ANNEXURE J

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) 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 address as indicated 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. Salary Level 11 and below, except Regional It Officer (RITO): Attention: Director-General Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001.

Salary Level 13 and above and Regional It Officer (RITO): Only emailed applications for this posts will be accepted, kindly ensure that you submit your application to the correct email address as stated at the bottom of the relevant advert.

CLOSING DATE: 13 September 2019

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, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with a certified copy of highest qualification. Shortlisted applicants who will be invited for interviews, will be requested to bring all supporting documentation on the day of the interview. All shortlisted candidates for posts on Salary Level 9 and above will be subjected to a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the Salary Level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment Reference and Qualification Verification Checks). 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.

MANAGEMENT ECHELON

POST 31/30: DEPUTY DIRECTOR-GENERAL: INFORMATION SERVICES (CHIEF INFORMATION OFFICER) REF NO: HRMC 40/19/1
Branch: Information Services

SALARY: R1 521 591 - R1 714 074 per annum (Level 15) (All-inclusive salary package), 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 at (NQF level 7) and a postgraduate qualification of (NQF Level 8) as recognised by SAQA in Computer Sciences.
DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Designing and implementing an IT strategy that is aligned to business strategy. Establishing and ensuring maturity levels of IT Governance structures that facilitate decision-making. Developing appropriate architecture frameworks, standards and policies aligned to the Department. Promoting human capital development within the Branch, including sourcing skilful and competent resources. Developing modern supporting Information Management and Technology solutions. Fostering value-adding, trusted relationships with all stakeholders. Advising the Accounting Officer on matters that have strategic and financial implications. Ensuring innovation in the implementation of service delivery solutions. Keeping the departmental strategic plan top-of-mind, ensuring effective resource management and controlling business agreements and SLAs. Effectively managing people, including developing strategic skills and fostering world-class delivery. Effectively promote and practice good Corporate Governance.

APPLICATIONS:
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/31:
DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES
REF NO: HRMC 40/19/2
Branch: Counter Corruption and Security Services

SALARY:
R1 521 591 - R1 714 074 per annum (Level 15) (All-inclusive salary package), 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:

(Information Technology). 8-10 years’ experience at a senior managerial level in the Information Technology environment. An MBL or MBA will be an added advantage. In-depth knowledge of departmental priorities, the development of IT strategies and business solutions, and the E-government policy framework consultation paper developed by GITO. Extensive knowledge of implementing complex ICT infrastructure and applications projects is imperative. World-class knowledge and understanding of all relevant legislation, regulations and prescripts (including human resources and Corporate Governance) as well as how this post contributes to the implementation of the NDP. Insight into sector needs and business requirements. Advanced programme and project management capability. Sound communication skills. A valid driver’s licence. Willingness to travel extensively and work extended hours. A once-in-a-lifetime opportunity to work at the cutting edge of information management and security exists for a highly knowledgeable and experienced leader in IT. The successful candidate will be able to apply her/his well-earned skills to ensure the strategic positioning of the Branch and Department. The Information Services Branch is committed to the implementation of and adherence to the NDP. IT policies and strategies, regulations, standards, norms, guidelines, best practice and procedures (including those from the GITO Council and DPSA), and it therefore requires a person au fait with such.
and work extended hours is essential. This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in the provision of Counter Corruption and Security Services within the Department of Home Affairs (DHA).

**DUTIES:** The successful candidate will be responsible for, amongst others, the following specific tasks:
- Develop and prepare the strategic plan for the Department of Home Affairs (DHA).
- Ensure the development and implementation of the Counter Corruption Strategy, as well as compliance with the legislative and regulatory framework governing Security and Counter Corruption. Provide strategic leadership and expert advice on the interpretation and implementation of the legislation and regulations relating to Counter Corruption and Security. Align and integrate Counter corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery.
- Ensure the development of preventative strategy or measures in order to mitigate identified trends and risks. Ensure the successful investigation and analysis of all identified criminal, employee relations and law enforcement cases. Oversee liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure effective resource management within the business unit. Be accountable for the duties as sub-programme manager in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations. Prepare, monitor and control annual budget so that expenditure is in line with financial requirements and strategy.

**APPLICATIONS:** Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: CCrecruitment@dha.gov.za

**SALARY:** R1 251 183 - R1 495 956 per annum (Level 14) (An all-inclusive salary package), 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:**
- Province: Northern Cape: Provincial Manager’s Office Ref No: HRMC 40/19/3a (X1 Post)
- Province: North West: Provincial Manager’s Office Ref No: HRMC 40/19/3b (X1 Post)

**REQUIREMENTS:** An undergraduate qualification at (NQF level 7) as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at a senior managerial level in a related field. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, Births, Marriages and Death Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulations, the Refugee Act and Regulations. 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:
- Provide strategic advice and guidance to Civic and Immigration Services Front Offices in the Province. Develop strategy for Civic and Immigration Services. Responsible for strategic decision making and risk management regarding Civic and Immigration Services at Provincial level. Monitor and report to the Deputy Director-General’s Civic Services on the performance of the Province against the objectives of the DHA Strategic Plan. Direct and enable the growth of the footprint at Regional Offices, District Offices, Permanent Service Points and Thusong centres. Ensure provisioning of services and functions in accordance with all relevant legislation for Civic and Immigration Services. Ensure effective management and implementation of Inspectorate and Permitting services and functions in compliance with the Immigration and Refugee Act. Ensure the preparation, development and implementation of Civic and Immigration Services business and operational plans of the Province. Interaction with Provincial and local government (i.e.
Premier, Member of Executive Council (MEC’s), Head of Departments (HOD’s) and community based structures). Manage and implement strategic objectives and innovation. Participate in the development of the strategy for the Department. Ensure the development and implementation of business plans in conjunction with Head Office in order to meet the strategic objectives of the Department. Responsible for strategic decision making and providing expert advice. Ensure effective and efficient risk management within province in order to mitigate security and fraud risks. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Unit. Ensure effective monitoring and coordination of the Province so as to provide strategic advice and update the Minister and Departmental Heads regarding capacity requirements, demand trends and service delivery. Develop strategy to address representation, service delivery requirements and global trends. Develop and review policies, procedures and standard level agreements. Manage and oversee the implementation of governance processes, frameworks and procedures. Ensure compliance with legislation, regulations, DHA policies and procedures within the Province. Participate in management and other government forums. Manage and monitor quality, risk, standards and practices against prescribed frameworks. Develop and oversee the implementation of written policies, standards, and guidelines. Ensure adherence to department policies, processes and procedures. Ensure effective governance and compliance within the Province. Provide leadership and strategic direction within the Province in identifying policy gaps, determine policy goals and draft policy documents as needed. Ensure good governance within the Province in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Province. Ensure compliance with all audit requirements within the Province. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, monthly and weekly reports that are required or delegated by Ministry, DG, DDG or other Business Units. Ensure the implementation of effective risk and compliance management practices. 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, overpayment, 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 of the business 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. Establish and manage relationships with all relevant stakeholders. Establish partnerships with various internal and external stakeholders in order to enforce compliance. 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. Manage Resources (Human, Financial and Physical) within the Province. Report on the performance of the unit against operational plan, business requirements and targets. Develop the business plan for the Province and ensure effective prioritisation and resource planning. Agree on the training and development needs. Implement effective talent management processes within the Province (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the Province against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the Province.

