

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 03 June 2022

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; 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). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. 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 18/176 : **REFUGEE RECEPTION CENTRE MANAGER REF NO: HRMC 28/22/1**

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 : Western Cape: Refugee Reception Centre - Cape Town
: An undergraduate qualification in Public Management or Administration / International Relations / Social Sciences or related field at NQF 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level within the related field. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge of the South African Constitution. Knowledge of the government's Programme of Action and Priorities. Knowledge of South African Governmental Structures including Cluster forums and parliament. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act as well as the Public Service Regulations Act. Knowledge and understanding of all relevant 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 management, communication and decision making. Problem solving and analysis. Business report writing, presentation

DUTIES

and interpersonal skills. Planning and organizing. Influencing and networking. Commercial and negotiation skills. Computer literacy.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the operations at the Refugee Reception Centre. Ensure effective and efficient service delivery in the Refugee Reception Centre. Ensure the effective implementation of standard operating procedures in the processing of asylum seeking applications. Ensure quality of decision taken in refusal / acceptance of asylum seeking applications. Ensure coordination of information and monitor statistics with regards to the issuing of asylum seeking applications. Monitor and evaluate compliance with the purpose for which asylum seeking permits were granted to applicant. Manage relevant projects and programs including public campaigns on documentation used by refugees. Liaise with the Standing Committee for Refugee Affairs (SCRA) and Refugee Appeal Board (RAASA) on refugee matters. Management stakeholder relations in the Refugee Reception center. Manage the development and implementation of policies, procedures, directives and regulations. Coordinate in development of the business plan for the office and ensure effective prioritization and resource planning. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the sub-directorate against the business plan to the Director. Develop professional expertise within the sub-directorate and keep abreast of stakeholder management trends and new developments. Provide advice and guidance on stakeholder forums matters. Ensure the implementation of innovative initiatives within the unit. Develop and review campaign policies and code of practice for the unit. Implement governance processes, framework and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulation and DHA policies and procedures. Ensure effective and effective application and utilisation of resources within the Directorate. Implement effective talent management including acquisition. Retention and development of talent. Implement effective Performance Management of all staff reporting to the Deputy Director. Ensure the effective utilisation of technology infrastructure within the functional units. Manage leave and other Human Resources administration requirements within the units. Review and ensure effective workflow and capacity planning. Encourage, reward and propagate a culture of the customer focus, empowerment, counter corruption and service delivery. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Establish contact with all stakeholders on matters relating to implementation of the campaign. Ensure a good and healthy relationship with Directorate and all relevant stakeholders. Participate and contribute to relevant cluster and forums regarding matters relating to implementation of campaign. Develop relationships across diverse group groups of stakeholders. Manage interdepartmental relations especially with municipalities in order to advance and promote the objectives of the campaign. Constant liaison and networking with relevant stakeholders. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipments. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. 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.

ENQUIRIES
APPLICATIONS
NOTE

: Mr M Madumisa Tel No: (012) 406 2543
: Email to: imsrecruitment@dha.gov.za
: 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 a valid 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

