

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.
- 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.
- CLOSING DATE** : 24 January 2018

MANAGEMENT ECHELON

- POST 01/18** : **PROVINCIAL MANAGER (3 POSITIONS)**
- SALARY** : An all-inclusive salary package of R1 127 334 to R1 347 879 per annum (Level 14), structured in terms of the applicable remuneration rules.
- CENTRE** : Gauteng: Johannesburg REF NO: HRMC 83/17/1
North-West: Mahikeng REF NO:HRMC 83/17/2
Mpumalanga: Nelspruit REF NO:HRMC 83/17/3
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience at a senior managerial level in the related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and the Public Service Regulations. Basic knowledge of applicable Human Resources legislation and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, the Birth, Marriages and Deaths Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulation, Refugee Act and Regulation. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential. A service leader, highly skilled in operations management at senior level is needed for this role.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead, direct and oversee the quality of service delivery regarding Civic and Immigration service functions at provincial level. Participate in the development of the strategic plan for Civic 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 Civic and Immigration Services leadership and strategic direction within the Province. Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and services.

- ENQUIRIES** : Mr L T Sigama, Tel No: (012) 402 2167
- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form
E-mail: GPreruitment@dha.gov.za (Gauteng)
E-mail: NWrecruitment@dha.gov.za (North-West)
E-mail: MPrecruitment@dha.gov.za (Mpumalanga)
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted.
- POST 01/19** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: HRMC 83/17/4**
Branch: Finance and Supply Chain Management
- SALARY** : An all-inclusive salary package of R1 127 334 to R1 347 879 per annum (Level 14), structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : An undergraduate qualification in Business Management/ Financial Management at (NQF level 7) as recognised by SAQA. 5 years' experience at a senior management level within the Financial Management environment, Knowledge of the Constitution of South Africa. In depth knowledge and application of Public Finance Management Act (PFMA) and Treasury Regulation. Knowledge of Payroll, Basic Accounting System (BAS), PERSAL, LOGIS and other Departmental financial systems Knowledge of the Public Service Act (PSA). Knowledge of GRAP/ GAAP, Knowledge of PPPF Act Knowledge of all procurement legislation and regulations Understanding of good corporate governance (King III) All relevant departmental, human resources frameworks and other public service acts, regulations and prescripts, 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: Provide strategic direction to the Chief Directorate Participate in the development of the strategy for the Department Develop, monitor and review business plan for the unit in line with the departmental strategic objectives Manage the overall performance of the unit against the agreed service delivery standards Ensure financial performance targets are set and achieved Responsible for strategic guidance and expert advice in terms of financial accounting and asset management within the department Provide expert advice on the interpretation and implementation of PFMA and TR Monitor and report to the DDG 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 DHA Provide Revenue and Expenditure Management services to the Department Manage and provide financial accounting services to the department Ensure effective management of Revenue by developing and implementing appropriate instructions that provide for identification, collection, recording, reconciliation and safeguarding of revenue Ensure sufficient funds are maintained to ensure the sustainability of DHA Take all precautionary measures to prevent unauthorised, wasteful and fruitless expenditure Ensure that expenditure is managed efficiently and effectively by developing and implementing appropriate process on verification, certification and authorisation Ensure compensation of employees as per the approved staff establishments Provide efficient Financial Reporting function to the Department Ensure that all transactions are supported by original and verifiable source documents Ensure financial accounts are prepared in accordance to the formats prescribed by National Treasury Oversee compilation of Financial Statements, Annual Reports,

