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.

CLOSING DATE : 20 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. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan’s (NDP’s) priorities, ascribe the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors and your credentials meet the requirements of any of the following positions - kindly respond before the closing date. 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 technical assessment that intends to test relevant technical elements of the job. All identified candidates on Salary Level 11 and above will furthermore undergo 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 resent your application in 2 or 3 parts, splitting the attachments accordingly. Applications must be sent in time to the correct e-mail address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong e-mail address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

ERRATUM : Kindly note that the post of Regional (District) IT Officer: Gauteng: Sedibeng District Municipality with Ref No: HRMC 40/19/23c advertised in Public Service Vacancy Circular 31 dated 30 August 2019, with closing date 13 September 2019. Please be advised that the correct centre for the post should be Gauteng: West Rand District Municipality Ref No: HRMC 40/19/23g; the closing date for this post has therefore been extended to 20 September 2019. Apologies for the inconvenience.

MANAGEMENT ECHELON

POST 32/21 : DIRECTOR: AIRLINE LIAISON REF NO: HRMC 42/19/1
Branch: Immigration Services
Chief Directorate: Port Control

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 International Relations/Social sciences/Public Administration 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. Knowledge of the Constitution of South Africa. Knowledge of the Public Service Act, Refugee Act, Immigration Act, Public Service Regulations
and Public Finance Management Act. Knowledge and understanding of
Departmental legislation and prescripts. Strategic capability and leadership. Client
orientation and customer focus. Honesty and integrity. Problem solving and
Planning and organizing. Presentation and interpersonal skills. A valid drivers’
license, willingness to travel extensively and work extended hours is essential.

DUTIES

The successful candidate will be responsible for, amongst others, the following
specific tasks: Manage and implement the compliance of conveyors with the
Immigration Act. Provide strategic advice and guidance to cross border conveyors
on the facilitation of passengers. Manage and oversee the effective implementation
of processes and systems for passenger pre-clearance. Manage and oversee the
completeness and correctness of the register on administration fines for conveyors
who contravened the Immigration Act. Oversee administration of the Airline Liaison
Officer network. Coordinate and manage relevant projects in relation to airline
liaison. Liaise with government stakeholders, industry partners and international
organisations to enhance border management. Monitor statistics on fines and
analyse trends with a view to mitigate risks and enhance national security. Manage
and implement strategic objectives within the directorate. Provide strategic
direction within the directorate. Develop the operational plan for the directorate and
ensure effective prioritisation and resource planning. Coordinate and monitor on
the delivery of the business plan against the agreed objectives and timeframes.
Report on the performance of the directorate against the operational plan to the
Chief Director. Develop professional expertise within the directorate and keep
 abreast of trends and new developments. Provide advice and guidance on
stakeholder forums relations matters. Ensure the implementation of innovative
initiatives within the directorate. Liaise with ports of entry and monitor compliance
on issuing of fines. Engage with operators of cross border conveyances on
compliance issues. Develop and implement policy and procedures, directive acts
and regulations. Develop and review communications policies and code of practice
for the directorate. Implement governance processes, frameworks and procedures.
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. Establish relationships with
all relevant stakeholders. Create and build partnerships with various internal and
external stakeholders in order to enhance service delivery, border control and
security. Promote and ensure effective stakeholder participation. Ensure that there
is effective communication between the Directorate and all relevant stakeholders.
Ensure that various stakeholders’ enquiries or complaints are directed to relevant
officials for resolution. Coordinate, support and track the resolution of various
stakeholder enquiries or complaint. Manage physical, human and financial
resources within the Unit. Ensure that budget spending is in line with strategic
objectives. Monitor and report on the utilization of equipment. Enhance and maintain employee motivation and cultivate
a culture of performance management. Evaluate and monitor performance and
appraisal of employees. Evaluate and monitor performance and appraisal of
employees. 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. Monitor quality, risk, standards and practices against prescribed
frameworks.

ENQUIRIES

Ms R Anker Tel No: (012) 406 4126

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: imsrrecruitment@dha.gov.za

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POST 32/22 : DIRECTOR: LITIGATION REF NO: HRMC 42/19/2

Branch: Institutional Planning and Support
Chief Directorate: Legal 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


DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure implementation of litigation services in relation to litigation matters. Ensure the provision of effective legal opinions and advice to the department and Minister. Ensure that the department and Minister are represented in all litigation forums. Liaise with the State Attorney on all litigation matters. Oversee the effective implementation of process and systems enhancement initiatives within the directorate. Manage the escalation of litigation trends to the CD: Legal Services for actioning. Provide legal opinion on the developed policies and procedures in conjunction with the Policy and Strategy unit. Ensure effective and efficient service delivery within the directorate. Ensure that effective project management processes, procedures and standards are adhered to. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Report on the performance of the directorate against the business plan to the CD/DDG. Coordinate, monitor and report on the delivery of the business plan against the agreed objectives and timeframes. Develop technical expertise within the directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on commercial contract aspects and matters. Manage the resources within the directorate in an effective and efficient manner. Administer the budget and monitor that expenditure is in line with financial requirements and the unit’s objectives. Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective services delivery. Provide strategic direction within the directorate. Manage the implementation of people management strategies, policies and procedures within the directorate. 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 external contractors and suppliers within the unit in an effective and efficient manner. Effectively manage the performance of the directorate against agreed targets. Manage the implementation of compliant performance management within the directorate. Provide inputs into the compilation of the annual budget. Manage grievances, discipline and terminations within the directorate. Ensure that employees are equipped with the required skills to perform optimally. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Coach subordinates to improve their performance and fulfil their potential. Ensure that staff are motivated and committed to the vision and goals of the directorate. Ensure effective governance and compliance within the directorate. Develop and implement governance processes, frameworks and procedures within
the directorate. Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures within the Directorate. 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.

**ENQUIRIES** : Adv D Erasmus Tel No: (012) 406 4259
**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: Legalrecruitment@dha.gov.za