OTHER POSTS

- POST 18/177** : **SPECIALIST: BUSINESS PROCESS ENGINEER REF NO: HRMC 28/22/2**
Branch: Information Services
Chief Directorate: Applications Management
- SALARY CENTRE REQUIREMENTS** : R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
: Head Office, Pretoria
: An undergraduate qualification in Information Technology / Business Management at NQF Level 6 as recognized by SAQA. Minimum of 3 years' experience in Process Engineering and Re-engineering environment as well as Business Analyst experience. Proven experience of process management, engineering and design. Experience in developing strategies for IT itself related to enabling and sustaining IT strategies for the business. Experience in running and leading transformation programs and / or work-stream within a programme relative to methods improvement. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of development methodology and processes, System Development Life Cycle (SDLC) and Data Modelling. Knowledge of Minimum Information Security standards (MISS) and Minimum Interoperability Standards (MIOS). Knowledge of Public Service Regulatory Framework. Knowledge of the Departmental Legislations and Prescripts. Knowledge and application of the GITO Requirements and Frameworks. Client orientation and customer focus. Computer literacy. People Management and empowerment. Financial, Change and Project Management. Business management and decision making. Communication. Conceptual thinking ability. Strong analytical, numerical, interpersonal and research 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: Coordinate, evaluate and monitor re- engineering processes. Analyse process improvement and re-engineering methodologies and principles to conduct process modernization. Identify processes to be re-engineered and develop re- engineering strategies. Conduct system integrations for critical subsystems in the organisation. Oversee Data models and database integrations exercises. Provide support for transitioning existing organizations or project teams in accomplishing the organization's goals and objectives. Demonstrate experience and leadership in organisational change programmes. Facilitate the activity and data modelling, define workflows through IT Process landscape and identify best practices. Ensure improvement opportunities and plan the implementation of the new business processes. Provide guidance on how to identify, assess, diagnose and deliver method of improvement. Lead process engineering through transformation / continuous improvement effort. Manage and implement re- engineering programmes. Defines project scope and objectives, presents assessment of current business processes, identifies and recommends potential interventions. Liaise with project team and IT technical partners regarding the re- engineering process. Leads the re- engineering process design projects. Presents deliverables for quality control inspections on business process engineering. Ensure the implementation of effective risk and compliance management practices. Ensure 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. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit. Ensure compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Demonstrate skills and proficiency in process engineering (new and enhanced process and/or workflows). Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service. Manage human, financial and physical resource within the Unit. Report on the performance of the unit against operational plan, business requirements and targets. Manage financial resources of programmes, asset management and projects in accordance with Public Finance Management Act, Supply Chain and procurement framework. Provide process guidance, expertise and mentoring to engineering team. Identify and monitor financial risks in relation to the projects in the Unit.
- ENQUIRIES APPLICATIONS** : Mr T Kunene Tel No: (012) 406 2565
: 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
- 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 a valid 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
- POST 18/178** : **SPECIALIST: PROGRAMMER REF NO: HRMC 28/22/3**
 Branch: Information Services
 Chief Directorate: Application Maintenance and Support
- SALARY CENTRE REQUIREMENTS** : R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
 : Head Office, Pretoria
 : An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. 5 years' experience in database administration of technology-based solutions and supervisory. Functional experience in administering Microsoft SQL server and Oracle databases. Experience in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS). Experience in ETL (Extract-Transform-Load) development / data integration. Experience in SQL Server Clustering and HA technologies including mirroring, log shipping, failover cluster and various replication technologies would be an advantage. Experience participating in a team that is using Agile methodologies and tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Knowledge of other databases like MySQL and Oracle. Sound knowledge of programming languages and databases. Understanding of project management processes. Knowledge of State of Information Technology Act (SITA). Capability and leadership. Business continuity, project management, service delivery and innovation. Expenditure management. Excellent time management skills. People management. Client orientation, sound persuading and influencing. Excellent verbal and written communication skills, including communicating technical issues to non-technical issues audiences. Problem solving and analysis. Ability to brief all management levels. Ability to work independently and collaboratively in a team environment. Strong critical thinking and problem solving skills. Computer coding / programming. Troubleshooting. Computers and systems. A valid drivers' license and willingness to travel. On-call and working extended hours may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and implement the design and programming of systems and processes. Coordinate and implement of each program in comparison to the costs of the application's maintenance and operations. Design workflow charts and diagrams that describe input, output and logical operation and convert them into series of instructions coded in a computer language. Coordinate and recommend on cost by identifying duplication, redundancy and which programs can be replaced. Coordinate and maintain quality and expected lifespan of programming systems. Coordinate programming request, reports in relation to the cost to own and the business value delivered. Participate in the development of programming strategies on future development and enhancements. Conduct programming specifications and evaluation. Establish and implement programming specification per business requirements. Coordinate and assess the database and process documentation. Develop and implement program modules into production. Build partnerships with various stakeholders (internal and external). Develop and maintain excellent relationships with many different technical and business leaders. Collaboration with others within the department to ensure the internal clients receives the right solution and has a clear path moving forward. Manage customer satisfaction and expectations through communication channels. Work with diverse audiences including highly technical IT professionals, developers, architects and executive management. Ensure any solutions within the specific specialism fits with strategic and technical direction. Provide support to clients to solve technical challenges with the Microsoft Products. Liaise with Microsoft and third party vendors. Develop and maintain excellent relationships with various technical and business leaders. Ensure successful

