

**THE 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.*



- 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** : 06 November 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](http://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 DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA 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 attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. 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.

**MANAGEMENT ECHELON**

- POST 42/02** : **HEAD: COMMUNICATION SERVICES REF NO: HRMC 62/17/1**  
Branch: Communication Services
- SALARY** : An all-inclusive salary package of R1 370 973 to R1 544 406 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 relevant undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA in Communications or relevant field. 8-10 years' experience at a senior managerial level. Sound knowledge and understanding of the application of Government Communication Information System Guidelines. Knowledge of communication structures and principles. In-

depth experience in communication policy /strategy development. An innate understanding of the workings of Government and Home Affairs in particular. An understanding of all relevant human resource legislative frameworks, regulations and prescripts. A valid driver's licence and willingness to travel extensively and work extended hours. Outstanding communication skills (verbal, written and presentation). Good liaison skills at all levels. Computer literacy. A unique opportunity has become available for a dyed-in-the wool communication expert-a self-confident, creative strategist who is more than capable of communicating the vision of the Department clearly. S/he will play a vital role in the development of the Department's communication strategy, and will therefore need to be a visionary with considerable experience in public relations, and communications management or journalism.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the development and implementation of communication strategic objectives. Ensure effective external communication and liaison services are in place. Manage various strategic projects and programmes identified to meet short, medium and long term objectives. Guide EXCO on the prioritisation of communication initiatives and key messages. Ensure the effective communication of the Department's strategy. Manage the overall performance of the Unit and Branch. Ensure effective provision of strategic direction and leadership support regarding cluster participation, parliamentary matters and international relations to the Minister, Director-General and delegates of the Department. Give effective strategic direction and leadership regarding communication services to ensure high quality media liaison, development and implementation of a top-notch marketing strategy, as well as corporate communication matters affecting the Ministry and the Department. Provide guidance on the development of norms, standards, practices and tools. Establish and maintain appropriate systems and policies. Ensure accurate forecasting, budgeting and allocation of resources. Ensure effective management of external contractors and suppliers. Ensure good governance, as well as compliance with all audit requirements. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures. Represent the Branch and Department at strategic, management and other government forums. Ensure the development of quality risk management frameworks, standards and practices. Draft or delegate and submit reports.

**ENQUIRIES**

: Ms C Mocke, Tel No: (012) 406 4153

**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: Commsrecruitment@dha.gov.za

**POST 42/03**

: **DEPUTY DIRECTOR-GENERAL: CIVIC SERVICES REF NO: HRMC 62/17/2**  
Branch: Civic Services

**SALARY**

: An all-inclusive salary package of R1 370 973 to R1 544 406 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**

: Head Office, Pretoria.