**ENQUIRIES**
Ms C Mocke Tel No: (012) 406 4153 /082 301 8580

**APPLICATIONS**
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Civicsrecruitment@dha.gov.za
POST 31/33  CHIEF DIRECTOR: APPLICATION MANAGEMENT REF NO: HRMC 40/19/4

Branch: Information Services
Chief Directorate: Application Management

SALARY
R1 251 183 - R1 495 956 per annum (Level 14) (An all-inclusive salary package), 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

DUTIES
The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the management of programming processes in the Department. Develop the corporate Information Systems plan. Oversee the effective application analysis and programming activities. Lead the designing of new systems, feasibility studies, time and cost estimates. Liaises with Business on strategic solutions design and acquisition matters. Ensure rigorous testing methodologies and tools are utilized in testing systems. Ensure the effective and compliant control of access to systems in terms of the Protection of Information Act and the Promotion of Access to information Act. Oversee the development and implementation of a disaster recovery plan. Oversee the development of Application Management policies, procedures, standards, systems and practices. Oversee the analysis of business needs and improvement. Oversee the analysis of business and process engineering policies in support of the identified business needs. Lead relevant projects within the business units and ensure implementation to best practice standards, time, quality and budget. Manage the effectiveness of application systems, develop and implement preventative measures for IS solutions defects. Oversee the application configuration management and report services. Lead and ensure the availability of applications in accordance with SLAs. Ensure effective collaboration between development, production and infrastructure services. Oversee the management of IT solutions delivery and systems improvement. Develop plans for feasibility assessment, requirements specification, design, metrics and performance measures. Lead and manage key solutions delivery metrics. Oversee the facilitation of technical gathering, gap analysis, functional design and systems implementation. Ensure the identified applications delivery gaps, opportunity plans are executed to close the gaps. Oversee the development and implementation of end to end delivery methodology for applications testing. Oversee the management and implementation of a rigorous testing methodology and capability. Interact with Business Units to hold Joint Application Development (JAD) sessions for capacity planning and for upcoming developments. Provide strategic leadership and direction to the Chief Directorate. Participate in the development of the department strategic planning. Develop the Chief Directorate Business Plan in order to meet the strategic objectives of the Department. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure alignment with the National Strategic Objectives, policy and standards. Ensure the formalization of a systems architecture plan in line with
industry standards. Ensure the implementation of effective risk and compliance management practices. Report on all risk and financial indicators including financial losses, overpayment, etc. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the Organisation to ensure accurate implementation. Manage physical, human and financial resource within the Unit.

ENQUIRIES : Mr BT Mavuso Tel No: (012) 406 2871
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (283), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/34 : CHIEF DIRECTOR: PREVENTION AND ANALYSIS REF NO: HRMC 40/19/5
Branch: Counter Corruption and Security Services
Chief Directorate: Prevention and Analysis

SALARY : R1 251 183 - R1 495 956 per annum (Level 14) (An all-inclusive salary package), 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 at NQF level 7 as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years’ experience at a senior managerial level in a related field. Knowledge of the Constitution of South Africa. Sound knowledge and understanding of Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act, Public Service Act and Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act. All relevant Departmental, Human Resources frameworks and other Public Service Acts, Regulations and Prescripts. Strategic capability and leadership. Honesty and integrity. Program and project management. Ability to decide and initiate action. Communication, problem solving and analysis. Integrity management. Diplomacy and computer literacy. 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: Oversee and facilitate the implementation of the strategy of the Counter Corruption and Security Services in the Department. Participate in the development of the strategy for the Department. Develop business plans in order to meet the strategic objectives of the Departmental Strategic Plan. Responsible for strategic guidance, decision making and expert advice in terms Counter Corruption and Security Services. Ensure implementation of the business plans within the Unit. Monitor and report to the DDG on the performance of the Unit against the objectives of the Department’s Strategic Plan and the agreed service delivery standards. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Board. Ensure innovation and service delivery within the Department. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or bridges. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention initiatives within the Department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Report on findings on criminal trends recommendations based on findings, the status of cases in progress and outcomes of the finalised cases. Ensure the effective management of the vetting process within the Department. Ensure the development and management of criminal information database for utilisation of relevant statistical management data. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure the implementation of integrity management policies, procedures, standards, systems and practices. Ensure effective human, physical and financial resource management within the Unit. Ensure
ENQUIRIES : Mr V Nxasana Tel No: (012) 406 4024
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: CCrecruitment@dha.gov.za

POST 31/35 : CHIEF DIRECTOR: POLICY AND STRATEGY MANAGEMENT REF NO: HRMC: 40/19/6
Branch: Institutional Planning and Support
Chief Directorate: Policy and Strategy Management

SALARY : R1 251 183 - R1 495 956 per annum (Level 14) (An all-inclusive salary package), 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


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 Legislatve 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 : Ms C Mocke Tel No: (012) 406 4153 /082 301 8580
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ipsrecruitment@dha.gov.za

POST 31/36 : DIRECTOR: PHYSICAL SECURITY REF NO: HRMC 40/19/7
Branch: Counter Corruption and Security Services
Chief Directorate: Security Services

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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 security related field at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in a related field. Experience in conducting security risk assessments would be an advantage. Knowledge and understanding of all Legislations, Policies and Prescripts. Knowledge of Minimum Information Security Standard, Minimum Physical Security Standards, Intelligence Act, Criminal Procedures Act, Police Act, Anti-

**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and service delivery improvement within Security Services. Ensure the effective implementation of security measures across the department. Develop identified policies and procedures in conjunction with the policy and strategy of the Unit. Effectively manage the performance of the directorate against agreed business requirements and targets. Create and build partnerships with various internal stakeholders in order to enhance service delivery. Ensure adequate availability of trained security officers to address physical security risks and compliance. Develop and monitor the implementation of Standard Operating Procedures, protecting Departmental 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 the Department. Manage and implement strategic objectives and innovation within Security Services. Develop the business plan for the directorate and ensure effective implementation, prioritisation and resource planning 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. Overseer the effective implementation of physical security processes and systems enhancement initiatives. Manage the implementation of people management strategies, policies and procedures within Security Services. Agree on the training and development needs of the directorate. Ensure appropriate technical knowledge, capabilities and skills of staff within the directorate. Ensure that staff are motivated and committed to the vision and goals of the directorate. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objective. Ensure capacity and development of staff that the Division is adequately staffed. Ensure good governance and compliance within Security Services. Develop and implement governance processes, frameworks and procedures within the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures with the Directorate.

