

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 11 December 2020

NOTE : Applications must be sent to the correct email 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). 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 27/33 : **DISTRICT MANAGER OPERATIONS (X2 POSTS)**

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) 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 : **Limpopo:** District Municipality Office: Capricorn District Municipality Ref No: HRMC 50/20/1A (X1 Post)
North West: District Municipality Office: Ngaka Modiri Molema District Municipality Ref No: HRMC 50/20/1b (X1 Post)

REQUIREMENTS : Undergraduate qualification in Operations Management/Social Sciences at NQF level 7 as recognized by SAQA. 5 years' experience at a middle management level. 5-7 years' experience in Civic and Immigration Services or Operations Management. Pre-entry Certificate to Senior Management Services. Knowledge of the Public Service Regulatory Framework. Knowledge of the Human Resources Legislation and Prescripts. Knowledge of Human Resource Plan. Knowledge Understanding of departmental legislation and prescripts. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Business report writing and presentation skills. Problem solving and analysis. Planning and organizing and logistics management. Capacity planning. Research methodology and analysis. Policy development. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civics and Immigration services in the District Municipality in accordance with service delivery standards. Manage Civic Services operations on the issuing of enabling documents (eg. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Facilitate the implementation of national immigration initiatives, processes and policies to achieve improved efficient and effective service delivery. Ensure the accessibility of DHA services by the public and management of outreach programmes. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Provide input in the development of Civic and Immigration Services strategies. Oversee operations and activities of all Local offices to meet the needs of the clients in line with the departmental service standards. Oversee the integrity of the national population register in the district and ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium and long term footprint and channel development for both Civic and Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Thusong centres, Health Facilities and mobile offices. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Revisit, review and streamline all processes to ensure accuracy and efficiency in all operations. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption, address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the District. Recommend and implement performance improvement initiatives. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) within DHA offices and adhere to service standards. Provide expert advice and guidance in the District Municipality on operational matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Manage Immigration operations (eg. law enforcement, deportations and inspectorate functions). Manage compliance to all legislation administered by the department in the District Municipality. Identify policy gaps, provide input and comments on drafting policy documents. Ensure effective interpretation and implementation of Civic Services and Immigration legislative frameworks. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District Municipality. Develop the Operational plan and facilitate implementation and resource planning. Provide strategic direction within the District Municipality. Manage the delivery of the Operational plan within the allocated budget, against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements. Ensure the implementation of innovative initiatives. Provide administrative support services in the District Municipality. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the District Municipality. Ensure effective development and management of internal service level agreements. Ensures effective alignment of Civics and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the District (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Foster effective inter-governmental and stakeholder relations within the District Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civics and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the District Municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Develop and maintain good relations within the department and with all stakeholders. Represent the Province at management structures and other government structures/forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations to enhance

service delivery. Manage key stake-holders relationship related to the delivery of services. Manage external contractors and suppliers in an efficient manner. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government on matters of interest to the Department's service delivery. Ensure efficient management of risk and audit queries to obtain an improved audit outcome in the District Municipality. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Manage resources (human, physical and financial) in the District Municipality. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the District Municipality. Ensure management of external Contractors and Suppliers. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the District (attraction, retention, development). Ensure the implementation of performance management system. Oversee the management of IT support in District Municipality. Ensure the management grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

- ENQUIRIES** : Limpopo: Mr J Kgole Tel No: (015) 287 2802
North West: Ms M Seleke Tel No: (018) 397 9904
- APPLICATIONS** : Quoting the relevant reference number, direct your application (following the "Directions to Applicants" above), by the closing date to: E-mail: **Civicsrecruitment@dha.gov.za**
- POST 27/34** : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 50/20/3**
- 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** : Eastern Cape: Provincial Manager's Office - King William's Town
: 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. Pre-entry Certificate to Senior Management Services. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Strategic capability and leadership. Knowledge and change management. Decision making and financial risk management. Problem solving and analysis. Business report writing. Presentation skills. 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: 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 an audit action plan and respond to audit queries /findings. 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, Generally Recognised Accounting Practices (GRAP). 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 of in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Province.

**ENQUIRIES
APPLICATIONS**

: Mr G Hollamby Tel No: (012) 406 4377
 : Quoting the relevant reference number, direct your CV, copies 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: Email: Financerecruitment@dha.gov.za

POST 27/35

: **DIRECTOR: COMMERCIAL CONTRACTS REF NO: HRMC 50/20/4**
 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
REQUIREMENTS**

: Head Office, Pretoria
 : An undergraduate qualification in Law or related field at NQF level 7 as recognized by SAQA. 5 years' experience at middle managerial level. Pre-entry Certificate to Senior Management Services. Extensive experience in drafting of legal contracts. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act. An understanding of departmental legislation as well as Human Resources legislation and prescripts. Strategic capability and leadership skills. Service delivery innovation. Client orientation and customer focus. People management and empowerment skills. Financial management skills. Honesty and integrity. Programme and project management skills. Change management, communication and knowledge management skills. Decision-making and presentation skills. Problem-solving and analysis skills. Business report-writing, influencing and networking skills. Planning and organising. Interpersonal, technical and commercial skills. Computer literacy. Negotiation skills. 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: Ensure operational efficiency and service delivery improvement within the Directorate. Manage the drafting and vetting of commercial contracts and service level agreements. Manage the provisioning of timeous, high quality legal opinions pertaining to commercial contracts and service level agreements. Draft and scrutinise commercial contracts and service level agreements. Manage the escalation of legal issues where appropriate. Participate in mediation on commercial contracts and service level agreements. 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. Coordinate, monitor and report on the delivery of the operational plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the operation plan to the CD. 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. Identify

projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Provide strategic direction within the Directorate. Develop and implement policies and procedures, directive acts and regulations. Develop and review communications policies and codes of practice for the Directorate. Implement governance processes, frameworks and procedures. Build relationships 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 maximised in line with strategic objectives. Monitor and report on the utilisation of equipment. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate 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 Division is adequately staffed. Evaluate and monitor performance and appraisal of employees. 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, DHA 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
APPLICATIONS

- : Adv T Sebelemetja Tel No: (012) 406 4271
- : Quoting the relevant reference number, direct your CV, copies 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