

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 19 April 2022

**APPLICATIONS** : 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 12/13** : **DISTRICT MANAGER OPERATIONS (12 POSITIONS)**

**SALARY** : R1 073 187 - R1 264 176 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** : Eastern Cape: or Tambo District Municipality: (Umtata), Ref No: HRMC: 18/22/1a (1 Post)  
 Eastern Cape: Chris Hani District Municipality, (Komani-Queenstown), Ref No: HRMC: 18/22/1b (1 Post)  
 Free State: Mangaung Metro Municipality: (Bloemfontein), Ref No: HRMC: 18/22/1c (1 Post)  
 Gauteng: Ekurhuleni Metro Municipality: (Germiston), Ref No: HRMC: 18/22/1d (1 Post)  
 Gauteng: Johannesburg Metro Municipality: (Johannesburg CBD), Ref No: HRMC: 18/22/1e (1 Post)  
 KwaZulu-Natal: King Cetshwayo District Municipality: (Richardsbay), Ref No: HRMC: 18/22/1f (1 Post)  
 KwaZulu-Natal: Umgungundlovu District Municipality: (Pietermaritzburg), Ref No: HRMC: 18/22/1g (1 Post)  
 Limpopo: Capricorn District Municipality: (Polokwane), Ref No: HRMC: 18/22/1h (1 Post)  
 Limpopo: Mopani District Municipality: (Giyani), Ref No: HRMC: 18/22/1i (1 Post)  
 Northern Cape: John Taolo Gaetsewe District Municipality: (Kuuruman), Ref No: HRMC: 18/22/1j (1 Post)

Northern West: Bojanala District Municipality: (Rustenburg), Ref No: HRMC: 18/22/1k (1 Post)

Northern West: Ngaka Modiri Molema District Municipality: (Mmabatho), Ref No: Hrmc: 18/22/1l (1 Post)

**REQUIREMENTS**

: An undergraduate qualification in Operations Management /Social Sciences or Leadership, Management or Administration at (NQF level 7) as recognized by SAQA. 5 years' experience in middle / Senior management level is required. Extensive experience in Operations Management is required. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge and understanding of Civic Services Act as well as the Immigration Services Acts. Knowledge of the Public Service Regulatory Framework. Knowledge and understanding of departmental legislation and prescripts. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Program and project management. Change, knowledge and information management. Decision making and initiating action. Communication, business report writing and presentation skills. Influencing and networking. Planning and Organising. Logistics and Operations management. Research methodology and analysis. Policy development, diplomacy and computer skills. A valid drivers' license, willingness to travel and work extended hours.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Oversee the management and the oversight of Inspectorate activities in the District Municipality. Coordinate the district inspectorate services. Manage Immigration operations (e.g. inspectorate, law enforcement, deportations and inspectorate functions). Manage the collaboration of law enforcement agencies in combating with illegal immigration, (corruption, fraud, human, human trafficking and human smuggling). Manage the effective compliment, speedy and humane management of deportation of transgressors of the immigration Act. Coordinate the effective and consistence investigation of non-compliance to the Immigration Act, Refugee Act and other departmental legislation. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Ensure efficient management of risk and audit queries to obtain an improved audit outcome in the District / Metro Municipality. Identifying policy gaps, provide inputs and comments on drafting policy documents. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District. Develop the Operational plan for prioritisation and resource planning. Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and

effectiveness in service delivery. Oversee operations and activities of all Inspectorate to meet the needs of the clients in line with the departmental service standards. Provide strategic direction within the District Municipality. Manage the delivery of the Operational plan 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 and new legislation on are of work. Ensure the implementation of innovative initiatives. Provide executive support in the District. 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 District. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the District. Ensure effective development and management of internal service level agreements. Ensures effective alignment of Civic and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district. Recommend and implement performance improvement initiatives. Ensure effective and compliant implementation of performance management within the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civic 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 Metro- 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 all stakeholders. Represent the District at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder's relationship related to the delivery of services. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government. Manage human, physical and financial resources 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. Ensure management of external contractors and suppliers. Ensure that Finance, supply chain and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the Unit (attraction, retention, development). Ensure the implementation of performance management system. Ensure the management grievances, discipline and terminations in the District Municipality. Lead and direct staff in the District so that they are able to meet the departmental objectives. Ensure that managers are equipped with the required skills to manage transformation and transition.