business transformation. Compile tactical plans aligned to business requirements. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry developments. Ensure successful system and process enhancements, updates and amendments. Work closely with stakeholders to ensure service delivery execution. Ensure effective Governance and Compliance. Keep up with the leading trends and technologies. Develop plans for improving the environment from a reactive culture to dynamic databases. Produce enterprise-level designs for database for departmental initiatives. Identify opportunities to innovate, extend and enhance service delivery. Create and maintain database for domain technologies. Ensures IT requirements are met and service quality maintained when introducing new services. Coordinate the development and implementation of Standard Operating Procedures (SOPs) and guidelines. Develop work plans and estimates as they relate to systems integration work tasks and team members. Manage the human, financial and physical resources in the unit. Develop work plans and estimates as they relate to systems integration work tasks and team members. Provide inputs into the compilation of the annual budget. Monitor the expenditure is in line with financial requirements and the unit's objectives. Make recommendation external contractors and suppliers within the unit in an effective and efficient manner. Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed. Monitor the implementation of strategies, policies and procedures within the unit. Ensure effective capacity planning of IS resources in the unit.

ENQUIRIES : Mr M Makgoka, Tel No: (012) 406 2718
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

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 a valid 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

POST 18/179 : **SPECIALIST: APPLICATION DEVELOPER REF NO: HRMC 28/22/4 (X2 POSTS)**
 Branch: Information Services
 Directorate: Solution Delivery

SALARY : R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Information Technology or related field at NQF 6 as recognized by SAQA. A minimum of 5 years' experience as Specialist/ Junior Management/Assistant Director Level. Extensive experience in Applications Management environment. Sound experience in programming languages e.g Java, .net, C++, PHP, Python, HTML, JavaScript and VB. Solid experience in applications / systems development. Experience in different application development tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge and ability to demonstrate through understanding of application development within a complex project and organization. Knowledge and understanding of State of Information Technology Act (SITA). Working knowledge of the following database e.g SQL, Oracle and MySQL. Knowledge of system development methodology and processes. Understanding of the development challenges presented when applications or components of applications are developed in isolation or in conjunction with interfacing applications. Capability and leadership. Business continuity, project management, service delivery and innovation. Expenditure management. Excellent time management skills. People management and empowerment. Client orientation and customer focus. Dealing with pressure and setbacks. Excellent verbal and written communication skills. Problem solving and analysis. Ability to translate Technology language in to English. Planning and organising. Presentation

skills. Systems development, decision making, conflict and expenditure management.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate the development and implementation of new systems according to specifications. Analyse user requirements specifications and develop technical, functional and non-functional specification. Ensure the interpretation and translation of user requirements into design specifications and functions specification. Manage and support the design and development of application components/functionality, integration and configuration requests. Ensure that the application development tasks are performed (entering time, updating work orders, updating knowledgebase, providing status reports, etc.). Ensure that applications development documentation are written and maintained (operation of program, user manuals and requirements). Oversee the creation of definitions of applications and use the specific definition of an application. Create a catalog of new and existing applications that are installed in the Department. Oversee the development of a release plan and coordinate the implementation of tested and approved systems. Coordinate and provide technical leadership and advice on applications development matters. Measure the financial benefits of each application in comparison to the costs of the application's maintenance and operations. Make recommendations on managing cost by identifying duplication, redundancy and which systems can be replaced. Gather information about existing applications, the cost to build and maintain applications, quality of the application, and expected lifespan. Provide detailed reports on the performance of the applications in relation to the cost to own and the business value delivered. Provide input into applications strategy by planning future upgrades, enhancements, etc. Build partnerships with various stakeholders (internal and external). Develop and maintain excellent relationships with many different technical and business leaders. Collaboration with others within the Department to ensure the internal clients receives the right solutions and has a path moving forward. Manage customer satisfaction and expectations through communication channels. Work with diverse audiences including highly technical IT professionals, Developers, Architects and Executive management. Ensure any solutions within the specific specialism fits with strategic and technical direction. Provide support clients to solve technical challenges with the Microsoft Products. Liaise with Microsoft and third party vendors. Develop and maintain excellent relationships with various technical and business leaders. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the Unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Manage human, financial and physical resource as and when required. Develop the workplan for the unit. Participate in the development of the operational plan. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of complaint performance management within the Directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the Unit. Manage and monitor assets in the Unit with the Supply Chain Management framework. Manage and ensure employees are equipped with the required skills and resources to perform optimally.

