

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** : 29 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.

MANAGEMENT ECHELON

- POST 50/106** : **DISTRICT MANAGER OPERATIONS, (2 POSITIONS)**
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 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** : Kwa-Zulu Natal: District Municipality: Mgungundlovu (1 Post) Ref No: HRMC 80/17/2a
Limpopo: District Municipality: Mopani (1 Post) Ref No:HRMC 80/17/2b
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Social Science or related field as recognised by SAQA. 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 (e.g. birth, marriages, and deaths, travel documents, IDs /Smart Cards etc.). Manage Immigration operations (e.g. 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, Departmental 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

: Kwa-Zulu Natal: Mr C Mncwabe, Tel No: (033) 845 5038
 Limpopo: Mr T Matshaya, Tel No: (015) 287 2824

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:
 District Municipality: Mgungundlovu- KZNrecruitment@dha.gov.za (Kwa-Zulu Natal)
 District Municipality: Mopani - LIMrecruitment@dha.gov.za (Limpopo)

- POST 50/107** : **DIRECTOR: CONTENT DEVELOPMENT REF NO: HRMC 80/17/3**
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 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, Branch: Communication Services, Chief Directorate: Internal Communication.
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Communications Management/ Journalism or related field as recognised by SAQA. A post-graduate qualification with English as a major will be an advantage. 5 years' experience at middle/senior management level within high-level content production or speechwriting for Principals environment is required. Knowledge and Understanding of Public Service legislation. Knowledge and understanding of all Departmental prescripts and Legislations. Traveling may be required and working extended hours may be required occasionally. Dealing with highly sensitive and confidential information. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment, financial management, program and project management. Change management, communication, knowledge management, decision making and presentation skills. Problem solving and analysis, business report writing, influencing and networking, planning and organizing and interpersonal skills. Commercial skills, computer literacy and negotiation skills. A valid drivers' licence and willingness to travel extensively is essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and Monitor the composition of content development strategy within the department. Develop, implement, monitor and review Content Development policy and strategy for the Department. Write and draft Principals introductions, forewords, speeches and inputs to Department's communication mediums. Write, draft and guide Department's content development in line with Government policy and Department's mandate. Coordinate and manage the drafting of speeches for the Principals. Research and analyse available information in order to write appropriate and effective speeches for the Principals. Prepare summaries of background briefings to the media and Principals on programmes and activities of the Principals. Assist in designing strategic communication plans. Attend media/communications related meetings. Suggest draft feature articles for Principals if necessary and assign to staff. Manage and implement strategic objectives and innovation within the directorate. Provide strategic direction within the directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Assist with the editing of annual reports in line with corporate strategy. Participate and contribute to the program of communication clusters and the Communicators' Forum and represent the Department at various forums. Manage resources (Physical, Human and Financial). Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management
- ENQUIRIES** : Mr PD Mokhethea, Tel No: (012) 406 2679
- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: Commsrecruitment@dha.gov.za
- POST 50/108** : **DIRECTOR: INFORMATION SECURITY REF NO: HRMC 80/17/4**
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 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.
<u>CENTRE</u>	: Head Office, Pretoria, Branch: Counter Corruption and Security Services, Directorate: Information Security.
<u>REQUIREMENTS</u>	: An undergraduate qualification at (NQF level 7) in a Security related field as recognised by SAQA. 5 years' experience in middle /senior management level in the security management environment. Experience in conducting security risk assessments would be an advantage. Knowledge and understanding of all legislations, policies and prescripts. Knowledge of Minimum Physical Security Standards (MPSS), Intelligence Act, Criminal Procedures Act, Police Act and Anti-corruption legislation. Knowledge of anti-corruption systems including biometric testing and document tracking systems. Knowledge of policy development and government protocol. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Control of Access to public premises and vehicle act. Knowledge of National Key Points Act. Knowledge of Firearms Control Act, 2000. Crime information management, business report writing, Security systems and access control design. A valid drivers' licence and willingness to travel extensively is essential.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement strategic objectives and innovation within information security. Manage the development and execution of effective security awareness programme. Facilitate and directs the timely dissemination of security information. Manage the assessment of computer systems security risk (Investigate and develop contingency plans by undertaking risk analysis, security investigations, surveys and threat assessments). Provide input to campus computing effective use and other related policies and programs. Provide pertinent security information and input to strategic and tactical planning. Oversee the effective implementation of processes and systems enhancement initiatives. Establish appropriate agreements and strategic alliances with law enforcement agencies to ensure rapid deployment of law enforcement officers to various DHA offices when required. Identify and implement mitigation measures of security risks and threats to the Department. Ensure the effective integration of current security practices within the Department. Ensure continuous re-engineering of security approaches, processes and procedures. Ensure that breaches of security are investigated and corrective measures are implemented. Ensure operational efficiency and service delivery improvement within Information Security. Develop the business plan for the directorate and ensure effective implementation, prioritisation 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 directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Provide strategic advice and guidance on security measures and best practice aspects and matters. Oversee the effective implementation of information security processes and systems enhancement initiatives. Ensure the effective implementation of information security measures. Develop identified policies and procedures in conjunction with the policy and strategy Unit. Manage resources (Physical, Human and Financial). Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipments. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Manage the implementation of people management strategies, policies and procedures within Security Services. Agree on the training and development needs of the directorate and ensure that these are acted on. Ensure appropriate technical knowledge, capabilities and skills of staff within the directorate. Manage the implementation of the employment equity plan within the directorate. Implement effective talent management processes within the directorate (attraction, retention, development). Manage the implementation of compliant performance management within the directorate. Ensure that staff are motivated and committed to the vision and goals of the directorate. Manage grievances,

discipline and terminations within the unit in accordance with departmental policies and prescripts. Ensure good governance and compliance within Security Services. Develop and implement governance processes, frameworks and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures within the directorate. Represent the directorate at management and other government forums. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures with the directorate.

ENQUIRIES
APPLICATIONS

- : Mr S Hancock, Tel No: (012) 406 4336
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: **CCrecruitment@dha.gov.za**