

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with the new Application for Employment form (new Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Civicsrecruitment@dha.gov.za
- CLOSING DATE** : 19 March 2021
- 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. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

- POST 08/29** : **PROVINCIAL MANAGER: KWAZULU-NATAL REF NO: HRMC 03/21/01**
(This is a re-advertisement, Candidates who previously applied may still re-apply if interested).
- 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. A service leader, highly skilled in operations management at senior level is needed for this role.
- CENTRE REQUIREMENTS** : Province: KwaZulu-Natal: Provincial Manager's Office - Pietermaritzburg.
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 Pre-entry Certificate to Senior Management Services 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' 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: 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 the 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 Liaise with internal and external stakeholders on strategic issues and challenges that emanates Build 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

: Mr LT Sigama Tel No: (012) 402 2167/66 or (012) 402 2214