

DEPARTMENT OF HOME AFFAIRS

CLOSING DATE : 26 January 2018

NOTE : Applications must be sent on time to the correct email address as indicated at the bottom of each advert, to reach the email address on or before the closing date. Applications sent to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Applications must be submitted on the Application for Employment Form (Z83), 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 (SAQA). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months from 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 a competency assessment. 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 the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. 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. NB: No faxed, hand delivered, couriered or posted applications will be accepted.

OTHER POSTS

POST 02/01 : **DEPUTY DIRECTOR: IMMIGRATION SERVICES REF NO: HRMC 3/18/3**

SALARY : An all-inclusive salary package of R779 295 to R917 970 per annum (Level 12), structured in terms of the applicable remuneration rules.

CENTRE : Gauteng: Port of Entry OR Tambo International Airport

REQUIREMENTS : A 3 year tertiary qualification recognised by (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 conveyors during arrival and departure. Manage, supervise, exercise and regulate control over activities of subordinates.

ENQUIRIES : Mr N Jaynarayan, Tel: (011) 571 8702
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 which can be downloaded from our website, by the closing date to E-Mail: poeortia@dha.gov.za (OR Tambo International Airport-Gauteng)

POST 02/02 : **LOCAL OFFICE MANAGER REF NO: HRMC 3/18/4**

SALARY : All-inclusive salary package of R779 295 to R917970 per annum (Level 12), structured in terms of the applicable remuneration rules.

CENTRE : Northern Cape: Large Office: Kuruman
REQUIREMENTS : A 3 year tertiary qualification at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. A minimum of 3 years' relevant experience in Operations Management in a Customer Service environment and/ or a Grade 12 qualification with 6 years' relevant experience in Operations Management in a Customer Service environment of which 3 years should be at a management level. At least 2 years' relevant experience within the Public Service will be an added advantage. Must be computer literate. Knowledge of workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of Occupational Health and Safety Act. Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. A valid driver's license and willingness travel extensively. Willingness to work extended hours (including weekends, holidays and shifts) are required.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within a Local Office. Ensure efficient and effective utilization of resources within the Local Office, mobile and health facilities. Ensure effective risk and compliance management within the Local Office. Ensure successful business transformation within the Local Office. Establish and manage relationships with relevant stakeholders to support service delivery. Develop and maintain an operational plan complemented by action plans for service delivery in the Office. Support, provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office

**ENQUIRIES
APPLICATIONS**

based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region. Attend to and ensure resolution of enquiries and / or complaints.
: Ms S Botha, Tel No: (053) 807 6706
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to E-Mail: NCrecruitment@dha.gov.za

POST 02/03

: **SPECIALIST APPLICATION DEVELOPER REF NO HRMC/3/18/1**

SALARY

: An all-inclusive salary package of R657 558 to R774 576 per annum (Level 11), structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office: Pretoria, Branch: Information Services, Directorate: Solution Delivery
: A 3 year National Diploma/Degree in Computer Science /Information Technology or an equivalent NQF level 7 qualification as recognised by South African Qualification Authority (SAQA) with 3 -5 years' experience in application development is required• Knowledge of system development methodology and processes• Sound experience in programming language e.g; Java, net, C++, PHP, Python, HTML, JavaScript, VB, Working knowledge of the following database: SQL, Oracle and MySQL Experience of testing types e.g; Regression, Functional, Stress and Load testing Experience and relevant knowledge in different development and database tools e.g; techniques and environments in order to develop and deliver quality applications and documentation, Solid experience in system development, Development of unit test plan and unit testing of applications• Understanding of the development challenges presented when applications or components of application are developed in isolation or in conjunction with interfacing applications• Knowledge and ability to demonstrate thorough understanding of application development within a complex project and organisation• Understanding of the departmental Legislations and prescripts, Knowledge of the Public Service Regulatory Framework, good verbal and communication skills, presentation skills, problem solving skills, Team working and independent skills, Time management, assertiveness and people management skills, Computer Literacy, dealing with pressures and setbacks, proficient in development environment basic project management • Attention to detail• A valid driver's license and willingness to travel, Working extended hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Analyse user requirements specifications and develop technical, functional and non-functional specification. Ensure the interpretation and translation of user requirements into design specifications and functions specification. Manage and support the design and development of application components/functionality, integration and configuration requests. Ensure that the application development tasks are performed, ensure that applications development documentation are written and maintained. Oversee the creation of definitions of applications and use the specific definition of an application. Create a catalogue of new and existing applications that are installed in the Department. Oversee the development of a release plan and coordinate the implementation of tested and approved system. Measure the financial benefits of each application in comparison to the costs of the application's maintenance and operations. Make recommendations on managing cost by identifying duplication, redundancy and which system can be replaced. Gather information about existing applications, the cost to build and maintain applications, quality of the application, and expected lifespan. Provide detailed reports on the performance of the applications in relation to the cost to own and the business value delivered Provide input into applications strategy by planning future upgrades, enhancement etc; 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 to required format• Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within 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. 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 : Mr L Kgopa, Tel No: 012-406 2554
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 which can be downloaded from our website, by the closing date to E-Mail: ISrecruitment@dha.gov.za

POST 02/04 : **PROJECT MANAGER: MOETAPELE REF NO: HRMC 3/18/2**

SALARY : An all-inclusive salary package of R657 558 to R774 576 per annum (Level 11), structured in terms of the applicable remuneration rules.

