerment. Financial management, honesty and integrity. Communication, decision making and presentation skills. Corruption measures and principles. Business report writing. Ability to work effectively and develop unit work programme. Ability to operate effectively across organisational boundaries. Ability to produce high quality work under pressure. A valid driver's license and willingness to travel and to work extended hours when required.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure that review and appeals are conducted and concluded in accordance with applicable legal prescripts. Monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Ensure quality of decision taken in refusal of both temporary and permanent residence applications. Liaise with legal Services component and other stakeholders on permitting cases. Monitor and evaluate the processes pertaining to visas and permits appeals at Local Offices. Ensure the implementation of appeals outcome. Manage quality of investigation on appeal cases according to standard operating processes. Develop and review appeals of temporary and permanent applications policies and code of practice for the directorate. Develop and ensure implementation of an appeal system and processes. Review according to the Immigration Regulation Directives and other prescripts. Implement governance processes, framework and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulation and departmental policies and procedures. Monitor adherence to policy and legislation regarding appeals personnel/officials. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plan and department objectives. Coordinate memorandum of understanding, service level agreement and expenditure review. Implement governance processes, framework and procedures within the directorate associated with statutory financial responsibilities. Ensure compliance with legislation, regulations, departmental policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES APPLICATIONS : Head Office: Mr R Marhule, Tel no: (012) 406 4591
: Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license 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

<u>POST 28/27</u>	:	<u>LOCAL OFFICE MANAGER REF NO: HRMC 46/17/4</u>
<u>SALARY</u>	:	All-inclusive salary package of R779 295 to R917 970 per annum, Level 12
<u>CENTRE</u>	:	Free State: Large Office: Phuthaditjhaba
<u>REQUIREMENTS</u>	:	A 3 year tertiary qualification at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. A minimum of 3 years' relevant experience in Operations Management in a Customer Service environment and/ or a Grade 12 qualification with 6 years' relevant experience in Operations Management in a Customer Service environment of which 3 years should be at a management level. At least 2 years' relevant experience within the Public Service will be an added advantage. Must be computer literate. Knowledge of workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of Occupational Health and Safety Act. Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. A valid driver's license and willingness travel extensively. Willingness to work extended hours (including weekends, holidays and shifts) are required.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within a Local Office. Ensure efficient and effective utilization of resources within the Local Office, mobile and health facilities. Ensure effective risk and compliance management within the Local Office. Ensure successful business transformation within the Local Office. Establish and manage relationships with relevant stakeholders to support service delivery. Develop and maintain an operational plan complemented by action plans for service delivery in the Office. Support, provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region. Attend to and ensure resolution of enquiries and / or complaints.
<u>ENQUIRIES</u>	:	Head Office: Ms P Reddy, Tel no: (012) 406 7263
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: FSrecruitment@dha.gov.za