

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Department's Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 02 March 2018
- 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. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan's (NDP's) priorities, ascribe to the Department's shared value set, have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

MANAGEMENT ECHELON

- POST 07/09** : **CHIEF DIRECTOR: POLICY AND STRATEGY MANAGEMENT REF NO HRMC: 14/18/1**
 : Branch: Institutional Planning and Support
 : Chief Directorate: Policy and Strategy Management
- SALARY** : An all-inclusive salary package of R1 127 334 - R1 347 879 per annum (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria,
REQUIREMENTS : An undergraduate qualification in Management or Public Administration at NQF level 7 as recognised by SAQA. 5 years' experience at senior managerial level in strategy and policy development. An MBA or postgraduate degree in Business Management will be an added advantage. Understanding of other departmental, human resources frameworks and other public service acts, regulations and

prescripts. Knowledge of the Constitution of South Africa. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Knowledge of the Public Service Act. Knowledge of the Public Finance Management Act. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Knowledge and information. Programme and project management. Communication and financial management. Business report writing and presentation skills. Conflict management and diplomacy. Research methodology and analysis. Policy development, interpretation and analysis. Business acumen and computer literate. A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure the strategic positioning and governmental alignment within the Department. Ensure the development of the Review Governmental Strategies, the Medium Term Strategy Framework, the governmental programme of action and other decisions, directives and National imperatives to determine the strategic impact on the Department. Responsible for strategic guidance and expert advice in terms of Strategy and Policy. Development within the Department. Ensure implementation of the Strategic Plan, Annual Performance Plan and Business Plans of the department and the Unit. Monitor and report to the DDG: IPS on the organisational performance against the strategic objectives. Monitor the performance of the Unit against the objectives of the Departmental Strategic Plan and Government Imperatives. Manage various strategic events, projects and programmes identified to meet short, medium and long term objectives of Parliament. Ensure high quality policy development and management of policies. Manage the communication and coordination of policy issues within Department. Manage policy maintenance within the Department. Ensure alignment of the Departmental policies with strategy, environment, legislation and other requirements. Manage, monitor, evaluate and report on Organisational Performance. Ensure the development of monitoring and evaluation framework and the Departmental Monitoring and Evaluation Guidelines. Manage the coordination and support of Monitoring and Evaluation processes and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring and Evaluation capacity. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Maintain effective relationships with stakeholders with the view to enhance the Monitoring and Evaluation function. Ensure innovation and service delivery within the Unit. Ensure the effective review and definition of a high quality DHA 3 to 5 year Strategic Plan and Annual Performance Plan in line with the departmental budget and governmental programme of action. Identify strategic organisational performance barriers, challenges, gaps and enablers and make recommendations in EXCO on strategic initiatives to enhance organisational performance. Ensure the development and maintenance of a register of service delivery standards. Ensure research and benchmarking of international best practice and models in conjunction with the Business Intelligence & Research Unit. Ensure the review and alignment of the organisational operating model with the Strategic Plan and Best Practice in the Industry. Ensure effective and efficient alignment of policies with DHA Strategy and Legislative requirements. Ensure and monitor compliance and adherence to DHA wide policies across the entire department. Facilitate the development of technical expertise within the unit and keep abreast of technical developments. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Drive innovation within the Department and the Unit. Manage the overall performance of the Unit against the agreed service delivery standards. Ensure the implementation of policies, procedures, standards, systems and practices. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the Chief Directorate. Implement governance processes, frameworks and procedures. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. 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 corporate strategy. Manage resources (Physical, Human and Financial). Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. 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 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, Departmental policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Represent the directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure good governance within the department in line with Kings Report and other related legislation.

**ENQUIRIES
APPLICATIONS**

: Mr BT Mavuso, Tel No: (012) 406 2805
 : 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 to Policyrecruitment@dha.gov.za

POST 07/10

: **DIRECTOR: EMPLOYEE WELLNESS REF NO: HRMC: 14/18/2**
 Branch: Human Resources Management and Development,
 Chief Directorate: Employee Engagement

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
REQUIREMENTS**

: Head Office, Pretoria
 : An undergraduate qualification in Human Resource Management or Social Sciences at NQF level 7 as recognised by SAQA. 5 years' experience at a middle /senior managerial level in the related field. Registration of the Health Profession Council of South Africa (HPCSA) or South African Council for Social Services Professionals (SACSSP) is compulsory. Knowledge of the HIV/AIDS Legislation and related legislation. Knowledge of the Employee Wellness programme and processes. Extensive experience in the Human Resource environment. Experience in a management position with a proven track record of managing a team. Knowledge of the Public Service Regulations, Public Service Act, the Public Finance Management Act (PFMA) and the Constitution of the Republic of South Africa. 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.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement strategic objectives and innovation within the Unit. Develop the business plan for the Unit and ensure effective prioritisation and resource planning. Provide strategic direction within the Unit. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on management, succession planning, performance management and career development appropriate aspects and matters. Provide strategic guidance to management with regard to Employee Wellness matters. Report on the performance of the Unit against the business plan to the Chief Director /Deputy Director-General. Develop technical expertise within the Unit and keep abreast on related issues in order to develop and implement social plans, including making labour specific input into the migration planning process. Identify projects and initiatives to improve business processes and

procedures in order to facilitate effective services delivery. Ensure efficient and effective management of Employee Wellness Services within the Department. Manage the resources within the directorate in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the directorate. Ensure effective governance and compliance within the directorate.