**ENQUIRIES
APPLICATIONS**

: Mr L Kgopa Tel No: (012) 406 2554
: 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

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 a valid 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

<u>POST 18/180</u>	:	<u>ENTERPRISE ARCHITECTURE (IS) REF NO: HRMC 28/22/5 (X2 POSTS)</u> Branch: Information Services Chief Directorate: IS Governance
<u>SALARY</u>	:	R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience as specialist / Assistant Director level at Enterprise Architecture / IS Governance environment. Experience in IS governance processes. Certificate in The Open Group Architecture Framework (TOGAF) will be an added advantage. Knowledge of State Information Technology Act (SITA), the GITO Frameworks and policies. Understanding of the Public Service Regulations. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Departmental and Human Resource Management Regulatory Frameworks. Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT Policy Framework. Accountability, capability and leadership. Business continuity. Ability to translate IT language into English. Enterprise architectural skills. Expenditure management. Programme and project management. Business analysis and time management. Stakeholder relations and customer focus. Conflict management and resolution. Communication, presentation and facilitation skills. Business report writing. Problem solving and strong analytical skills. Influencing and networking. Computer literacy. Modelling skills and data analysis. A valid drivers' license and willingness to travel. On-call and working extended hours may be required.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Develop, coordinate and implement models for the respective Enterprise Architecture domains. Ensure that all IT Solutions are in compliance with Enterprise Architecture Principles. Understand the business needs for the development of IT solutions. Coordinate, obtain, define, and explicitly represent various artefacts within Government Wide Enterprise Architecture Framework (GWEA) Framework. Develop and implement methodologies and techniques for modelling technologies for enterprise architecture domains. Conduct audit compliance within the Enterprise Architecture standards. Keep abreast with the latest technology in order to provide advice on technology trends to the department. Develop enterprise architecture artefacts including current state architecture, gap analysis and target state. Develop enterprise architecture roadmaps, referential architecture patterns and technology standards. Ensure an increase in re-use and reduced redundancy/ duplicate in technology and application designs. Manage compliance of the software and version used. Ensure alignment to Enterprise architecture principles throughout the life cycle of project initiatives. Coordinate and develop Enterprise Architecture plan, strategies, policies and processes within DHA. Develop and review Enterprise Architecture for the department. Coordinate all the Enterprise Architecture activities. Translate and map departmental strategy into IT Strategy. Provide in-depth analysis of the business needs. Assist in aligning business and enterprise initiatives with the Enterprise Architecture. Provide an advice to senior business management on business and information integration strategies. Develop weekly and monthly EA plans. Build and maintain relationship with various Internal and External stakeholders. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on enterprise architectural matters. Benchmark with various institutions for best practice. Revisit, review and streamline all processes to ensure accuracy and efficiency. Participate in the implementation improvement of change management projects. Facilitate best practices to contribute towards improved change management matters with stakeholders. Ensure operational efficient and service delivery improvement in the Department. Ensure operational efficient and service delivery improvement in the department. Communicate with different stakeholders both within and outside the department on EA matters. Assist the department to accomplish goals and needs through architecture activities. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/actions to ensure that client is compliant. Establish and implement a quality control, norms and standards framework for human

resource stakeholder interaction and service delivery. 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. Manage physical, human and financial resources. Provide inputs into the compilation of the annual budget. Monitor expenditure is in line with financial requirements and the unit's objectives. Manage external contractors and suppliers within the unit in an effective and efficient manner. Liaise with internal business unit 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 within the unit. Ensure that staff is motivated and committed to the vision and goals.