**ENQUIRIES**

Mr V Nxasana Tel No: (012) 406 4024

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Ccrecruitment@dha.gov.za

**POST** 31/37

**DIRECTOR: FINANCE AND SUPPORT (X3 POSTS)**

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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**

Eastern Cape: Provincial Manager's Office - King William's Town Ref No: HRMC 40/19/8a (X1 Post)

Mpumalanga: Provincial Manager’s Office – Nelspruit Ref No: HRMC 40/19/8b (X1 Post)

Northern Cape: Provincial Manager’s Office - Kimberley Ref No: HRMC 40/19/8c (X1 Post)

**REQUIREMENTS**

An undergraduate qualification in Financial Management / Accounting at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at middle managerial level in a related field. Knowledge and application of Public Finance Management Act

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all finances in an efficient and effective manner. Manage the Province’s budget and monitor expenditure in line with financial requirements and the Province objectives. Develop finance strategies to determine the right approach to the market to deal with issues that might arise from contracts issued or tenders. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Manage and monitor budget processes and compilation of financial reports. Resolve and provide advice on all financial matters in the Province. Ensure compliance to policies, standards, and guidelines in line with recognised financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, Government Recognised and Accepted Accounting Practices (GRAAP). Manage financial and procurement systems (LOGIS and BAS). Manage the resources within the Province in an effective and efficient manner (human resource and assets). Manage and implement strategic objectives and innovation within the Province. Develop the business plan for the Province and ensure effective prioritisation and resource planning. Provide strategic direction within the Province. Develop technical expertise within the Province and keep abreast of technological advancements. Ensure the implementation of effective risk and compliance management practices. 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, overpayment, 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 of the Province. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage human, financial and physical resource within the Province. Report on the performance of the Province against operational plan, business requirements and targets. Develop and implement the work plan for the Province and ensure effective prioritisation and resource planning. Agree on training and development needs. 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 in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Province.

**ENQUIRIES**

Mr G Hollamby Tel No: (012) 406 4377

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Financercruitment@dha.gov.za

**POST 31/38**

**DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC 40/19/9**

Branch: Human Resources Management and Development

Chief Directorate: Planning and Strategy

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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 Administration/ Management Services /Organization and Work Study /Production Management/Organizational Development at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in Organizational Development environment. Knowledge of the Public Service Regulatory Framework. Understanding of

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage organisational design and job evaluation process in the functional unit. Ensure the alignment of Organizational Structure in line with Organizational Design Framework as prescribed by DPSA. Manage the development, review and maintenance of the Organizational Structure and post establishment. Manage the development and maintenance of the database of approved and funded posts. Ensure that work-study investigations are conducted and implemented. Manage the development of Business Process Maps and Standard Operating Procedures. Provide recommendation on submissions/ reports for approval by the Delegated Authority. Represent the Department at National Coordination Committee for the grading of jobs. Manage business process management processes in the Unit. Ensure the benchmarking of new processes with other institutions for best practices. Ensure the coordination and analysis of the process maps in the Department. Ensure the coordination of process maps roll-out in the Department. Identify gaps on the current business processes for effective service delivery in the department. Manage and implement strategic objectives and innovation within the Unit. Develop the business plan for the unit and ensure effective prioritisation and resource organisational development and design. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Provide advice and guidance on organisational development and design on aspects and matters. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective services delivery. Ensure effective governance and compliance within the directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Ensure compliance with all audit requirements within the Unit. Monitor quality, risk, standards and practices against prescribed frameworks. Manage human, physical and financial resources. 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. Agree on the training and development needs of the unit and ensure that these are acted on. 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. Manage grievances, discipline and terminations within the directorate.

ENQUIRIES: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: HRrecruitment@dha.gov.za

APPLICATIONS: Mr T Nkosi Tel No: (012) 406 4097

POST 31/39: DIRECTOR: IT SERVICE DELIVERY MANAGEMENT REF NO: HRMC 40/19/10
Branch: Information Services
Chief Directorate: Service Management

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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 a related field at NQF level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience in middle management level in IT Service Delivery environment. Extensive Experience in IT Procurement. Extensive Experience on management of IT Contracts, Service Level Agreements ad OLAs. Extensive Experience on management of IT Assets life Cycle (Tangible and Intangible Assets). Sound knowledge and application of the GITO Guidelines.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Provide direction and guidance on IT services to business units. Ensure the alignment of IT service strategy with the overall Departmental strategy. Manage the implementation of ITIL processes to focus on service delivery improvements. Ensure that all supplier relationship is underpinned by legally binding contracts. Oversee values and principles of PFMA, SITA Acts are adhered to. Ensure that IT structures that streamlines IT processes are implemented to eliminate redundancy. Manage, maintain and enforce compliance to IT Standards and relevant policies and procedures. Monitor IT SLA/ OLA’s to ensure service continuance. Develop the operational 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 plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the CD. Manage training and development needs of the unit. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Work will all Information Services group with cross training on management of IT assets and Contracts and SLA for the team on a going improvements in customer service first call resolution. Identify gaps and support the remediation of best practices and regulatory controls on assets and Contracts. Ensure that staff is motivated and committed to the vision and goals of the directorate.  