ENQUIRIES : Mr S Malaka, Tel No: (012) 406 4127/8
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 to HRrecruitment@dha.gov.za

POST 07/11 : **DIRECTOR: REPATRIATION AND INTERGRATION MANAGEMENT REF NOHRMC: 14/18/3**
 Branch: Immigration Services
 Chief Directorate: Asylum Seeker Management.

SALARY : An all-inclusive salary package of R948 174 - 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,
REQUIREMENTS : An undergraduate qualification in Public Management /International Relations /Law /Social Science and Administration at NQF level 7 as recognised by SAQA. 5 years' experience at a middle /senior managerial level in the Immigration environment. Strategic capability and leadership. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA), the South African Constitution and the understanding of all relevant Departmental legislation and prescripts. Communication, decision making and presentation skills. Problem solving and analysis, business report writing and accountability. Policy Analysis and interpretation. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: To provide strategic support to the Asylum Seeker Management Chief Directorate, oversee and ensure compliance with legislations and regulations so that the Chief Directorate is able to meet its strategic objectives. Manage and implement strategic objectives and innovation within the directorate. Develop the business plan for the Unit and ensure effective 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 Unit. Develop technical expertise on refugee laws, immigration and refugee developments and ensure the implementation of innovation initiatives. Provide advice and guidance on matters relating to refugee affairs. Oversee the effective implementation of processes and systems enhancement initiatives. Continually communicate developments and improvements within the Chief Directorate. Act as a change agent by adjusting service offerings to meet changing demands in collaboration with the Chief Director. Ensure that the Refugee Affairs Chief Directorate operates efficiently and effectively. Coordinate activities within the Chief Directorate and ensure integration with other related business units (deportation). Consolidate monthly reports on performance and statistical reports from refugee reception offices. Facilitate refugee, repatriation, resettlement and integration into society by providing enabling documentation and facilitating public awareness on refugee rights. Facilitate the implementation of the UNHCR declared cessations. Facilitate refugee integration into society by providing enabling documentation and facilitating public awareness on refugee rights. Coordinate processing and issuance of ID's, UNCTD to recognized refugee. Coordinates policy analysis and strategic consultation on issues relating to refugees. Lead and support efforts to continually improve the business processes and practices within the Chief Directorate in order to achieve operational excellence. Oversee effective analysis and research within the Chief Directorate (including trends analysis, development of norms and standards, country information research and publication). Ensure that accurate statistics, information or data is kept regarding

refugees and asylum seekers. Provide professional assistance and advice to officials within the Chief Directorate, including functional advice, project management support and legal enquiries. Ensure the development and effective implementation of systems, processes and procedures in each Refugee Reception Centre. Assist Centre Managers in the implementation of administration, financial and other relevant processes. Ensure adherence to quality and service delivery standards by all Refugee Reception Centres. Ensure effective and efficient management of resources within the Unit. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the Unit's objectives. Manage external contractors and suppliers within the Unit effectively and efficiently. Liaise with internal business Unit to ensure that supply chain management and asset management are effectively managed. Ensure sound financial reporting and cost management within the directorate. Manage the implementation of people management strategies, policies and procedures within the Chief Directorate. Agree on the training and development needs of the Unit and ensure that these are acted on. Ensure appropriate technical knowledge, capabilities and skills of staff within the Unit. Manage the implementation of the employment equity plan within the Unit. Implement effective talent management processes within the Unit (attraction, retention, development). Manage the implementation of compliant performance management within the Unit. Ensure that staff are motivated and committed to the vision and goals of the Unit. Manage grievances, discipline and terminations within the Unit. Ensure effective governance and compliance within the Chief Directorate. Develop and implement governance processes, frameworks and procedures within the Chief Directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Chief Directorate. Participate in international forums as and when required. Ensure compliance with all audit requirements quality and risk management frameworks, standards and practices within the Chief Directorate. Represent the Chief Directorate at management and other government forums. Act as a liaison and establish relationships with all stakeholders. Establish and nurture effective relationships with all stakeholders on matters relating to Refugee Affairs. Promote and ensure effective stakeholder identification, analysis and management. Ensure that there is effective communication between the Chief Directorate and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints.

ENQUIRIES
APPLICATIONS

- : Mr M Madumisa, Tel No: (012) 406 2543
- : 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 to imsrecruitment@dha.gov.za