- ENQUIRIES** : Mr M Nkadameng Tel No: (012) 406 2576
- 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
- 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 a valid 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
- POST 18/181** : **SPECIALIST: COMMUNICATION INFRASTRUCTURE SECURITY REF NO: HRMC 28/22/6**
Branch: Information Services
Chief Directorate: Infrastructure Management
- SALARY CENTRE REQUIREMENTS** : R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
: Head Office, Pretoria
: An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. 3 years' experience at Assistant Director / Specialist / Junior Management. Experience in content filtering, antivirus, patch management, secure virtual private networks and biometric access. Experience in firewalls, Intruder detection and prevention. Knowledge of database security, server security and network security. Knowledge of policies, procedures, standard, encryption, government legislation. Knowledge of the Human Resource regulatory framework and departmental legislation and prescripts. Knowledge of Public Service Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS). The position paper on information security ISO 17799 (Information Security framework). Knowledge of National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the State Information Technology Agency Act 88 of 1998. Capability and leadership. Accountability, time management and ability to translate IT language into English. Project management, business continuity and conflict management. Decision making. People management. Presentation and training. Report writing. Planning and organizing. Team work. Strong analytical skills. Verbal and written communication. Problem solving. Stakeholder relations and customer focus. IT security management skills. A valid driver's licence and willingness to travel. Extended working hours will be required. Perform on-call duties is required occasionally.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate, identify develop and monitor communication security frameworks, systems, processes and procedures. Coordinate and control the communication security system by providing dynamic, wireless bridging in the event of disruption of the backbone at critical junctures. Prevent threats imposed on the backbone communication networks and their core. Prevent insider attacks that may easily circumvent all the counter measures

designed for outsider attacks. Protect the all-optical departmental network infrastructure to embedded sufficient intelligence and learning capacity to networks such as that it heals damages by itself and from unforeseen. Design, install and administer the intruder prevention, fire wailing, network application security on all DHA communication medium according to all policies and legislation. Research new technologies to ensure audit readiness, technical design and expertise. Coordinate and systems security design within the department and provide technical advise for all security aspects of the project. Coordinate and monitor all security authentication and access control. Advise DHA security management team on technical issues associated with security solution deployment. Coordinate, monitor and implement fire wailing, intruder prevention, anti-virus, spy ware, service security i.e. Web server or databases, content filtering and patch management. Ensure compliance to IS Security and quality management frameworks. Monitor and detect violations and exceptions to the mandated requirements. Liaise with internal audit to facilitate compliance with audit information requirements. Work with internal and external auditors on enterprise level deficiencies and ensure that communication security systems are mitigated or properly controlled. Provide objectives assessments of the company's compliance to legislation governing the organization's information technology systems and industry-specific regulations. Provide advice and guidance to IS users regarding the effective implementation of security processes and procedures. Develop, document, maintain and measure compliance with respect to policies, procedures and standards. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/actions to ensure that the client is compliant. Conduct studies, analysis or specific projects relating to IS security management. Develop IS security training programs and internal memos. 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. Ensure successful business transformation. Compile tactical plans aligned to business requirements. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry developments. Ensure successful system and process enhancements, updates and amendments. Work closely with stakeholders to ensure service delivery execution. Manage resource (human, financial and physical) within the unit. Provide inputs into the compilation of the annual budget. Develop and implement a work plan according to the operational plan. Monitor the expenditure is in line with financial requirements and the directorate's objectives. Submit proposals and plans in advance for projects of the unit. Make recommendation external contractors and suppliers within the unit in an effective and efficient manner. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management system. Ensure that employees are equipped with the skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with PFMA and supply chain management framework. Identify and monitor financial risks in relation to the projects in the unit.