CENTRE : Head Office: Pretoria, Office of the Director-General
REQUIREMENTS : A 3 year tertiary qualification as recognised by SAQA in Social Sciences or an equivalent qualification at NQF level 6. A relevant postgraduate qualification will be an added advantage. An accredited certification in Project or Operations Management is required. 3-5 years' experience in the Departmental Projects or Operations Management of which 2-3 years' experience should be in a supervisory position Knowledge of the Departmental Legislations and Prescripts. Knowledge of Public Service Regulatory Framework, and Public Finance Management Act, E-Government Imperatives, State Information Technology Act, Public Management processes and procedures. 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: Ensure effective development and approval of Project Business Cases. Scope, plan and develop the business case for Moetapele projects as required, ensure effective alignment of projects/ programme initiative with National Policy, Imperatives and international benchmarks. Develop project deliverables, scope and expected benefits in consultation with various stakeholders. Submit proposals, plans and budget for approval on Moetapele initiatives that are required. Guide the establishment and sign-off on Project Charters, Governance forums, Resourcing (including budget/funding) and expected deliverables. Appoint the Project team, Project managers and establish the Project office for Moetapele Project. Ensure that effective project management processes, procedures and standards are adhered to as prescribed by the DHA EPMO. Coordinate and manage Moetapele project/ programme within the Department to ensure that project is implemented to the best practice standards, time, quality budget, targets and business requirements. Develop and organized approach in leadership for front and back offices. Create and build partnerships with various internal and external stakeholders to ensure project delivery. Ensure effective sourcing, contracting and managing of Moetapele contractors, consultants and vendors in consultation with relevant stakeholders. Ensure compliance to EPMO project management requirements. Report regularly on project progress, risks and budget to sponsors and relevant stakeholders against the agreed timelines and outputs of Project Plans. Provide inputs into the compilation of the annual programme budget. Manage external contractors and suppliers on Moetapele Project in an effective and efficient manner. Monitor and ensure compliance with EPMO requirements and DHA legislation, regulations, policies and procedures within the Directorate. Represent the Directorate at management and other government forums as stipulated and executed.

ENQUIRIES : Ms A Kabinde, Tel No: (012) 406 2507
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 which can be downloaded from our website, by the closing date to E-Mail: DGrecruitment@dha.gov.za

- POST 02/05** : **SENIOR LEGAL ADMINISTRATION OFFICER- MR-6: LITIGATION REF NO: HRMC 3/18/5**
- SALARY** : A basic salary of R420 909 to R1 023 054 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).
- CENTRE REQUIREMENTS** : Head Office, Pretoria Chief Directorate: Legal Services, Directorate: Litigation
: An LLB Degree or a 4 year recognised qualification in the related field plus at least 8 years' experience in Litigation • Admission as an Attorney or Advocate will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Promotion of Access to information Act and Regulations, Administrative Justice Act and Regulations, Public Finance Management Act (PFMA) and Regulations, and all the legislations (both Acts and Regulations) administered by the Department.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensure a legal support service in general litigation matters, which including issuing instructions to the State Attorney. Inform and advise the Department on Court orders and monitor implementation thereof. Advise the Department on trends that could lead to litigation against the Department. Render professional legal representation in all litigation matters affecting the Department.
- ENQUIRIES APPLICATIONS** : Mr KS Mogotsi, Tel No: (012) 406 4262
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to-E-Mail: Legalrecruitment@dha.gov.za
- POST 02/06** : **LEGAL ADMINISTRATION OFFICER- MR-5: LITIGATION (2 POSTS) REF NO: HRMC 3/18/6**
- SALARY** : A basic salary of R331 692 to R818 301 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).
- CENTRE REQUIREMENTS** : Head Office, Pretoria Chief Directorate: Legal Services, Directorate: Litigation
: An LLB Degree or a 4 year recognised qualification in the related field plus at least 3 years' post-graduate Litigation experience. Preferably, admission as an Attorney / Advocate will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Finance Management Act and Regulations. Knowledge of the Constitution of the Republic of South Africa. Promotion of Administrative Justice Act. Promotion of Access to Information Act. Public Finance Management Act. The successful candidate must have conceptual and analytical thinking, Numeracy and Legal Writing Skills, Written and Verbal communication Skills, Interpretation and Policy Interpretation Skills, Presentation Skills, Problem Solving and Strong Analytical Skills Financial and Project Management Skills. Planning and Organising Skills, Research Methodology and Diplomacy Skills, Time Management Skills, Honesty and Integrity. Computer Literacy in MS Word, Excel and PowerPoint. A Valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensure a legal support service in general litigation matters, which including issuing instructions to the State Attorney. Inform and advise the Department on Court orders and monitor implementation thereof. Advise the Department on trends that could lead to litigation against the Department. Render professional legal representation in all litigation matters affecting the Department.
- ENQUIRIES APPLICATIONS** : Mr KS Mogotsi, Tel No: (012) 406 4262
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