Estimates of monthly expenditure and DG's special monthly report of expenditure Ensure financial disclosure of revenue expenditure, assets and liability are in accordance with GRAP and financial reporting framework Ensure the development and implementation of Financial Management policies, procedures, standards, systems and practices Ensure effective and efficient implementation of revenue management practices, policies, systems and procedures Develop effective internal control measures to ensure efficient execution of operational processes Ensure prevention and effective loss management processes Ensure conformance with applicable laws and regulations Facilitate the development of technical expertise within the unit and keeping 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 Ensure effective resource management within the unit Accountable for the duties as sub-program 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 accurate forecasting, budgeting and allocation of resources within the unit Oversee effective management of all assets within the unit Ensure effective management of external contractors and suppliers within the unit Ensure effective development and management of internal service level agreements with other business units Ensure effective management of financial risk management and performance monitoring Ensure effective management of business risk, resources and continuity Ensure effective capacity management within the unit to ensure sustained service delivery Ensure that spending is maximized in line with strategic objective Monitor and report on the utilization of resources Ensure effective people management within the unit Ensure effective implementation of 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 •Build and foster a culture of good governance, customer service, honesty, integrity and world class delivery in the unit Drive a culture of financial diligence and compliance within the unit Ensure good governance within the unit in line with the PFMA , National Treasury regulations, King Report and other related legislations Provide leadership and strategic direction within the unit in identifying policy gaps, determining policy goals and draft policy documents as needed Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit Ensure that the Department complies with financial legislations, regulations and procedures Ensure compliance with all audit requirements within the unit Represent the Unit and DHA at strategic , management and other government forums Ensure the development of quality and risk management frameworks, standards and practices Draft and submit reports that are required or delegated by Ministry, DG or other business units Facilitate the implementation of national norms and standards where applicable Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service Ensure the effective standardization of quality standards, practices and procedures across various offices and provinces.

- ENQUIRIES** : Mr GO Hollamby, Tel No: (012) 406 4377
- APPLICATIONS** : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: FinanceRecruitment@dha.gov.za
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted
- POST 01/20** : **CHIEF DIRECTOR: APPLICATION MANAGEMENT REF NO: HRMC 83/17/5**
Branch: Information Services, Chief Directorate: Applications Management,
- SALARY** : An All-inclusive package of R1 127 334 to R1 347 897 per annum (Level 14) structured in terms of the applicable remuneration rules
- CENTRE** : Head Office: Pretoria

- REQUIREMENTS** : An undergraduate qualification in Bachelor Degree in Information Technology/ Computer Science at (NQF level 7) as recognised by SAQA. 5 years' experience at a senior managerial level in the related field. Knowledge of Public Service Regulatory Framework Sound knowledge and application of the GITO Requirements and Frameworks Knowledge of the State Information Technology Agency Act 88 of 1998 Knowledge of the E government policy framework consultation paper developed by GITO Knowledge of the departmental legislation and prescripts. Extensive experience in managing systems programming, systems administration, Business Analysis, Applications Support and Maintenance and Systems Development environment is required Presentation Skills Business Report Writing Coaching and Facilitating Computer Literacy Traveling and Extended working hours is required.
- DUTIES** : The successful candidate will be responsible for, amongst, others the following specific tasks: Provide strategic leadership and direction in the Chief Directorate. Participate in the development of the strategy for the Department. Ensure the development of the strategic objectives for Applications Management in order to meet the strategic objectives of the department. Ensure the development and implementation of the business plan and the operational plans of the unit. Monitor and report to the DDG on the performance of the unit against the objectives of the DHA Strategic Plan. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function Ensure innovation and service delivery within the Chief Directorate. Develop the corporate application management plan. Oversee effective application system analysis and programming activities for the department. Manage and ensure effective feasibility studies, time and cost estimates and acquisition or designing of new systems. Oversee effective establishment, implementation and maintenance of new or revised application systems and programs Ensure effective resource management within the Chief Directorate. Accountable for the duties as sub-program 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. Ensure effective management of external contractors and suppliers. Ensure effective development and management of internal service level agreements in conjunction with Legal Services Ensure effective people management within the Chief Directorate. Ensure the implementation of 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 good governance and compliance within the unit. Provide leadership and strategic direction and identify policy gaps, determining policy goals and draft policy documents. Acquisition and management of IT Assets. Ensure good governance in line with Kings Report and other related legislations, regulations and policies
- ENQUIRIES** : Head Office: Mr BT Mavuso, Tel No: (012) 406 2805
- APPLICATIONS** : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: ISrecruitment@dha.gov.za
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted
- POST 01/21** : **DISTRICT MANAGER OPERATIONS (4 POSITIONS)**
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.
- CENTRE** : Kwazulu-Natal: King Cetshwayo and Ilembe REF NO:HRMC 83/17/6
Eastern Cape: OR Tambo REF NO: HRMC 83/17/7
Northern Cape: Siyanda REF NO:_HRMC 83/17/8
Limpopo: Waterberg REF NO :HRMC 83/17/9
- REQUIREMENTS** : An undergraduate qualification in Social Science at (NQF level 7) 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. We need a strategic thinker and leader focused on strategy to use his/her influence to lead and manage the overall operations and performance of Civic, Immigration and Support Services.