ENQUIRIES
APPLICATIONS

: Mr Z Khuzwayo Tel No: (012) 406 2522
 : 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

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 a valid 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

POST 18/182 : **SPECIALIST: STRATEGIC IS ALIGNMENT ANALYST REF NO: HRMC 28/22/7**

Branch: Information Services
Chief Directorate: IS Governance

SALARY CENTRE REQUIREMENTS

: R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
: Head Office, Pretoria
: An undergraduate qualification in Information Technology / Computer Science or IT related qualification at NQF level 6 as recognised by SAQA. Minimum 3 years' experience at Assistant Director / Junior Management / Specialist field in IT governance, compliance and risk management. Experience and knowledge of Cooperate Governance of ICT. Extensive experience in IS strategies alignment and analysis Extensive knowledge and implementation of CoBIT 5 (minimum) and IT governance processes. Knowledge of the DPSA CGICT Policy Framework. Knowledge of State Information Technology Act (SITA). Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Public Service Regulatory Framework. Knowledge of Public Service Regulations. Knowledge of the Departmental Legislations and Prescripts. Knowledge of CoBIT and ITIL framework. Strategic capability and leadership. Accountability, financial management and stakeholder relations. Business continuity, program and project management. Ability to translate IT language into English. Time management. Conflict management and resolution. Business report writing. Customer focus, problem solving, influencing and networking. Communication, presentation and sound analytical skills. Computer literacy. Strategic analysis. A valid driver's licence and willingness to travel. Extended working hours will be required. On-call duties is required occasionally.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and review strategic alignment and compliance within the Department. Define, manage and communicate a clear IT strategy to address business needs. Understand business strategies, priorities, issues and requirements in IS terms. Interpret Business Strategies into IT requirements, programme and initiatives. Conduct quantitative financial analysis to understand stakeholder implications of change programmes. Monitor and review services rendered by IS Branch to ensure customer satisfaction. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation IS initiatives. Manage the alignment of the IS strategy within the overall DHA strategy. Design, control and operate IT governance structures, capabilities, processes and tools for the Department. Monitor and adjust IT governance components according to business requirements. Liaise with all relevant Governmental Spheres regarding new IS initiatives and strategies. Coordinate, Identify and monitor the implementation of IS Strategic Initiatives. Conduct, review or coordinate feasibility, financial analysis and business cases for IS initiatives. Identify and monitor the implementation of IS strategic Initiatives. Coordinate the alignment and the implementation project, programmes or initiates. Monitor the benefit realisation and achievement of goals of IT- Business initiatives against business strategic goals. Coordinate the portfolio of initiatives within IS in conjunction with Special Initiatives Unit through monitoring and realignment of delivery and risks. Define and deploy relevant standards for solutions delivery, operations and performance management. Coordinate, maintain and implement IS strategy alignment control measures. Participate and contribute to the development of Annual Performance Plan, Operational and Business Plans. Monitor and frequently report the Branch Annual Performance Plans, Operational and Business plans. Coordinate business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements to ensure effective strategy executive. Recommend and implement continuous performance improvement initiatives. Liaise with various internal and external stakeholders. Benchmark with various institutions for best practice. Coordinate and monitor the industry trends and dynamics. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Implement successful system and process enhancements, updates and amendments within IS. Ensure that projects are implemented to best practice standards,

time, quality and budget. Facilitate best practices to contribute towards improved organizational performance. Report on the deliverance against the business plan to the Director. Build partnership with various internal and external stakeholders in order to enforce compliance and alignment. Develop, implement and appropriate policies, standards and procedures compliant with legislation and aligned to CoBIT. Cooperation with internal and external auditors and address audit findings. Ensure the IT steering committee operates as mandated including oversight of coordination of Committee meeting, minutes preparation and approval, documentation preparation and distribution and reporting action items. 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. Ensure compliance and adherence to 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. Establish and implement a quality control, norms and standards framework.

