

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) Street, Cnr Thabo Sehume (Andries) Street, Pretoria, 0001.
- CLOSING DATE** : 25 February 2022
- NOTE** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date 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.

## OTHER POSTS

- POST 05/53** : **DEPUTY DIRECTOR: SERVICE BENEFITS & ADMINISTRATION REF NO: HRMC 6/22/01**  
Branch: Human Resource Management and Development  
Directorate: People Benefits
- SALARY CENTRE REQUIREMENTS** : R744 255 - R876 705 per annum (Level 11), (all-inclusive salary package)  
: Head Office, Pretoria  
: A three year tertiary qualification in Human Resource Management or related qualification at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience at Assistant Director/ Junior Management/ Specialist level is required. Extensive experience in Service Benefits and Conditions of Service or HRM generalist environment is required. Knowledge of the Public Service Act and Regulations, Basic Conditions of Employment Legislation, Human Resource

Regulatory Framework and an understanding of Departmental Legislation and Prescripts. Knowledge of the Public Finance Management Act, Employment practices and contracts, as well as an understanding of all relevant Public Management Framework, Directives, policies etc. Capability and leadership, people management and empowerment. Expenditure management, accountability, business continuity and strong time management. Project and programme management. Attendance and absenteeism management and administration. Problem solving and analysis. Business report writing, presentation and facilitation skills. Computer literacy, communication and interviewing skills. Strong client orientation and customer focus. A valid drivers' license, willingness to travel, and extended working hours may be required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate Service Benefits and Conditions of Service operations in the Department. Develop and implement service benefits policies, plans and strategies. Coordinate the provisioning of service benefits and conditions of service in the Department such as salary, allowances, compensation of occupational injuries and diseases (COIDA) and guarantees, termination of services (all categories), amongst others. Coordinate relevant employee compensation processes and procedures. Coordinate the basic conditions of service of employees in the Department (e.g. leave, pension, long service recognition, etc). Coordinate and implement attendance and absenteeism monitoring and mitigation processes in the Department. Ensure effective quality, control, development and implementation of norms and standards on service benefits and basic conditions of service. Attend to queries regarded as problematic, including elements of public accountability. Ensure business transformation and partnership with various Stakeholders. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Liaise with internal and external Stakeholders regarding various service offering in relation to Service Benefits and Conditions service such as Branch / Provincial Management, Health Risk Manager, DPSA, GEPF, Auditor General, etc. Benchmark with various institutions for best practice. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Coordinate and implement successful system and process enhancements, updates and amendments within the Department. Monitor and participate in the implementation of efficiency improvement projects. Facilitate best practices to contribute towards improved organizational performance. Ensure innovation and service delivery within the Unit. Participate in the review of human resources strategy, ensure alignment of plans, policy and processes, and determine the strategic impact on the overall departmental strategy. Coordinate, render and implement technical expertise within the Unit and keep abreast with best practice, legislative and technical developments. Create and build partnerships with various internal and external Stakeholders. Coordinate, develop, review and implement toolkits to maximize the impact and value. Provide guidance on the development of practical, responsive solutions to Service Benefits and Conditions of service matters. Coordinate, develop, review and implement strategies on optimization of service delivery and client satisfaction index. Coordinate central information repositories relevant to service benefits and conditions of service. Ensure effective governance, risk management, and compliance within the Unit. Identify policy gaps, determine policy goals, develop and implement policy, guidelines, directive, circulars as needed. Research on matters in relation to benefits and conditions of service and benefits. Ensure compliance with service standards and turn-around times. Ensure understanding and enforce compliance with relevant National Legislation and Human Resource (HR) Regulatory Frameworks. Develop, review and implement Business Processes and Standard Operating Procedures for service benefits and conditions of service, including guidelines, directives and circulars. Ensure compliance with legislation, regulations, DHA policies and all audit requirements. Represent the Unit at management and other government forums. Establish systems and strategies for effective monitoring and management of risks, audit queries and matters of business continuity. Coordinate the analysis of organizational trends relevant to service benefits and conditions of service. Ensure the coordination of quality and risk management frameworks, standards and practices. Ensure compliance with Service Level Agreements (SLAs) of the Unit with internal and external

Stakeholders. Build partnerships and relationships with other state Departments on matters relevant to service benefits and conditions of service matters. Draft and submit annual, quarterly and monthly reports and reports required or delegated by the Director and / or any member of management in the Department. Manage human, financial and physical resources. Report on the performance of the Unit against targets. Develop and implement Work Plan for the Unit and ensure effective prioritisation and resource planning. Ensure staffing needs are addressed and staff are optimally utilised. Manage expenditure of the Directorate's budget linked to projects and programmes. Provide information relative to the identification and development of objectives, goals and strategies relative to the individual functional area. Implement effective talent management processes within the Unit (attraction, retention, development). Ensure that employees are equipped with the required skills and resources to perform optimally. Manage asset management projects of the Unit according to PFMA and Supply Chain Management and Procurement Framework. Ensure compliance with the organisational Performance Framework and alignment of individual performance management tools. Agree on and facilitate the training and development needs of the Unit.

**ENQUIRIES**

: Ms S Patel Tel No: (012) 406 7062

**POST 05/54**

: **ASSISTANT DIRECTOR: CORPORATE SERVICES AUDIT REF NO: HRMC 6/22/02**

Branch: Institutional Planning and Support  
Sub Directorate: Corporate Services Audit

**SALARY**

: R382 245 - R450 255 per annum (Level 09), (A basic salary). In addition, a range of competitive benefits are offered.

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: A three year tertiary qualification in Commerce, or Internal Audit at NQF level 6 as recognized by SAQA. 2 years' experience in an auditing environment. Knowledge of the South African Constitution, Public Service Regulatory Framework and Public Finance Management Act. Knowledge of International Internal Audit standards. Knowledge of all departmental legislation and prescripts. Knowledge of King II report and governance principles. Knowledge of the National Treasury Regulations. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of Finance and Accounting systems and practices. Service delivery innovation, Client orientation and customer focus. Ability to motivate, honesty and integrity. Communication, Decision Making and ability to persuade. Influencing and networking. Planning and organizing. Presentation, strong analytical skills. Computer literacy especially Microsoft Excel. Risk management and fraud prevention. A valid drivers' license, willingness to travel, and extended working hours may be required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Review and monitor the control environment of operations. Provide input in the development of the internal audit three year strategic plan. Provide input for the development of the project plan and scheduling assignments. Review audit projects. Draft audit findings. Prepare regular progress reports on assigned audit areas. Prepare final audit reports Provide input to the audit methodology maintenance and development. Distribute audit questionnaire papers for identified risks pertaining the various audit. Provide input to the enhancement of audit methodology and techniques. Formulate an audit program based on the outcome of the preliminary survey. Liaise with the Auditees and keep them abreast on an ongoing basis. Make recommendations regarding improving operations. Manage physical and human resources. Monitor and report on the utilization of equipments. 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. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure risk and compliance management. 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

**ENQUIRIES**

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.  
: Ms E Molelle Tel No: (012) 406 4294