#### **ENQUIRIES**

: Eastern Cape: Mr S Mapukata, Tel No: (043) 604 6418  
 Free State: Ms B Sekonyana, Tel: No: (051) 410 3902  
 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039  
 KwaZulu-Natal: Ms N Tshezi, Te No: (031) 845 5003  
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802  
 Northern Cape: Ms S Botha, Tel No: (053) 807 6706  
 North West: Ms M Seleke, Tel No: (018) 397 990

#### **APPLICATIONS**

: Quoting the relevant reference number, direct your CV, copy of ID, valid driver's license and highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to the specific E-mail address below:  
 Eastern Cape: [ECrecruitment@dha.gov.za](mailto:ECrecruitment@dha.gov.za)  
 Free State: [FScruitment@dha.gov.za](mailto:FScruitment@dha.gov.za)  
 Gauteng: [GPreruitment@dha.gov.za](mailto:GPreruitment@dha.gov.za)  
 KwaZulu-Natal: [KZNrecruitment@dha.gov.za](mailto:KZNrecruitment@dha.gov.za)  
 Limpopo: [LIMrecruitment@dha.gov.za](mailto:LIMrecruitment@dha.gov.za)  
 Northern Cape: [NCrecruitment@dha.gov.za](mailto:NCrecruitment@dha.gov.za)  
 North West: [NWrecruitment@dha.gov.za](mailto:NWrecruitment@dha.gov.za)

- POST 12/14** : **DIRECTOR: NETWORKS, REF NO: HRMC 18/22/2**  
 (This is a re-advertisement, candidates who previously applied and are still interested, would need to re-apply).  
 Branch: Information Services, Chief Directorate: Infrastructure Management.
- SALARY** : R1 073 187 - R1 264 176 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 Information Technology /Computer Science and related qualification at (NQF level 7) as recognized by SAQA. 5 years' experience in middle management/Specialist is required. Extensive experience years' experience in IT Networks is required. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Experience in managing a network with not less than 300 users. Extensive experience in a LAN and WAN environment essential Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge and understanding of network concepts, architectures and protocols. Sound knowledge of Minimum Information Security Standards (MISS), The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation and prescripts. Knowledge of LAN and WAN. Strategic capability and leadership, service delivery innovation, client orientation and customer focus. Change management, accountability and decision making. Conflict management and resolution. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organising. Computers and networks. Technology design (Networks), telecommunications, troubleshooting, high level L2 and L3 networking skills. A valid drivers' license, willingness to travel and work extended hours, weekend and on call are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the implementation of WAN and LAN operations. Direct, plan, organise, and manage operations for stability, availability and integrity of the organization's IT network infrastructure. Manage the delivery of critical support services for day to day IT network operation, data communications, and telecommunications according to the required time frames. Manage and development and implementation of LAN and WAN environment. Oversee the designing and availability communication infrastructure in the department. Ensure approval and recommend the usage of new or changed standards to ensure improved efficiency, effectiveness and robustness. Manage the project work and producing weekly/ monthly reports in relation to network infrastructure and other problems. Provide input into the estimation and scheduling of implementation of activities. Manage and ensure the implementation of identified potential threats and liaise with IS Security for resolution/ addressing threats. Manage the development of identified policies and standards and guidelines to be followed by DHA to ensure safe keeping of networks. Provide support to the Chief Directorate regarding reporting requirements of the function. Maintain relationship with service providers (Internet Service Providers, SITA, and other network infrastructure services companies). Manage and ensure bandwidth to ensure adequate capacity throughout the Department. Liaise with IS security to ensure minimisation of threats such as intrusion. Manage the performance of external Service Providers. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan and ensure effective prioritisation and resource planning. Provide strategic direction to the Unit. Manage and monitor the delivery of the operational plan against the agreed objectives and time frames. Report on the performance of the directorate against the business plan and APP to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Provide advice and guidance on network aspects and matters. Ensure alignment of the networks' strategy with