**ENQUIRIES
APPLICATIONS**

: Ms P Mosia Tel No: (012) 406 4536
 : 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

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 a valid 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

POST 18/183

: **SPECIALIST: IS RISK AND QUALITY REF NO: HRMC 28/22/8**
 Branch: Information Services
 Chief Directorate: Infrastructure Management

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
 : Head Office, Pretoria
 : An undergraduate qualification in Information Technology or related at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at Assistant Director / Junior Management Specialist. Extensive experience in IS risk analysis or quality assurance consulting. Experience in IS governance processes. Knowledge of software product development and quality assurance methodologies. Capability and leadership. Business continuity. Expenditure management. Project management. Conflict management and resolution. Accountability. Risk and Quality Management. Time management. Ability to translate IT language into English. IS Risk Management. Business report writing skills. Initiating action. Problem solving and analysis. Dealing with pressures. Presentation skills. Communication skills. Computer literacy. Influencing and networking. Data analysis skills. Quality management. Knowledge of software product development and quality assurance methodologies. Knowledge of the GITO Frameworks and policies. Knowledge of risk management tools and understanding of methods for reducing operational risk. Knowledge of State Information Technology Act (SITA). Knowledge of the Departmental Legislation and Prescripts. Knowledge of Human Resource Regulatory Framework. A valid driver's licence and willingness to travel. Extended working hours will be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and develop IS audit and risk structures, framework and practices. Develop quality and risk management frameworks for IS. Develop the implementation plans with identified IS risk and quality owners and risk sponsors and ensure approval. Establish the effective running of cross functional IS governance structures, systems and process. Liaise with other departments/ researching and collating needs and improvements. Access and implement information system controls, security, and business/ systems recovery programs or practices in accordance with risk and quality requirements. Coordinate and evaluate adequacy of IS controls. Facilitate the articulation and implementation of well-defined internal controls and measures to comply with audit requirements. Ensure development of disaster recovery plan in accordance with GITO Framework and maintain /update the plan

manually. Coordinate quality and risk management frameworks, systems, processes and procedures. Coordinate, identify and characterise risks in the different technological areas (General technology risks). Coordinate and conduct IT risk assessments and audits within the branch. Ensure consistency and uniformity of IS risk management processes in the branch. Coordinate and monitor the effective operation of IS risk management systems. Track risk management activities, including reporting, measuring and consolidation procedures. Prepare updates and reviews of the IS risk management program (risk register, process, status implementation). Consolidate and analyse the exposure to risks overall (viruses, overload, etc.). Coordinate and validate systems, software and quality assurance process. Conduct bi-annual tests with regards to recovery procedures. Coordinate risk and quality operations of the unit. Ensures appropriate technical standards and procedures are defined. Create and build partnerships with various internal stakeholders in order to enforce compliance. Plan and prioritise the portfolio of initiatives and ensure that the initiatives are defined in terms of their expected value to the business. Ensure the consistence monitoring of benefit realisation and customer satisfaction from IS initiatives implemented. Ensure that industry trends and dynamics are monitored and new technologies are subsequently evaluated for investment. Proactively invest and ensure implementation of new technologies to drive business performance. Ensure consistent alignment of technology initiatives with business goals and standards and take corrective action where required. Interpret business strategies, issues and requirements. Develop change programmes and projects to address them. Ensure the implementation of effective risk and compliance management practices. Monitor and detect violations and expectations to the mandated requirements. Liaise with internal audit teams to facilitate compliance with audit information requirements. Work with internal and external auditors on enterprise level deficiencies. Ensure that high- risk items are mitigated or properly controlled. Provide objective assessments of the company's compliance to legislation governing the organization's information technology systems and industry-specific regulations. Provide advice and guidance to IS users regarding the effective implementation of risk processes and procedures. Develop, document, maintain and measure compliance with respect to policies, procedures and standards. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/ actions to ensure that the client is compliant. Conduct studies, analyses or specific projects relating to IS quality and risk management. Develop IS risk management training programs and internal memos. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Comply with the departmental policies, procedures and Treasury Regulations to ensure that supply chain management and asset are effectively. Manage the (Human, Financial and Physical) resources in the unit. Provide inputs into the compilation of the annual budget. Monitor the expenditure is in line with financial requirements and unit's objectives. Liaise with internal business unit to ensure that supply chain management and asset management are affectively managed. Provide information relative to the identification and development of objectives, goals and strategy relative to individual functional areas.