**REQUIREMENTS**

: A undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognised by SAQA in Business Management, Operations Management, Public Administration or a relevant field. 8 -10 years' experience at a senior managerial level. Experience in Business Operations Management. Sound knowledge and understanding of the Immigration Act, Birth, Marriage and Death Act, Identification & Identity Documents Act, Citizenship Act, Travel Documents and Passports Act. Knowledge of the Constitution of South Africa. Understanding of all relevant human resources legislative frameworks, the Public Finance Management Act and Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Knowledge and understanding of sector needs and business requirements. A valid driver's licence and willingness to travel extensively and work extended hours.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction and ensure the strategic positioning of the Branch. Participate in the development and preparation of the strategic plan for Department of Home Affairs. Coordinate the development, monitoring and review of strategic plans for the Branch in line with Departmental strategic objectives. Ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to Civic Services. Ensure effective definition of the performance measures required evaluate the success of the Branch's delivery against strategic objectives. Establish partnerships with all DHA Branches, external stakeholders, international stakeholders and other spheres of government in relation to Civic Services strategic matters. Manage Citizenship policy analysis, development and implementation. Oversee the development, implementation, monitoring and evaluation of the Citizenship Acts, regulations and policies. Provide expert advice on Civic Services policies, regulations and procedures within the industry. Fastrack modernisation of citizenship and identity systems and processes for a world class customer experience. Ensure effective provisioning of Civic Services to all eligible citizens. Manage the overall performance of the Branch against the agreed service delivery standards Stay abreast of emerging Government and Civic Services trends and. Ensure the integrity of the national population register. Ensure the effective planning and development of the Civic Services Footprint. Ensure effective optimisation, capability and utilisation of HANIS. Oversee the process of issuing of travel documents and passports. Ensure effective resource management within the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resources within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure effective people management within the Branch. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Build and foster a culture of good governance, customer service, honesty and integrity and world class delivery in the Branch. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislation and regulations. Ensure good governance within the Branch in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Branch. Ensure compliance with all audit requirements within the Branch.
- ENQUIRIES** : Ms C Mocke, Tel No: (012) 406 4153
- 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: Civicsrecruitment@dha.gov.za
- POST 42/04** : **CHIEF DIRECTOR: INVESTIGATIONS REF NO: HRMC 62/17/3**  
Branch: Counter Corruption and Security Services
- SALARY** : An all-inclusive salary package of R1 127 334 to R1 347 879 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** : Head Office, Pretoria.
- REQUIREMENTS** : An undergraduate qualification at (NQF level 7) as recognised by SAQA in Public Administration /Business Management. 5 years' experience at a senior managerial level within an investigations environment or relevant field. Knowledge of the Constitution of South Africa. Knowledge and understanding of legislative and regulatory frameworks on Public Service, Departmental Core Business Security and Counter Corruption matters. Knowledge and understanding of sector needs and business requirements. Strategic capability and leadership. People management and empowerment. Programme and project management. Deciding and initiating action. Business report writing and presentation skills. Policy

## **DUTIES**

development and diplomacy. Conflict management, problem solving and analysis. A valid driver's licence and willingness to travel extensively.

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure innovation and service delivery within the Department. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or breaches of security. Ensure the development of preventative and investigation strategies or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention and investigation initiatives within the Department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Findings on criminal trends (identified in statistics of investigated cases), recommendations based on findings, the status of cases in progress, and the outcome of finalised cases. Ensure the effective management of the investigation process within the Department. Ensure the development and management of criminal information database for utilisation of relevant statistical management data. Facilitate the development of technical expertise within the Unit and keep abreast of technical developments. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Provide reports to OPSCO and Investigation Forum meetings on matters relating to trends on security and criminal activities. Ensure the implementation of counter corruption and investigations policies, procedures, standards, systems and practices. Oversee and facilitate the implementation of the policy and strategy of Investigations in the Department. Ensure the implementation of the Counter Corruption Strategy, as well as compliance to the legislative and regulatory frameworks governing Counter Corruption. Participate in the development of the strategy for the Department. Develop business plans in order to meet the strategic objectives of the Departmental Strategic Plan. Responsible for strategic guidance and expert advice in terms of Investigations. Responsible for strategic decision making and risk management in terms of Investigations. Ensure implementation of the business plans of the Unit. Monitor and report to the Chief Counter Corruption and Security Services on the performance of the Unit against the objectives of the DHA Strategic Plan. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the business Unit. Manage the overall performance of the Unit against the agreed service delivery standards. Ensure the development, implementation and review of policy and strategy on investigations as well as procedures, standards, systems and practices. Ensure effective resources management within the Unit. Accountable for the duties as sub-programme manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal service level agreements. Oversee effective management of physical assets within the Unit. Ensures accurate forecasting, budgeting and allocation of all resources within the Unit. Ensure effective people management within the Unit. Ensure the development and implementation of the skills development strategy within the Unit. Ensure effective talent management within the Unit (attraction, retention, development) Ensure effective and compliant implementation of performance management within the Unit. 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 Unit. Ensure good governance within the Unit in line with Kings III Report and other related legislation. Ensure effective management of compliance with legislation, regulations, audit requirements, Departmental policies and procedures within the Unit. Represent the unit at management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, quarterly and

**ENQUIRIES**  
**APPLICATIONS**

monthly reports and reports required or delegated by Ministry, DG, DDG or other Business Units.  
: Ms P Reddy, Tel No: (012) 406 7263  
: 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 CCreruitment@dha.gov.za