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) 604 6433 KwaZulu Natal: Mr C Mncwabe, Tel: (033) 845 5038 Northern Cape: Mr A Mvula, Tel: (053) 807 6700 Limpopo: Mr T Matshaya, Tel : (017) 287 2824

APPLICATIONS : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form

E-mail: ECrecruitment@dha.gov.za (Eastern Cape)
 E-Mail: KZNrecruitment@dha.gov.za (KwaZulu-Natal)
 E-Mail: NCrecruitment@dha.gov.za (Northern Cape)
 E-Mail: LIMrecruitment@dha.gov.za (Limpopo)

NOTE : No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/22 : **DIRECTOR: CHIEF ENTERPRISE ARCHITECT REF NO: HRMC 83/17/10**
 Branch: Information Services, Directorate: Enterprise Architecture

SALARY : An all-inclusive salary package of R948 174 to R1 116 918per annum (Level 13), 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 you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: **ISrecruitment@dha.gov.za**
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted
- POST 01/23** : **DIRECTOR: CENTRAL ADJUDICATION REF NO: HRMC 83/17/11**
Branch: Immigration Services, Chief Directorate: Permits
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : An undergraduate qualification in International Relations / Law/ Social Science at (NQF level 7) as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience in an Immigration and Citizenship environment at a middle management level. Knowledge of the Public Service Regulatory Framework, Knowledge of the Public Finance Management Act (PFMA), Knowledge of the South African Constitution, Knowledge and understanding of all relevant Departmental legislation and prescripts. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.
- DUTIES** : The successful candidate will be responsible for performing the specific tasks: Manage adjudication of temporary residence visas and permanent residence permits. Manage the implementation of the enquiry management system. Manage statistical data and analyse trends from adjudication hubs. Develop and ensure implementation of an appeal system. Advise the Accounting Officer/Executing Authority on appealed cases. Liaise with legal services component on permitting cases. Manage and ensure the implementation of appeals' outcome. Manage the implementation of a postal receipt system. Manage the implementation of a postal dispatched system. Manage and implement strategic objectives and innovation within the Directorate. Provide strategic direction within the Directorate. Develop the Business Plan for the Directorate and ensure effective prioritisation and resource planning. Co-ordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the Business plan to the Chief Director. Develop professional expertise within the Directorate and keep abreast of stakeholder management trends and new developments. Provide advice and guidance on stakeholder management matters. Ensure the implementation of innovative initiatives within the Directorate. Establish, maintain and ensure a good working relationship with the Department and relevant stakeholders. Establish contact between the Department and a stakeholder. Ensure good and healthy relationship with stakeholders by initiating regular, structured interactions with stakeholders. Liaise with stakeholders on all matters pertaining adjudication matter to the Department. Attend meetings and communicate on a regular basis with various stakeholders. Develop relationships across diverse groups of stakeholders. Establish

connections and be able to network with the other government, relevant clusters, business and civil society. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with permits. Ensure effective risk and compliance management. Develop and implement governance processes, frameworks and procedures within the Directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies, procedures and circulars within the Directorate. Liaise with all stakeholders within and external to the organisation to ensure accurate implementation of compliance and Regulatory requirements. Ensure compliance with all audit requirements within the Directorate. Represent the Directorate at management and other government forum. Ensure the effective and efficient management of all procurement functions including the asset register. Monitor quality, risk, standards and practices against prescribed frameworks.

