

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 18 September 2020

NOTE : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the Application for Employment Form (Z.83), obtainable at www.gov.za; 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 employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 21/231 : **DEPUTY DIRECTOR-GENERAL: INFORMATION SERVICES, CHIEF INFORMATION OFFICER REF NO: HRMC 30/20/01**
Branch: Information Services

SALARY : R1 521 591 - R1 714 074 per annum (Level 15), (An all-inclusive remuneration 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 Information Technology / Information System / Computer Science / Engineering Electrical Computer / Software Engineering / Information Security or any cognate field at NQF level 7, and a post graduate qualification at NQF level 8 as recognised by SAQA. 8-10 years' experience at a Senior Management level. A Master's degree in a relevant field will serve as an added advantage. Extensive experience in the ICT environment is required. In depth knowledge and understanding of the GITO Strategy, Standards, Norms and Policies, as well as GITO Council Regulations. Knowledge of Information Technology Infrastructure Library (ITIL). Knowledge of the Protection of Information Act and Minimum Information Security Standards (MISS). Understanding of Corporate Governance principles (King III), the Public Service Regulatory Framework, the Public Finance Management Act and Treasury Regulations, Supply Chain Management policies as well as Human Resource Regulatory Frameworks. Sound knowledge and

understanding of Departmental Legislation and prescripts. Good strategic capability and leadership skills. Ability to innovate service delivery. Client orientation and customer focus. Strong technology - and business acumen. Ability to lead change management initiatives. Good networking, communication, negotiation and problem solving skills. Ability to translate Technology language into English. Business report writing and presentation skills. Sound people management and empowerment, as well as financial management skills. Good program and project management capability. Policy interpretation, business continuity and accountability. Knowledge and information management skills. Ability to take decisions and initiate action. Stamina and the ability to demonstrate resilience whilst working under pressure. Good time management skills. Computer literate. A valid drivers' license, willingness to travel extensively and work extended hours are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction on IT Operations, IS Governance and Special Initiatives processes. Provide IT Strategy that is aligned to business needs / requirements. Oversee the smooth operations of Information Services Governance programmes, availability of all information systems and IT infrastructure. Provide strategic direction on strategic alignment of the Branch, enterprise architectural design, risk and quality service standards, as well as innovations across the Business Units. Ensure the alignment of project/programme initiatives with National Policy, imperatives and international benchmarks. Provide strategic guidance on the establishment and sign-off on Project Charters, Governance forums, Resourcing (including budget/funding) and expected deliverables. Ensure the establishment of an IS project office. Provide strategic direction for large scale, international and inter-departmental programmes where required. Provide strategic direction on IS infrastructure, Applications Management and IT Service Management operations. Provide strategic leadership on the alignment of the National Strategic Objectives, policy and standards (IT Technology Infrastructure Library), and the management of ITIL (Information Technology Infrastructure Library) principles within the ICT department, towards achieving ISO 20000 accreditation. Establish a customer relations management strategy for the Branch. Provide strategic direction on the development of change control procedures for the ICT team supporting the Change Release Manager. Provide strategic leadership on the Configuration Management process of hardware and software assets and the effective management thereof. Develop a software management strategy in line with the software licenses and ISO 19770 standards. Ensure the effective management of the server room, data centres, desktops, software, input and output devices, LAN, WAN, information system security and cyber security. Provide strategic direction on adoption and implementation of cloud based technology. Provide strategic direction on all IT Finances in line with Public Finance Management Act (PFMA). Oversee the management and optimisation of Branch's budget and expenditure in line with financial requirements. Oversee the development of financial strategies to determine the right approach to the market to deal with issues that might arise from contracts issued or tenders. 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). Provide strategic direction, leadership and ensure strategic repositioning. Participate in the strategic planning process for the DHA and ensure the cascading of, and delivery on, the strategic objectives to the Branch. Provide strategic leadership and expert advice on the interpretation and implementation of Information Services Legislation and Regulations. Provide strategic advice to the Accounting Officer on matters that have strategic and financial implications on Information Services operations. Ensure business transformation and partnership with various stakeholders. Align tactical plans to business requirements to ensure effective strategy execution. Liaise with various internal and external stakeholders to support capacity building initiatives. Provide strategic direction on the re-engineering of Standard Operating Procedures (SOPs) for the Branch, and the identification and implementation of service delivery improvement initiatives. Guide the Branch towards improved IS performance. Represent the Department in Cluster Committees and other Government Forums. Build and maintain relationships with internal stakeholders, Information Services Agencies and other spheres of

government. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Manage compliance with legislation, regulations, DHA policies, procedures and audit requirements. Provide strategic direction on the implementation of national norms and standards where applicable. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required formats. Manage Resources (Human, Financial and Physical) within the Branch. Monitor and report on the Branch's performance. Ensure alignment between Business- and Resource Plans. Implement effective talent management processes within the Branch (attraction, retention, development). Manage compliance with the performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources, assets, supply chain processes, and service contracts of the Branch in accordance with relevant Legislation and Policy Frameworks. Monitor and effectively manage the Branch's financial risks.