**ENQUIRIES**

Ms NR Nengovhela Tel No: (012) 406 4090

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRrecruitment@dha.gov.za

**POST 31/40**

**DIRECTOR: BUSINESS ANALYSIS REF NO: HRMC 40/19/11**

Branch: Information Services

Chief Directorate: Applications Management

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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 Information Technology /Business Management at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in the related field. Basic experience of systems analysis, prioritizing changes, reporting services and testing procedures. Solid experience in programming languages. Proven experience of process management, engineering and design is required. Knowledge of different development and database tools, techniques and environments in order to
The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and service delivery improvement within the department. Manage business analysis and process engineering policies in support of the identified business needs. Manage and coordinate relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. Oversee the effective implementation of process and system application, maintenance initiatives. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure effective collaboration and information sharing between development, production and infrastructure services. Monitor the effectiveness of application systems, develop and implement preventative measures for IS solutions defects. Ensure effective application configuration management and report services. Ensure availability of applications in accordance with SLAs. Ensure effective business continuity management and capacity management of applications. Ensure effective collaboration between development, production and infrastructure services. Ensure effective management of access and queries on applications e.g. maintenance of user roles and authorization configuration. Monitor and interpret audit logs for breaches in policy, performance monitoring or errors and take corrective action where required. Identify applications, maintenance procedures and initiatives to improve business processes in order to facilitate effective service delivery. Manage and implement strategic objectives and innovation within the directorate. Develop the Operational plan for the directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Develop identified policies and procedures in conjunction with the policy and strategy directorate. Coordinate and monitor the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the directorate against the APP, BP and Operational Plan to the CD/DDG. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovative initiatives. Provide advice and guidance on Business analysis and process engineering aspects and matters. Manage the resources within the directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor 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 units to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans and budgets in advance for all new system applications and maintenance projects that are required within the entire department. Manage the implementation of people management strategies, policies and procedures within the directorate. Effectively manage the performance of the directorate against agreed service levels, business requirements and targets. Agree on the training and development needs of the directorate. Manage the implementation of the employment equity plan. Implement effective talent management processes within the directorate (attraction, retention, development). Manage the implementation of compliance with performance management. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations. Ensure that employees are equipped with the required skills and resources to perform optimally. Ensure effective governance and compliance within the directorate. Manage the implementation of developed governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures. Ensure compliance with all audit requirements. Represent the directorate at management and other government forums. Monitor quality, risk,
standards and practices against prescribed frameworks. Ensure that
communiqués of scheduled system maintenance are adhered.

ENQUIRIES
APPLICATIONS
POST 31/41
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mr BT Mavuso
Tel No: (012) 406 2871
Quoting the relevant reference number, direct your CV, certified copy of highest
qualification together with an Application for Employment form (Z83),
obtainable from any Public Service Department or at www.gov.za, by the
closing date to: E-mail: ISRecruitment@dha.gov.za

DIRECTOR: SERVICE SUPPORT MANAGEMENT REF NO: HRMC 40/19/12
Branch: Information Services
Directorate: Service Support

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary
package), 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.

Head Office, Pretoria

An undergraduate qualification in Information Technology /or related field at
NQF Level 7 as recognized by SAQA. A relevant post graduate qualification
will be an added advantage. 5 years’ experience at middle managerial level
/Specialist field in IT Service Support. Sound knowledge and application of the
Gito Guidelines and prescripts (E Governance policy frameworks). Sound
knowledge of Minimum Information Security Standards (MISS, The position
paper on information security ISO 17799 (Information Security framework),
National Strategic Intelligence Act and the Draft Electronic Transactions Bill.
Sound knowledge of the Protection of information Act 84 of 1982 and the
Promotion of Access to information Act 2 of 2000. Knowledge of the State
Information Technology Agency Act 88 of 1998. Knowledge of the Public
Service Regulatory Framework. Knowledge of the Departmental legislation
and prescripts Knowledge of Information Technology Infrastructure Library
(ITIL). A valid drivers’ licence, willingness to travel extensively and work
extended hours occasionally.

The successful candidate will be responsible for, amongst others, the following
specific tasks: Develop and manage the Enterprise Operation Centre. Oversee
IT service support operations in the department. Manage the development of
service support strategies and plans (Help/ Service desk, change release and
configuration management). Ensure that the services are delivered is
according to the SLAs and quality standards with all clients. Oversee the
development of all IT changes that could impact on the delivery of services in
the department. Manage the re-engineering of the Services/ Help desk
department was not managed to industry best practices. Develop and manage formal procedures
for consistency and increased productivity with service providers manage the
development of methodologies to improve resolution of logged calls to meet
customer perceptions. Build strong relationships with internal and external
stakeholders. Oversee the utilisation of technology tools and other resources
are used to maximize help desk effectiveness. Ensure Development of
Configuration Management Database, registration for new systems and
upgrades. Oversee the coordination and monitoring of central libraries, tools,
common codes for safekeeping of the CMS. Manage and implement strategic
objectives and innovation within the functional unit. Oversee the Systems
Change and Release management function. Develop the operational plan for
the directorate. Provide strategic direction within the directorate. Manage the
delivery of services against the agreed objectives and timeframes. Report on
the performance of the directorate against the business plan to the CD.
Develop technical expertise and keep abreast of technological advancements.
Ensure the implementation of innovation initiatives. Provide advice and
guidance on service delivery matters. Ensure the alignment of service delivery
strategy with the overall DHA strategy. Manage the implementation of ITIL
processes to focus on service delivery improvements. Ensure successful
business transformation. Compile tactical plans aligned to business
requirements to ensure effective strategy execution. Recommend and
implement continuous performance improvement initiatives. Revisit, review
and streamline all processes to ensure accuracy and efficiency in operations
execution. Keep abreast with industry and specifically international Public
Sector developments. Oversee successful system and process enhancements, updates and amendments in the unit. Monitor and participate
in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Develops and implements written policies, standards, and guidelines related to IS operations. Confer with Contract and SLA Officers to gather suggestions for improvements and to detect knowledge management challenges. Manage human, financial and physical resource, strategies, policies and procedures within the directorate. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Ensure that staff is motivated and committed to the vision and goals of the directorate. Manage service providers to ensure the delivery of services according to the SLAs and contracts.

ENQUIRIES

APPLICATIONS

ENQUIRIES:
Ms NR Nengovhela Tel No: (012) 406 4090

APPLICATIONS:
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment from (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/42

DIRECTOR: DATA CENTRE OPERATIONS REF NO: HRMC 40/19/14
Branch: Information Services
Chief Directorate: Infrastructure Management

SALARY
R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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