- ENQUIRIES** : Mr R Marhule Tel No: (012) 406 4591
- APPLICATIONS** : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: IMSrecruitment@dha.gov.za
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted.
- POST 01/24** : **DIRECTOR: LEARNING PROVISIONING REF NO: HRMC 83/17/12**
Branch: Human Resource Management and Development
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : An undergraduate qualification in Human Resource Development/ Industrial Psychology at (NQF level 7) in skills development or related field is required as recognised by SAQA. 5 years' experience at a middle / senior managerial level in the field of Learning and Development with a proven track record of managing a team Knowledge of the Public Service Act, Public Service Regulations, the Constitution of the Republic of South Africa, the Public Finance Management Act (PFMA) and other applicable legislative frameworks within the Department of Home Affairs An understanding of departmental legislation as well as Human Resources legislation and prescripts Willingness to work extended hours A valid driver's licence and willingness to travel are essential • Registered Assessor and Moderator. Being a registered assessor and moderator will be an added advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific key responsibilities: Manage the delivery of Learning and Development Programmes Manage the provision and facilitation of quality, responsive education and training needs Ensure the delivery of Learning and Development Programmes that are strategic to the Department Develop the business plan for the directorate and ensure effective prioritisation and resource planning Provide strategic direction within the directorate Oversee the effective implementation of process and systems enhancement initiatives Co-ordinate and manage relevant projects within the directorate to ensure that projects are implemented to the best practice standards, time, quality and budget Create and build partnerships with various internal stakeholders in order to enhance service delivery Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed Manage the implementation of people management strategies, policies and procedures within the directorate Manage the learning disabilities within the delivery and facilitation of Learning and Development process Manage the Recognition of Prior Learning Processes Ensure effective governance and compliance within the directorate • Develop and implement governance processes, frameworks and procedures within the directorate
- ENQUIRIES** : Ms N Mohoboko, Tel No: (012) 406 2818

- APPLICATIONS** : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: HRrecruitment@dha.gov.za
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted.
- POST 01/25** : **DIRECTOR: AIRLINE LIAISON REF NO: HRMC 83/17/13**
Branch: Immigration Services, Chief Directorate: Port Control, Directorate: Airline Liaison.
Persons with Disabilities and Female candidates are encouraged to apply
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : An undergraduate qualification in Operations Management / Public Administration or related field at (NQF level 7) as recognized by SAQA 5 years' experience at middle / senior management level in a related field 3-5 years' experience in international relations, immigration and a public administration environment Knowledge and understanding of the Constitution of the Republic of South Africa, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Departmental legislation as well as Human Resources legislation and prescripts Knowledge and understanding of the International organisations, International Conventions and Regional Agreements applicable in the border environment to which South Africa is a signatory Good corporate governance principles Willingness to work extended working hours Computer literacy A valid driver's license and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management and provision of strategic direction and leadership to the Directorate Develop and implement strategic and business plan to meet the strategic objectives of the unit Establish an effective network and provide strategic advice and guidance to the aviation and maritime industry on the facilitation of passengers Manage and oversee the effective implementation of processes and systems for advance passenger processing Manage and oversee the completeness and correctness of the register on administrative fines for conveyors who contravened the Immigration Act Oversee administration of the Airline Liaison Officers network Develop identified policies and procedures Coordinate and manage relevant projects Liaise with government stakeholders, industry partners and international organisations to enhance border management Monitor statistics and analyse trends of legal and illegal migration into the Republic of South Africa with a view to mitigate risks and enhance national security Implement policies, procedures, directives, Acts and Regulations Ensure the effective prioritisation and management of resources within the unit Compile and manage the units budget Monitor and report on the performance of the Unit Ensure compliance with Human Resources policies and prescripts Ensure compliance to Financial Prescripts in the management of external contractors and suppliers within the directorate Ensure effective risk and compliance management
- ENQUIRIES** : Ms R Anker, Tel: (012) 406 4126
- APPLICATIONS** : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: IMSrecruitment@dha.gov.za.
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted.
- POST 01/26** : **DIRECTOR: PHYSICAL SECURITY REF NO: HRMC 83/17/14**
Chief Directorate: Security Services, Branch: Counter Corruption and Security Services
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : An undergraduate qualification in a security related field at (NQF level 7) as recognised by SAQA 5 years' experience at middle / senior management level in

