

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, 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](http://www.gov.za), by the closing date 20 December 2021 to: E-mail: [CCrecruitment@dha.gov.za](mailto:CCrecruitment@dha.gov.za)
- CLOSING DATE** : 20 December 2021
- 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 new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://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 highest 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 43/13** : **CHIEF DIRECTOR: PREVENTION AND ANALYSIS, REF NO: HRMC 49/21/01**  
(This is a re-advertisement, candidates who previously applied and are still interested, would need to re-apply).  
Branch: Counter Corruption and Security Services, Chief Directorate: Prevention and Analysis.
- SALARY** : R1 251 183 - R1 495 956 per annum (An all-inclusive salary package) (Level 14), 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 Management at NQF level 7 as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years' experience at a senior managerial level in a related field. Pre-entry Certificate for Senior Management Services endorsed by National School of Government. Knowledge of the Constitution of South Africa. Sound knowledge and understanding of Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act, Public Service Act and Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act. All relevant Departmental, Human Resources frameworks and other Public

Service Acts, Regulations and Prescripts. Strategic capability and leadership. Honesty and integrity. Program and project management. Ability to decide and initiate action. Communication, problem solving and analysis. Integrity management. Diplomacy and computer literacy. 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: Oversee and facilitate the implementation of the strategy of the Counter Corruption and Security Services in the Department. Participate in the development of the strategy for the Department. Develop business plans in order to meet the strategic objectives of the Departmental Strategic Plan. Responsible for strategic guidance, decision making and expert advice in terms Counter Corruption and Security Services. Ensure implementation of the business plans within the Unit. Monitor and report to the DDG on the performance of the Unit against the objectives of the Department's Strategic Plan and the agreed service delivery standards. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Board. Ensure innovation and service delivery within the Department. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or bridges. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention initiatives within the Department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Report on findings on criminal trends recommendations based on findings, the status of cases in progress and outcomes of the finalised 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. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure the implementation of integrity management policies, procedures, standards, systems and practices. Ensure effective human, physical and financial resource management within the Unit. Ensure effective governance and compliance within the Unit regards to Kings Report and other related legislations.

**ENQUIRIES**

: Ms C Mocke, Tel No: 082 301 8580