the overall Departmental strategy. Ensure operational efficiency and service delivery improvement of network support in the Department. Oversee the availability of the network throughout the Department. Direct testing and analysis on all elements of the network facilities, including software, power and communications infrastructure. Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation. Manage and ensure that the network infrastructure is effectively maintained and monitored. Monitor network performance and provide security measures in conjunction with IS Security Unit, troubleshooting and maintenance as needed. Develop policies and procedures in conjunction with the policy and strategy Directorate. Manage projects in conjunction with Special Initiatives to ensure that are implemented to best practice network standards. Create and build partnerships with various internal Stakeholders in order to enforce compliance. Ensure collaboration with IS Governance to ensure the effective planning, maintenance and management of the Departmental Network. Oversee effective capacity planning of the network. Enforce high quality transmission on the network. Ensure good governance and compliance within the Directorate. Provide inputs to IS business Units in the development of processes and procedures and ensure effective implementation. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Represent the directorate at management and other government forums. Monitor and ensure compliance with legislation, regulations and Departmental policies and procedures. Manage human, physical and financial resources. Manage the budget and monitor that expenditure is in line with financial requirements and the Directorate's objectives. Manage external Contractors and Suppliers within the Directorate in an effective and efficient manner. Liaise with internal business Directorate to ensure that Supply Chain Management and Asset Management are effectively managed. Submit proposals, plans and budgets in advance for all project initiatives that are required. Agree on the training and development needs of the Directorate and ensure that these are acted on. Manage the implementation of the employment equity plan within the Unit. Implement effective talent management processes within the Unit (attraction, retention, development). Manage the implementation of compliant performance management within the Unit. Manage grievances, discipline and terminations within the unit in accordance with departmental policies and prescripts.

**ENQUIRIES  
APPLICATIONS**

: Mr N Mabaso, Tel: (012) 406 4980  
 : Quoting the relevant reference number, direct your CV, copy of highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to: E-mail: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

**POST 12/15**

: **DIRECTOR: DRAFTING, REF NO: HRMC 18/22/3**  
 (This is a re-advertisement, candidates who previously applied and are still interested, would need to re-apply).  
 Branch: Institutional Planning and Support, Chief Directorate: Legal Services, Directorate: Drafting.

**SALARY**

: R1 073 187 - R1 264 176 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. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. 5 years' experience at a Middle Management level, in the area of legislative drafting. Extensive experience in legislative drafting, legal research and the provision of legal opinions. Admission as an Advocate or Attorney will be an added advantage. Knowledge of drafting standards and style in the Republic. Knowledge of the South African Constitution. Knowledge of the Public Service Act and its Regulations. Knowledge of the Public Service Act and its Regulations. Knowledge of Public Finance Management Act. Understanding of the departmental legislation as well as Human Resources legislation and prescripts. Client orientation and customer focus. Honesty and integrity. Communication, negotiation and presentation skills. Knowledge management. Decision making. Problem

solving and analysis Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills. A valid drivers' license, willingness to travel and work extended hours when required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure implementation of legislative drafting and service delivery improvement within the Directorate. Action legislative programmes identified in the Strategic Plan of the Department. Oversee the drafting, vetting, promotion and finalisation of all identified amendments to legislation. Ensure effective implementation of legislative review processes. Oversee the effective implementation of processes and system enhancements within the Directorate. Develop identified standard operating procedures. Ensure effective and efficient service delivery against agreed timelines. Drafting and amending primary and secondary legislation administered by the Department. Drafting and scrutinising of international Agreements and Memorandum of understanding to be entered into by the Department. Create and build partnerships with various internal and external Stakeholders in order to enhance service delivery. Manage the escalation of legal issues where appropriate to the Chief Director. Provision of professional legal advice to the Department. 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 operational plan to the CD/DG. Develop technical expertise within the Directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on drafting 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 implementation of policies and procedures, directives, Acts and regulations. Develop and review legal policies and code 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 process 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 Departmental policies and procedures. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objectives. Monitor and report on the utilization of equipment. Ensure that the preparation of the budget is in line with Strategic Plans & Department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Directorate 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. Ensure compliance with all audit queries within the Directorate. Represent the Directorate at management and other government fora. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES**  
**APPLICATIONS**

: Ms C Mocke, Tel No: 082 301 8580  
: Quoting the relevant reference number, direct your CV, copy of ID, valid driver's license and highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to: E-mail: [legalrecruitment@dha.gov.za](mailto:legalrecruitment@dha.gov.za)