DUTIES
The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the data centre through the product development cycle. Manage the implementation of performance, availability, response, trends and error rates of all servers and desktops are resolved. Ensure business continuity and configuration management to ensure sustainability and availability of servers and desktop. Oversee the operations of servers, desktops, power management of all hardware devices. Oversee the management and maintenance of the data centres, desktops, software, input and output devices. Ensure that server room security of the data centre such as fire safety have secure access. Ensure availability of systems 24/7 with periodic maintenance of upgrades, electrical installation, shutdowns, and
renovations. Oversee multiple tasks of high complexity, risk and exposure in accordance with the design of the facility and equipment supporting a Tier 3 Data Centre. Ensure the availability of Data Centre security through the administration of storage, user’s identification, and security procedures (i.e. password and user ID). Ensure that the data centre environment is well maintained and there is power safety. Execute the performance, availability, response, trends and error rates of all servers and resolve or escalate issues. Oversee the management of product level systems requirements and architectures to ensure successful deployment. Recommend the review problem management metrics to measure operation performance strength and weakness. Recommend vendors and service contractors to ensure the best value is being delivered to the department. Ensure the review and implementation of data centre operation’s policies. Manage and implement strategic objectives and innovation within the directorate. Develop the operational plan of the directorate and ensure effective prioritisation and resource planning. Provide strategic direction in the directorate. Manage and monitor the delivery of the operational plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Ensure alignment of the Data centre operations’ strategy with the overall IS and DHA strategy. Ensure operational efficiency and service delivery improvement within the department. Manage the performance of the directorate against agreed service levels, business requirements and targets. Create and build partnerships with various internal stakeholders in order to enforce compliance. Develop identified policies and procedures in conjunction with the policy and strategy unit. Manage relevant projects in conjunction with Special Initiatives to ensure that projects are implemented to best practice and standards. Ensure collaboration with various IS units to ensure service delivery. Ensure that servers and desktops are maintained and data is effective management and protection. Manage the resources within the directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is 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 the directorate. Manage the multi-level administration of all users and groups. Review and correct programmes. Ensure the implementation of effective risk and compliance management practices. 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 and overpayment. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organization to ensure accurate implementation. Interpret and implement all organizational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties in terms of the applicable legislative framework. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage resource (human, financial and physical) within the directorate. Direct all staff within the directorate (Technicians, Engineers and Administrators). Agree on the training and development needs of the directorate and ensure that these are acted on. Ensure that employees have appropriate technical knowledge, capabilities and skills. Manage the implementation of the employment equity plan. Manage and implement effective talent management processes (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that staff is motivated and committed to the vision and goals. Manage grievances, discipline and terminations of employees.

ENQUIRIES : Mr S. Hlophe Tel No: (012) 406 7117
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za
**POST 31/43**

**CHIEF ENTERPRISE ARCHITECTURE REF NO: HRMC 40/19/15**

Branch: Information Services  
Chief Directorate: IS Governance

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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 Information Technology at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience in a middle management level / senior/specialist in IS Enterprise Architecture. Knowledge of the GITO Requirements and Frameworks, State Information Technology Agency Act 88 of 1998, E-government policy framework consultation paper developed by GITO, Public Service Regulatory Framework, ITIL, departmental legislations and Prescripts.


Willingness to travel extensively and work extended hours.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure architectural vision to appropriately align IT to strategic business needs and goals. Manage multi-project management accountabilities in developing and architecting solutions in a collaborative environment. Oversee the design and delivery of proofs-of-concept for new or improved enterprise-wide technologies. Manage the implementation of architect’s solutions across multiple hardware/software computing environments and system components. Align architecture planning processes and IT with departmental goals. Liaise with Business analysts to ensure architecture strategies related to IT fits with organisation requirements. Provide strategic direction within the directorate. Report on the performance of the directorate against the operational plan. Develop the operational plan for the directorate and ensure effective prioritisation and resource planning. Ensures appropriate technical standards and procedures are defined. Ensures best practices are adhered to in the adoption of new technologies. Create and build partnerships with various internal stakeholders in order to enforce compliance. Plan and prioritise the portfolio of initiatives and ensure that the initiatives are defined in terms of their expected value to the business. Ensure the consistent monitoring of benefit realisation and customer satisfaction from IS initiatives implemented. Ensure that industry trends and dynamics are monitored and new technologies are subsequently evaluated for investment. Ensure compliance and adherence to regulatory requirements and liaison with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications. Establish and implement a quality control, norms and standards framework. Manage the performance of the directorate against agreed service levels, business requirements and targets. Agree on training and development needs of the unit • Provide 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.

**ENQUIRIES**

Mr BT Mavuso  
Tel No: (012) 406 2871

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

---

**POST 31/44**

**DIRECTOR: CENTRAL ADJUDICATION REF NO: HRMC 40/19/16**

Branch: Immigration Services  
Chief Directorate: Permits

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), 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


DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage adjudication of temporary residence visa and permanent residence permits. Manage the implementation of the enquiry management system. Manage statistical data and analyse trends from adjudication hubs. Advise the Accounting Officer/Executing. Liaise with legal services component on permitting cases. 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. Coordinate and monitor delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan. Provide advice and guidance on stakeholder management matters. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Liaise with stakeholders on all matters pertaining adjudication. Develop relationships across diverse groups of stakeholders. Develop and implementation of policy and procedure, directive, Acts and Regulations. Implement governance processes, frameworks and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. 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. Represent the Directorate at management and other government forum. Manage physical, human and financial resources within the Unit. 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. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES: Mr R Marhule Tel No: (012) 406 7206

APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: imsrecruitment@dha.gov.za

OTHER POSTS

POST 31/45: DEPUTY DIRECTOR: SYSTEM CONTROLLER REF NO: HRMC 40/19/17
Branch: Finance and Supply Chain Management
Directorate: Planning and Budgeting

SALARY: R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A 3 year tertiary qualification in Accounting/Public Finance or related at NQF level 6 as recognised by SAQA. 3 years’ experience in supervisory/junior management level in the related financial environment. Understanding of the South African Constitution. Knowledge of the Public Service Regulations Act. Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury regulations. Understanding of departmental policy and legislation as well as Human Resources legislation and prescripts. Knowledge of Basic Accounting System and Budget control. Sound knowledge of the Departmental processes, procedures and financial reporting requirements.

**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations management within the functional Unit. Provide guidance and leadership to the Unit in the achievement of operational goals. Act as the point of contact between the Department, National Treasury and SITA to ensure system requirements and regulations are met. Ensure effective risk and compliance management. Provide access control for Users in functional areas such as security profiles, group profiles and resetting of user profiles. Create and maintain User IDs and Passwords of Users in the Department. Create and maintain the required BAS printers of the Department. Maintain the Departmental Chart of Accounts and Departmental Parameters. Provide informal and formal training to BAS Users of the Department and identify the BAS training requirements. Setting up of the BAS security access as well as with the preparation of conversions from the previous financial system to the new financial system. Setting-up of the security process which will include the creation of functional groups, User IDs and workflow groups. Activation of the relevant Transaction Processing Rules. Financial reports which include the trial balance report, expenditure control (commitments) report as well as the expenses per month report to ensure that the accounting records of the Department balance and are correct. Requesting of Code File Reports to ensure that all segments details required by Users is active within the Department. Adherence to the latest BAS notices as published on the BAS website to ensure procedures are adhered to. Develop and manage the implementation of compliant performance management. Report on the performance of the Unit against operational plan and targets.