- ENQUIRIES** : Ms P Mosia Tel No: (012) 406 4536
- 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
- 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 a valid 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
- POST 18/184** : **APPLICATION ADMINISTRATOR REF NO: HRMC 28/22/9**
Branch: Information Services
Chief Directorate: Application Maintenance and Support
- 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

: An undergraduate qualification in Information Technology / Computer Science or related at NQF level 6 as recognized by SAQA. 3 years' experience in Application Management environment. Solid experience in programming languages and system development and administration. Experience of systems analysis, prioritizing changes, reporting services and testing procedures. Experience and relevant knowledge in different maintenance and database tools, techniques. Knowledge of the basic configuration of the various systems used by DHA (National Population Register, EDMS, BAS). Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of all departmental Legislations and Prescripts. Sound knowledge of Minimum Information Security Standards (MISS). The position paper on information security ISO 17799. Knowledge of all departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Project Management and administration. Time management, business continuity and business report writing. Applications administration and maintenance. Ability to translate IT language into English. Conflict management and resolution. Supervisory and presentation skills. Work Style: foresight, analysis and logic, systematic and orderly planning. Proficient in development environment, Ms Office Suite, Visio, Ms Project. Problem solving and analysis. Teamwork, assertiveness and attention to detail. Ability to meet deadlines. A valid drivers' license and willingness to travel. On-call and working extended hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide End User application support relating to specified applications. Deliver telephone and physical support to end-user community on application related problems, questions, use and assist with resolution of errors. Track IS solution defects and their resolutions and make recommendations to Management in terms of trends. Research, plan, install, configure, troubleshoot, maintain and upgrade applications. Connect users to applications and provide initial training on applications where required. Perform installation services and upgrades for clients in accordance with the appropriate work order. Conduct maintenance of user roles and implement authorisation configurations. Ensure availability of applications to SLAs. Resolve system problems and document resolutions for future reference. Take actions to ensure prevention of defects. Implement tools to monitor and track application performance. Maintain and implement applications in accordance with business requirements. Collaborate with management regarding application changes. Ensure configuration and delivery of reports as delegated by Manager based on request from management and business analysts. Take ownership of application configurations. Collect information to analyse and evaluate existing Programme change requests. Coordinate the customization and adaptation of existing programs to meet users' requirements. Ensure effective execution of batch jobs, interface and output services. Ensure successful business transformation. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry and specifically international Public Sector developments. Oversee successful system and process enhancements, updates and amendments in the unit. Monitor and participate in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Comply 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. Ensure compliance and adherence to 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. Establish and implement a quality control, norms and standards framework. Manage physical and human resources. Develop an activity plan for the unit against the work plan. Assess performance of divisions against targets and objectives and recommend training and development interventions. Implement tools for efficient sharing of information and foster commitment of employees towards achieving similar objective. Monitor and report on the utilization of assets. Co-ordinate

memorandum of understanding, service level agreements and expenditure review. Evaluate and monitor performance and appraisal of employees. Recommend methods for improving performance and to integrate methods into the management of the organization. Ensure employee decision making, by developing new ideas, and personal expression. Ensure fairness and equitability exists among staff, and that ethical standards are upheld on a continual basis. Coordinates the process to ensure all employees are contracted during a given performance period and that PDP information is complete and aligned.

ENQUIRIES
APPLICATIONS

: Mr M Makgoka Tel No: (012) 406 2718
: 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

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 a valid 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