ENQUIRIES : Ms C Mocke Tel No: (082) 301 8580
APPLICATIONS : Quoting the relevant reference number, direct your application (following the "Directions to Applicants" above), by E-mail: ISrecruitment@dha.gov.za

POST 21/232 : **DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES REF NO: HRMC 30/20/02**
 Branch Counter Corruption and Security Services
 This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in provision of Counter Corruption and Security Services within the Department of Home Affairs (DHA)
 Re-advertisement. Candidates who previously applied and are still interested, are encouraged to re-apply

SALARY : R1 521 591 - R1 714 074 per annum (Level 15), (An all-inclusive remuneration 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 either LLB Forensic Investigation, Criminology, Criminal Justice, Intelligence Management, Public Administration and Management, Administration or any cognate field at NQF level 7 and a post graduate qualification at NQF level 8 as recognised by SAQA. 8-10 years' experience at a Senior Management level. A Master's degree in a relevant field will serve as an added advantage. Extensive experience in Counter Corruption, ethical infrastructure and security services. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of the Legislative and Regulatory Frameworks in the Public Service, Core Business Security and Counter Corruption matters. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the latest trends and initiatives in integrity and ethics management, anti-corruption or investigation fields. Good strategic capability and leadership skills. Ability to lead operations and change management initiatives. Good networking, communication, negotiation and problem solving skills. Business report writing and presentation skills. Sound people management and empowerment, as well as financial management skills. Good program and project management capability. Policy research, development, interpretation and implementation skills. Business continuity management and accountability. Knowledge of research methodology and analysis. Strong numerical skills. Knowledge and information management skills. Ability to take decisions and initiate action. Stamina and the ability to demonstrate resilience whilst working under pressure. Good time management skills. Computer literacy. A valid drivers' license, willingness to travel extensively and work extended hours are essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategy direction on physical and information security in the Department. Align and integrate Counter Corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development and implementation of preventative strategy to mitigate identified trends and risks in information - and physical security. Oversee and manage the successful investigation and

analysis of all identified criminal – and law enforcement cases. Liaise with relevant law enforcement agencies to enable the successful prosecution of all 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. Facilitate the development of technical expertise within the Branch 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. Report on trends in security and criminal activities to relevant forums. Ensure the provision of effective and efficient security services within the department. Ensure the development, implementation, and review of counter corruption and security policies, procedures, standards, systems and practices. Manage forensic, cyber security and conduct security risk assessments. Oversee the monitoring of systems for security gaps, design effective solutions and provide reports. Determine security violations and inefficiencies by conducting periodic audits, and oversee the upgrade of systems by implementing and maintaining security controls. Manage the protection of information systems, the detection of threats to those systems, and the response to detected threats and cyber attacks. Provide leadership on the training of Departmental officials on all applicable security measures. Provide strategic direction, leadership and ensure strategic repositioning. Participate in the strategic planning process for the DHA and ensure the cascading of, and delivery on, the strategic objectives of the Branch. Provide strategic leadership and expert advice on the interpretation and implementation of Counter Corruption Legislation and Policy. Provide strategic advice to the Accounting Officer on matters that have strategic and financial implications on counter corruption operations. Ensure business transformation and partnership with various stakeholders. Align tactical plans to business requirements to ensure effective strategy execution. Liaise with various internal and external stakeholders to support capacity building initiatives. Provide strategic direction on the re-engineering of Standard Operating Procedures (SOPs) for the Branch, and the identification and implementation of service delivery improvement initiatives. Guide the Branch towards improved counter corruption performance. Represent the Department in Cluster Committees and other Government Forums. Build and maintain relationships with internal stakeholders, Security Agencies and other spheres of government. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Manage compliance with legislation, regulations, DHA policies, procedures and audit requirements. Provide strategic direction on the implementation of national norms and standards where applicable. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required formats. Oversee the management and optimisation of Branch’s budget and expenditure in line with financial requirements. Manage Resources (Human, Financial and Physical) within the Branch. Monitor and report on the Branch’s performance. Ensure alignment between Business- and Resource Plans. Implement effective talent management processes within the Branch (attraction, retention, development). Manage compliance with the performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources, assets, supply chain processes, and service contracts of the Branch in accordance with relevant Legislation and Policy Frameworks. Monitor and effectively manage the Branch’s financial risks.

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