**ENQUIRIES**: Ms A Singh Tel No: (012) 406 2882

**POST 31/46**: SPECIALIST: CHANGE RELEASE REF NO: HRMC 40/19/18 Branch: Information Services


**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: Design and implement procedures for the distribution and installation of changes to IT systems. Effectively communicate and manage expectations of both internal and external customer requirements during the planning and rollout of new releases. Serve as a secretariat of the Change Control Board. Train and manage awareness on the change management processes including the induction of new staff into the IT environment. Constantly improve the change management processes concerning IT. Understand the impact that change may have on the end-to-end process and mitigate associated risks in conjunction with the project. Ensure involvement of both internal and external stake holders in order to improve change management processes. Ensure the effective alignment in the implementation of project initiatives. Analyse policies and procedures in conjunction with the policy and strategy of the unit. Recommend methods and procedural changes in the unit. Develop consistency in processes for customer support. Coordinate and manage relevant projects within the department to ensure that projects are implemented to best practice standards, time, quality and budget. Ensure that change management process is adopted in the Branch. Provide inputs into the compilation of the annual budget. Monitor expenditure is in line with financial requirements and the unit’s objectives. Manage external contractors and suppliers within the unit in an effective and efficient manner. Liaise with internal business unit to ensure that supply chain management and asset Implement governance processes, frameworks and procedures. Ensure compliance with
legislation, regulations, DHA policies and procedures within the unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES : Ms NR Nengovhela Tel No: (012) 406 4090

POST 31/47 : SPECIALIST APPLICATION DEVELOPER REF NO: HRMC 40/19/19 (X2 POSTS)
Branch: Information Services
Chief Directorate: Applications Management

SALARY : R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A 3 year tertiary qualification in Computer Science/Information Technology at NQF 6 as recognized by SAQA. 5 years’ experience at Specialist/SL 9/10 in applications development environment. Sound experience in programming languages e.g. Java, .net, C++, PHP, Python, HTML, JavaScript, VB. Solid experience in systems development. Experience and relevant knowledge in different application development tools is required. Knowledge and ability to demonstrate thorough understanding of application development within a complex project and organization. Working knowledge of the following database e.g. SQL, Oracle, and MySQL. Knowledge of system development methodology and processes. Understanding of the development challenges presented when applications or components of applications are developed in isolation or in conjunction with interfacing applications. Verbal communication. Proficient in development environment. Dealing with pressures and setbacks. Excellent analytical and logical analysis skills. Team working and Independent working. Attention to detail and assertiveness. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential. Perform on-call duties if required. Management of human and physical resources might be required.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate the development and implementation of new systems according to specifications. 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 (entering time, updating work orders, updating knowledgebase, providing status reports, etc.). Ensure that applications development documentation are written and maintained (operation of program, user manuals and requirements). Oversee the creation of definitions of applications and use the specific definition of an application. Create a catalog 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 systems. Provide technical leadership and advice on applications development matters. 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 systems 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, enhancements, etc. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Manage human and physical resource as and when required. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the Unit (attraction, retention and development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and
terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally.

ENQUIRIES : Mr L Kgopa Tel No: (012) 406 2554

POST 31/48 : SPECIALIST: APPLICATION ADMINISTRATOR REF NO: HRMC 40/19/20
Branch: Information Services

SALARY : R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A 3 year tertiary qualification in Information Technology /Computer Science at NQF 6 as recognized by SAQA 3 years’ experience in programming. Sound experience in programming languages e.g. Java, .net, C++, PHP, Python, HTML, JavaScript, Java Script, VB, Experience of testing types e.g. Regression, Functional, Stress and Load testing. Experience and relevant knowledge in different programming tools. Knowledge and ability to demonstrate thorough understanding of application development within a complex project and organization. Working knowledge of the following database e.g. SQL, Oracle, and MySQL. Knowledge of system development methodology and processes. Understanding of the development challenges presented when applications or components of applications are developed in isolation or in conjunction with interfacing applications. A valid driver’s licence. Willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor the effectiveness of application administration to prevention measures for system defects. Provide recommendation on applications changes in accordance with legislation and business changes and ensure the implementation. Oversee the release of new systems and changes to current systems. Manage new services into production and migration control. Ensure information sharing between development, production, infrastructure services and business owners. Oversee the management and monitoring of application configurations. Ensure availability of applications in line with the Service Level Agreements (SLAs). Ensure the monitoring of the resolution of system problems and document resolutions for future reference. Ensure that tools are implemented to monitor and track application performance. Ensure that detailed chart flow and diagrams outlining systems capabilities and processes are properly managed. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Ensure compliance and adherence to 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. Report on the performance of the unit against operational 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 : Ms R Maluleka Tel No: (012) 406 2553

POST 31/49 : SPECIALIST: APPLICATION TESTER REF NO: HRMC 40/19/21
Branch: Information Services
Directorate: Solution Delivery

SALARY : R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A 3 year tertiary qualification in Information Technology / Computer Science at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. 3-5 years’ experience in System Testing and analysis. Experience in business analysis, conceptual and analytical thinking. Experience in any of the development languages such as C#, JavaScript, COBOL, VB6/VB.Net, ASP or C++. Knowledge of test types, methodology and processes. Knowledge
of development methodology and processes. Knowledge of system development life cycle (SDLC). Knowledge of E-government policy framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Understanding the testing challenges presented when applications are tested in isolation or in conjunction with interfacing applications. Project management, manpower forecasting and planning skills. Client orientation and customer focus. Financial management, policy formulation and interpretation. Conceptual and analytical thinking. A valid driver’s license and willingness to travel extensively. Willingness to work extended hours is required.

**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective maintenance of the test plan, test schedules and scripts with consideration to end-to-end system flows. Coordinate and implement system testing methodology and process to conduct user acceptance. Ensure the completion of the objectives of each assignment within the agreed timeframe. Oversee the creation of test data to thoroughly test positive and negative program logic. Recommend and implement process improvements to enhance testing strategies. Coordinate, evaluate and monitor the analysis and reporting on testing outcomes. Develop, direct software system testing and validation procedures, programming and documentation. Ensure that analysis and quality control tests are conducted to ensure that software meets or exceeds specified standards and end-user requirements. Coordinate, monitor the test configuration and monitor the environment control during testing. Design testing schedule, manuals for the completion of systems and work flexibly to deadlines. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including financial losses and overpayment according to required format. Establish and implement quality control, norms and standards framework for IS stakeholder interaction and service delivery procurement Framework. Identify and monitor risks in relation to projects. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties.

