

DEPARTMENT OF HOME AFFAIRS

- APPLICATIONS** : Applications must be sent in time to the correct address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 10 July 2020
- 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, including the details of at least two contactable referees (should be people who recently worked with the applicant) together with a certified copy of highest qualification. Shortlisted applicants who will be invited for interviews, will be requested to bring all other supporting documentation on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by South African Qualifications Authority. 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. Compulsory requirement for SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

- POST 16/17** : **DIRECTOR: FINGERPRINT VERIFICATION REF NO: HRMC 24/201**
Branch: Civic Services
Chief Directorate: ID Back Office Processing
- 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 REQUIREMENTS** : Head Office, Pretoria
: An undergraduate qualification in Public Management /Administration at NQF level 7 as recognized by SAQA. Pre-entry Certificate for SMS. A relevant post graduate qualification will be an added advantage. 5 years' experience in middle management level. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations. Sound knowledge and understanding of the Citizenship Act, Identification Act and Bill. Authority on fingerprint legislation, standards of fingerprint evidence and fingerprint development techniques. Demonstrated knowledge and understanding of workforce planning and optimization. Proven knowledge of the Public Finance Management Act (PFMA) and Treasury regulations as it relates to managing a business unit. Understanding of general departmental legislation and Human Resources legislation and prescripts. Service delivery, customer focus and people management. Strong Problem Solving and Analysis. Quality Orientation and interpersonal skills. A valid drivers' license, willingness to travel extensively and work extended hours occasionally.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within the fingerprint verification

Unit. Provide guidance and leadership to the fingerprint verification Unit in the achievement of strategic and operational goals. Drive the implementation of Batho Pele Principles within the Unit in all interactions with internal and external customers. Monitor performance against service level agreements and ensure effective service delivery to internal and external requirements. Interpret and maintain statistical information regarding service level standards, bottlenecks, volumes, trends and error rates. Monitor the performance of the SLA between the Front Office and the Unit and take corrective action where required. Develop and implement quality assurance and data quality strategies and actions. Oversee the financial performance of the Unit including accurate financial accounting, monitoring and reporting within the Unit. Ensure the effective and uniform implementation of Standard Operating Procedures. Implement effective operational control measures to ensure quality of fingerprints, accuracy of records, prevention of corruption and limit non-financial losses. Ensure all fingerprints are accurately verified, captured and stored on relevant systems. Ensure efficient and effective application and utilisation of resources within the functional Unit. Implement effective talent management strategies including acquisition, retention and development of staff. Implement effective performance management practices with all staff reporting to this post. Manage leave and other Human Resources administration requirements within the Unit. Build and maintain an effective team to ensure the effective processing of all functions. Review and ensure effective annual workflow and capacity planning. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure the effective utilisation of technology and technology infrastructure within the Unit. Ensure accurate financial planning and control. Take ownership of the budget for the unit and ensure approval and review. Ensure successful business transformation within ID Back Office Processing Unit. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operation execution. Oversee successful system and process enhancements, updates and amendments within the Unit. Monitor and participate in the implementation of efficiency improvement projects. Ensure effective risk and compliance management within ID Back Office Processing Unit. 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. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit. Ensure effective compliance with all duties of the employer in terms of the Occupational Health and Safety Act.

- ENQUIRIES** : Mr P Williams Tel No: (012) 406 7009
- APPLICATIONS** : E-mail: Civicsrecruitment@dha.gov.za
- NOTE** : 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.
- POST 16/18** : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HRMC 24/20/2**
Branch: Immigration Services
Chief Directorate: Asylum Seeker 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 Public Management and Administration or related field at NQF level 7 as recognized by SAQA. Pre-entry Certificate for SMS. A relevant post graduate qualification will be an added advantage. 5 years' experience in middle management level. Knowledge of the South African Constitution, Public Service Act and its Regulations. Knowledge of Immigration Act, Refugee Act and Public Finance Management Act. Understanding of Departmental legislation as well as Human Resources legislation and prescripts. Understanding of United Nations conventions and

protocol relating to refugees and OAU protocols relating to refugees. Understanding of DHA policies and legislations. Strategic capability and leadership. Client orientation and customer focus. Presentation and business report writing skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure stakeholder management operations in the Chief Directorate. Coordinate activities within the Chief Directorate and ensure integration with other related Business Units (Deportation). Consolidate monthly reports on performance and statistical reports from refugee reception offices. Facilitate refugee integration into society by providing enabling documentation and facilitating public awareness on refugee rights. Coordinate processing and issuance of ID's, UNCTD to recognised refugee. Coordinates policy analysis and strategic consultation on issues relating to refugees. Lead and support efforts to continually improve the business processes and practices within the Chief Directorate in order to achieve operational excellence. Oversee effective analysis and research within the Chief Directorate (including trends analysis, development of norms and standards, country information research and publication). Ensure that accurate statistics, information or data is kept regarding refugees and asylum seekers. Provide professional assistance and advice to officials within the Chief Directorate, including functional advice, project management support and legal enquiries. Ensure the development and effective implementation of systems, processes and procedures in each RRC. Assist Centre Managers in the implementation of administration, financial and other relevant processes. Ensure adherence to quality and service delivery standards by all Refugee Reception Centers. Act as a liaison and establish relationships with all stakeholders. Establish and nurture effective relationships with all stakeholders on matters relating to Refugee Affairs. Promote and ensure effective stakeholder identification, analysis and management. Ensure that there is effective communication between the Chief Directorate and all relevant stakeholders. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage and implement strategic objectives and innovation within the Directorate. Provide leadership and strategic direction within the directorate. Participate in the development of the strategy for the Department. Ensure the development of the Directorate business plans in order to meet the strategic objectives of the business Unit. Responsible for strategic guidance and advice in terms of the effective and efficient internal control, compliance with regulatory frameworks governing the profession of internal audit. Plan, coordinate and conduct relevant meetings, including team, management and stakeholder meetings. Ensure compliance with all communication requirements within the directorate. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Determine resource required for the ensuing financial year to achieve business unit objectives. Develop and implementation of policy and procedure, directive acts and regulations. Establish and sustain an environment where behavior of staff demonstrates commitment, enthusiastic acceptance of responsibilities and high level of motivation and job satisfaction. Provide relevant, quality and user friendly product and service to our stakeholders. Develop and review communications policies and code of practice for the directorate. Create and build relationships and partnerships with various internal stakeholders in order to enhance service delivery. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Plan the production of annual reports in line with corporate strategy. Manage human, financial and physical, resources. 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 and ensuring that budget spending is maximized in line with strategic objective. Submit valid invoices certified to Finance. 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. Identify the directorate human resource requirements and ensure that the unit is adequately staffed. Improved

Recruitment turn-around times towards improved service delivery and under applicable vacancy rate is maintained. Manage the implementation of Performance Management and Development Framework within the Business Unit. Manage and monitor the implementation of Absenteeism Management framework within Business Unit. Ensure good governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Establish the Directorate risk register and develop the mitigation strategy and monitor the implementation thereof. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the Unit, i.e. Implement Audit Action Plan and recommendations from Audit reports. Represent the unit at management and other government forums. Improved Recruitment turn-around times towards improved service delivery.

ENQUIRIES
APPLICATIONS
NOTE

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