the related field Experience in conducting security risk assessments would be an advantage Knowledge and understanding of all legislations, policies and prescripts. Minimum Physical Security Standards (MPSS), anti-corruption systems including biometric testing and document tracking systems Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA Knowledge of policy development and government protocol, Minimum Information Security Standard (MISS), PFMA and Treasury Regulations, Control of Access to public premises and vehicle act, National Key Points Act, Firearms Control Act, 2000 Strategic Capability and Leadership, Execution, Service Delivery Innovation, Client Orientation and Customer Focus, People Management and Empowerment, Financial Management, Honesty and integrity, Programme and Project Management, Change Management, Communication, Knowledge Management, Decision Making A valid driver's licence and ability to travel are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective implementation of security measures (including security related policies, procedures and standards) across the department Develop identified policies and procedures in conjunction with the policy and strategy unit Effectively manage the performance of the directorate against agreed business requirements and targets Ensure effective and efficient service delivery within the directorate Co-ordinate and manage relevant projects within the Chief Directorate to ensure that projects are implemented to best practice standards, time, quality and budget Create and build partnerships with various internal stakeholders in order to enhance service delivery Establish appropriate agreements and strategic alliances with law enforcement agencies to ensure rapid deployment of law enforcement officers to various DHA offices when required Ensure adequate availability of trained officers to address physical security risks and compliance Develop and monitor the implementation of standard operating procedures protecting DHA employees and assets, ensuring a safe environment and optimum security of assets, services and information Identify and implement mitigation measures of security risks and threats to DHA Ensure continuous re-engineering of security approaches, processes and procedures Ensure that breaches of security are investigated and corrective measures are implemented 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 Manage the implementation of people management strategies, policies and procedures within the security services 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 Unit is adequately staffed. Ensure that budget spending is maximized in line with strategic objective Agree on the training and development needs of the directorate and ensure that these are acted on Ensure appropriate security technical knowledge and support, capabilities and skills of staff within the directorate. Develop and implement governance processes, frameworks and procedures within the directorate Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate Develop and implement governance processes, frameworks and procedures within the directorate Monitor and ensure compliance with legislation, regulations, DHA 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

: Mr S Hancock, Tel: (012) 406 4336

- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-mail: CCrecruitment@dha.gov.za
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted.
- POST 01/27** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC 83/17/15**
- CENTRE** : Chief Directorate: Human Resource Strategy and Planning, Head Office: Pretoria
- SALARY** : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.
- REQUIREMENTS** : An undergraduate qualification in Management Services (Organisational Development) / Industrial Psychology or any other related social science studies at (NQF level 7) as recognised by SAQA. 5 years' experience in middle / senior management level in the field of Human Resources environment. Experience in a management position with a proven track record of managing a team. Knowledge of Organisational Development, Design, and expertise in Organisational (re) structuring and Business Process Improvement. Knowledge of Organisational Change Management processes. Extensive knowledge, understanding, implementation of Public Service Policy and Legislative Framework. A valid driver's licence, willingness to travel and working extended hours are essential.
- DUTIES** : The successful candidate will be responsible for the following specific areas: Manage the Design of the Department of Home Affairs with particular reference to managing the development, implementation and maintenance of the organisational structure and post establishment. Determine staffing ratios, identify and analyse end to end Business Processes and recommend improvement. Provide guidance and support to the team, coordinate and monitor delivery against the strategic, business and operational plans and ensure adherence to agreed objectives and timeframes. Manage the grading of jobs within the DHA through the Job Evaluation processes to ensure equal pay for work of equal value through the prescribed JE System. Translate organisational functions into implementable actions through the development of job profiles and job descriptions. Introduce innovative ways of doing business and improvement in work practices, methods and procedures. Provide strategic support to the DHA on Organisational Development matters and report to EXCO and senior management when required. Conduct research to keep abreast with latest developments in the field and benchmark against best practices. Produce quality reports and submit to relevant structures as required. Identify and manage projects in order to achieve strategic and operational objectives. Manage Human and Financial Resources in line with relevant policies, guidelines and procedures. Design systems to ensure effective governance and compliance with the relevant prescripts. Ensure effective risk and compliance Management
- ENQUIRIES** : Mr T Nkosi, Tel: (012) 406 4099
- APPLICATIONS** : Quoting the relevant reference number, direct you're CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form E-Mail: HRrecruitment@dha.gov.za
- NOTE** : No faxed, hand delivered, couriered or posted applications will be accepted.