**ENQUIRIES**: Mr L Kgopa Tel No: (012) 406 2554

**POST 31/50**: 
**DEPUTY DIRECTOR: PROVINCIAL IT COORDINATOR REF NO: HRMC 40/19/22**
Branch: Information Services
Directorate: Provincial IT Support

**SALARY**: R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)

**CENTRE**: Head Office, Pretoria

**REQUIREMENTS**: A 3 year tertiary qualification in Information Technology/ Computer Science at NQF level 6 as recognized by SAQA. 3 years’ experience at Specialist in Information Technology environment IT experience is required Knowledge of hardware and software systems. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of windows operating systems. Knowledge of Minimum Information Security Standards (MIS). Report writing skills. Customer focus and orientation. A valid driver’s licence. Willingness to travel extensively and work extended hours.

**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: Follow standard operating procedures for assisting queries in the Provinces. Coordinate and collaborate with Provincial stakeholders for IT programs. Participate in developing a Helpdesk framework and guidelines for the entire department. Provide all incidents reported, investigate and resolve problem within a reasonable timeframe. Ensure software and hardware purchase by pursuing warranty advantage through distributors and manufactures. Maintain an updated database of all project activities. Escalate and route complex or unsolved problems to second level support specialists. Identify opportunities and recommend solutions that will enhance or improve current business processes. Assist the District IT Officers in the Provinces, where applicable, in their day-to-day responsibilities. Report on the performance of the Provinces against the operational plan to the Director. Analyses reported problems and develops appropriate solutions. Develops technical expertise within the unit and keep abreast of technological
advancements. Ensure the implementation of new information services initiatives within the Provinces. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other provincial forums. Provide advice to the Director on relevant training and development needs of DITOs in line with the industry changes. Ensure the development of talent management. Manage the utilisation of asset in the unit in compliance with the Supply Management Act.

ENQUIRIES
: Ms P Mosia Tel No: (012) 406 4536

POST 31/51
: REGIONAL (DISTRICT) IT OFFICER (X6 POSTS)

SALARY
: R376 596 - R443 601 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE
: Eastern Cape, Sarah Baartman District Municipality Ref No: HRMC 40/19/23a (X1 Post)
: Free State: Xhariep District Municipality Ref No: HRMC 40/19/23b, (X1 Post)
: Gauteng: Sedibeng District Municipality Ref No: HRMC 40/19/23c (X1 Post)
: Kwa-Zulu Natal: Ilembe District Municipality Ref No: HRMC 40/19/23d (X1 Post)
: Kwa-Zulu Natal: Ugu District Municipality Ref No: HRMC 40/19/23e (X1 Post)
: Northern Cape: ZF Mcaw (Siyanda) District Municipality Ref No: HRMC 40/19/23f (X1 Post)

REQUIREMENTS
: A 3 year tertiary qualification in Information Technology at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. 3 years’ experience in the IT environment. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000. Knowledge of the State Information Technology Agency Act No 88 of 1998. Knowledge of the Public Service Regulatory Framework and the Departmental legislation and prescripts. Client orientation, customer focus, program and project management, communication, presentation, business report writing, influencing, networking, problem solving and analysis skills. A valid drivers' license, willingness to travel extensively and working extended hours is essential. Working on call is required.

DUTIES
: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide IT support of all DHA systems and infrastructure in all offices. Ensure the implementation of infrastructure and hardware support. Install and support of network data-lines, routers, switches, firewalls and IDS/IPS. Ensure the installation and support of servers in the data centre. Ensure that officials are enrolled on the authentication system and provided with required smart cards. Support online verification scanners used for online verification. Provide support on all applications and workstations. Coordinate the IT requirements of the individual offices with Head Office. Maintain IT asset registers in various local offices. Facilitate disposal process of IT asset and provide technical support for redundant and obsolete items. Facilitate and implement application/system support in the District Municipality. Ensure high availability of systems by officials. Provide IT support to transversal systems (Persal, LOGIS and BAS. Provide IT support to all administrative systems in the offices, Ports of Entry, Refugees Centres, Service points and Health facilities that provides DHA services. Provide support to IT related projects. Ensure that all desktops and laptops have all required applications, anti-virus software, conduct regular updates and data recovery. Identify and resolve problems causing disruption on the operation of the business and in the network. Resolve the root-causes of incidents and deploy effective workarounds. Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes. Increase knowledge capital (data used to identify trends and proactively identify any problem area. Timely, identify, diagnose and resolve problems. Resolve problems as underlying causes identified and corrected. Provide error control and record error solutions. Identifying underlying problems associated with the corresponding incidents that have occurred. Identify suitable workarounds that provide staff with service improvement while a more permanent solution is
sought. Analyse urgency and the resources required to effect temporary and
permanent solutions to the problems.

ENQUIRIES : Ms P Mosia Tel No: (012) 406 4536
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/52 : SERVICE SUPPORT OFFICER REF NO: HRMC 40/19/24
Branch: Information Service

SALARY : R376 596 - R443 601 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE REQUIREMENTS : Head Office, Pretoria


DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Perform root cause analysis, develop checklists for incidents and problems and recommend procedures and controls for problem prevention. Support multiple platforms including Computer equipment, Mobile devices including video conferencing equipment. Facilitate the provision of solutions and workarounds to incidents and problems to the team. Conduct trend analysis and problem management. Maintain the Knowledge management database. Provide 2nd and 3rd level support for all desktop and applications incidents / problem management. Coordinate the implementation and roll out of IT Projects including Application Releases. Ensure that call logs by customers are resolved in a timely and effective way, and follow up as needed. Monitor call volumes, time frames and attend to unresolved customer complaints. Monitor and administer phone queue as well as the CRM ticketing system. Provide error control and record error solutions. Detect and record incidents to ensure that there are no lost services/ incidents requests. Ensure that any incidents and problem management issues that impact on IT services or infrastructure which has become critical are resolved. Provide daily incident reports. Increase first- time fix rate at the service desk that can be deployed to increase the speed of service reduction. Temporarily identify, diagnose, and resolve IT problems underlining causes. Coordinate monthly problem statistics and recorded incidents, problem data and perform trend analysis. Provide support to users on technical related issues that arise in the workplace. Ensure the provision of information to users by phone, e-mail, websites, or in person for technological services rendered by IT. Facilitate the design and implement desktop support activities for daily operational undertakings. Meet with various units to analyse functional needs and recommend and deploy hardware, applications, and other software to meet clients’ needs. Ensure on-going support of internal customers for all IT systems. Ensure that the service provided to users is the highest possible within the resources. Facilitate user support and customer service and satisfaction as well as being present and visible in the Help Desk and available to users requiring technical assistance. Provide management support for the IT service support operations. Provide technical support for customer service centre in support of the service desk. Provide regular reports to the service desk manager on issues relating to the IT service support operations. Manage external contractors and suppliers within the unit in an effective and efficient manner. Ensure compliance on asset and supply chain management in line with PFMA. Manage projects in line with the budget allocated in the unit. Monitor compliance in relation with the legislation, regulations, DHA policies and procedures. Ensure compliance with all audit requirements of the department. Report on the performance of the unit against the work plan and targets. Provide inputs in the development of the work plan for the unit. Agree on training and development needs of the unit. Provides information relative to
ENQUIRIES: Ms N. Mampa Tel No: (012) 406 2592

