

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.



CLOSING DATE : 15 December 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 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. 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.

OTHER POSTS

POST 48/21 : **DEPUTY DIRECTOR: IMMIGRATION SERVICES REF NO HRMC 57/17/1**

SALARY : An all-inclusive salary package of R779 295 to R917 970 per annum (Level 12).

CENTRE : Limpopo: Border Post: Beit Bridge

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 on arrival and departure. Manage, supervise, exercise and regulate control over activities of subordinates.

ENQUIRIES : Head Office: Ms R Anker, Tel: (012) 406 4126
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: poebaitbridge@dha.gov.za

POST 48/22 : **SPECIALIST BUSINESS PROCESS ENGINEER. REF NO: HRMC 57/17/2**
 Branch: Information Services,
 Directorate: Business Analysis
 This is a re-advertisement, candidates who previously applied are requested not to re-apply.

SALARY : A basic salary of R657 558 to R774 576 per annum (Level 11). In addition, a range of competitive benefits are offered.

CENTRE : Head Office, Pretoria,
REQUIREMENTS : A 3 year tertiary qualification in Computer Science /Information Technology or an equivalent NQF Level 6 qualification as recognized by SAQA. A Degree at NQF level 7 will be an added advantage. 3-5 years' experience in Business Analysis or Process Engineering. Proven experience of process automation, business analysis, process engineering and process design is required. Experience in developing strategies for IT system to enable and sustain business processes. Demonstrate through understanding of application development (SDLC) within a complex project and organisation. Ability to lead and coordinate a team working on projects/system development. Working knowledge of databases such as Oracle and MS-SQL. Knowledge of BABOK and system development life cycle (SDLC), methodologies and processes. Knowledge of the State Information Technology Act 88 of 1998. Knowledge of Minimum Information Security standards (MISS), The position paper on information security ISO 17799 (Information Security Framework), National Strategic Intelligence Act and the Draft Electronic Transaction Bill. Knowledge of various programming languages. Understanding of the departmental Legislations and prescripts. Knowledge of the Public Service Regulatory Framework. Good written and communication skills, research skills, problem solving, strong analytical and Project management skills. Conceptual thinking ability, client orientation and customer focus. People management and empowerment. Computer literacy. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Analyse processes for improvement, re-engineering using methodologies and principles to conduct process automation. Identify processes to be re-engineered and develop re-engineering strategies. Conduct system integrations plans for critical subsystems in the organisation. Oversee Data models and database integrations exercises. Provide support for transitioning organizational or project teams in accomplishing the

organization's goals and objectives. Demonstrate experience and leadership in organisational change programmes. Facilitate the activity and data modelling, define workflows through IT Process landscape and identify best practice. Ensure improvement opportunities and plan the implementation of the new business process. Provide guidance on how to identify, assess, diagnose and deliver method of improvement. Lead process engineering through transformation/continuous improvement effort. Define project scope, objectives and present assessment of current business processes. Identify and recommend potential intervention. Liaise with project team and IT technical partners regarding the re-engineering process. Lead the re-engineering process design projects. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayments, etc. according in required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders internal and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation unit/systems. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Report on the performance of the Unit against work plan, business requirements and targets. Develop and implement the work plan for the Unit and ensure effective prioritisation and resource planning. Agree on training and development needs of the Unit. Provides 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 compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and Supply Chain and Procurement Framework. Identify and monitor financial risks in relation to the projects in the Unit.

- ENQUIRIES** : Head Office: Mr L Kgopa, Tel No: (012) 406 2554
- 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: **ISrecruitment@dha.gov.za**
- POST 48/23** : **SENIOR RESEARCHER REF NO: HRMC 57/17/3**
Branch: Counter Corruption and Security Services
Sub Directorate: Research.
- SALARY** : A basic salary of R657 558 to R774 576 per annum (Level 11). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : A 3 year tertiary qualification in Social Sciences /Research or relevant NQF level 6 qualification. 3-5 years' experience in research environment. 2-3 years' experience in management of Research projects. Experience at a managerial level. Post graduate degree will be an added advantage. Knowledge of Human Resources development frameworks and processes. Knowledge of Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Prevention of Organised Crime Act (POCA), Protection of Information Act, Promotion of Access to Information Act and Criminal Procedure Act. Knowledge of the Minimum Information Security Standards (MISS), Public Finance Management Act (PFMA) and treasury Regulations. Understanding of Departmental legislations as well as Human Resource Legislations and prescripts. Computer literacy. Honesty and integrity. Research report writing and research innovation. Programme and project management. A valid driver's licence and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage research processes within the Unit. Liaise with various agencies to obtain intelligence information or gain referrals for research to fulfil requests. Participate in the formulation of policies concerning security and countering of corruption in the Department. Ensure effective and efficient provision of support on various investigations and projects to other business Units in the Department. Develop and maintain effective communication channels with internal and external stakeholders. Ensure successful business transformation. Recommend and implement performance improvement

ENQUIRIES
APPLICATIONS

initiatives. Report on all risk and financial indicators including e.g financial losses, overpayment according to the required format.

: Head Office: Mr S Maphumulo, Tel No: (012) 406 4980

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