POST 31/53: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC 40/19/25 (X2 POSTS)
Branch: Human Resource Management and Development
Chief Directorate: Strategy and Planning

SALARY: R376 596 - R443 601 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE: Head Office, Pretoria

REQUIREMENTS:

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate job evaluation process and the design/ review of organizational structures. Ensure effective and efficient conducting of organisational structures. Develop, manage and maintain an effective organisational structures in line with the strategic objectives of the department. Develop job profiles and job description in line with the departmental structure. Analyse and grade jobs according to Job Evaluation system. Identify and develop business process maps and standard operating procedures. Coordinate job evaluation exercises develop job description and profiles. Administer the development and maintenance of job evaluation database. Participate in the development of OD policy and procedures. Review, develop and maintain the functional, organisational structure and post establishment. Update the post establishment on monthly basis on movement of personnel in the department. Review and develop form design. Conduct investigations with regard to the creation and abolition of posts. Compile reports for recommendations to the Delegated Authority for approval. Facilitate work-study investigations and business process management for business units. Ensure that work-study investigations are conducted as per business requirements. Ensure effective conducting of work improvement investigations and research on the design and review of organisational structures. Conduct feasibility study on office ergonomics. Determine, design, improve and re-engineer proper business process through the utilisation of various techniques. Facilitate, support the development of Process Maps and Standard Operating Procedures (SOPs) for business units. Co-ordinate work flow investigations for business units. Ensure the implementation of effective risk and compliance management practices. 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, overpayment, 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. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Identify and monitor financial risks in relation to the projects in the unit. Manage Resources (Human and Physical) within the unit. Report on the performance of the unit against work plan, business requirements and targets to the Line Manager. Develop the activity plan for the...
unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES: Ms D Matlou Tel No: (012) 406 4101

POST 31/54: SERVICE DESK AGENTS (IT DESKTOP TECHNICIAN) REF NO: HRMC 40/19/26 (X10 POSTS)
Branch: Information Services

SALARY: R316 791 - R373 167 per annum (Level 08) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE REQUIREMENTS: Head Office, Pretoria

A 3 year tertiary qualification in Information Technology/ Computer Science at NQF level 6 as recognized by SAQA. 2 years' experience in IT Desktop support. IT Certificates A+, MCSE and/ or Netware Engineer will be added advantage. Basic knowledge of windows operating systems. Knowledge of hardware and software systems, State Information Technology Agency Act 88 of 1998, Departmental legislation and prescripts, Public Service Regulatory Framework. A valid driver's licence. Willingness to travel extensively and work extended hours.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Handle all logged calls accurately and timeously in line with the Service Level Agreement. Conduct trouble shooting on all queries referred by the service desk. Timely identify, diagnose and resolve problems on desktop support. Resolve underlying problems associated with the corresponding of incidents that have occurred. Identify suitable workarounds to provide employees with service improvement while working on resolving the incident. Analyse the urgency and resources required to effect temporary/ permanent solutions to the problems. Install and configure new devices, repair and upgrades of software and hardware. Maintain information and security related standards. Draft technical related reports on desktop support. Provide first line support on network related incidents. Maintain the Knowledge management database. Implementation and roll out of IT Projects including Application Releases.

ENQUIRIES: Ms N. Mampa Tel No: (012) 406 2592

POST 31/55: SERVICE DESK AGENTS (DESKTOP AND SUPPORT) REF NO: HRMC 40/19/27 (X5 POSTS)
Branch: Information Services

SALARY: R316 791 - R373 167 per annum (Level 08) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE REQUIREMENTS: Head Office, Pretoria

A 3 year tertiary qualification in Information Technology/ Computer Science at NQF level 6 are as recognized by SAQA. ITIL or Microsoft Certified Desktop Support Technician (MCDST) or A+ is added advantage with a minimum of 2 years' experience in help desk/ technician environment is required. Basic knowledge of windows operating systems. Knowledge of hardware and software systems, State Information Technology Agency Act 88 of 1998, Departmental legislation and prescripts, Public Service Regulatory Framework. Sound knowledge and application of the GITO Guidelines and prescripts. A valid driver's licence. Willingness to travel extensively and work extended hours.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Log all relevant incident/ service request detailed on call logging systems. Provide 1st level support through receiving of calls. Handle all resulting incident or service requests from clients. Report and request fulfilment process allocating categorisation and prioritisation codes. Provide 1st line investigation and diagnosis of calls. Escalate complex incident/ service requests within agreed timeframe and provide updates to users on progress. Troubleshoot computer desktops, laptops and printers provide desktop support. Answer of IT Service Desk telephones and managing own calls on the call logging system. Attend to 2nd line support calls assigned to Installing,
repairing, and arranging replacement of computers. Handle calls for movement of IT Hardware between Head Office and Regional Offices. Provide remote desktop support to regional and Head Office users. Increase knowledge capital (data used to identify trends and proactively identify any problem area). Increase first-time fix rate at the service desk as workarounds can be deployed to increase the speed of service reduction. Timely identify, diagnose, and resolve problems. Complete resolution of problems as underlining causes are identified and corrected. Provide error control and record error solutions. Analyse urgency and the resources required to effect temporary or permanent solutions to the problems. Identify and take ownership of problems affecting services. Use recorded problem and incident data, perform trend analysis to predict future problems and enable prioritization of problem activity. Detect and record incidents to ensure that there are no lost services/ incidents requests. React quickly and effectively to any incidents that affect IT services or infrastructure which has become critical. Provide support to users on technical related issues that arise in the workplace. Resolve issues for end-users of various forms of technology. Provide information to users by phone, e-mail, or in person for technological services rendered by IT. Diagnose and resolve problems for a variety of hardware and software-related issues. Analyse functional needs, implement hardware, applications, and other software to meet clients' needs. Conduct the installing and fixes for desktop computers, printers, telephones, software and peripherals.

ENQUIRIES

Ms. N. Mampa Tel No: (012)406 2592