

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 27 June 2022

NOTE : Applications must be sent to the correct email address specified at the bottom of each position, on or before the closing date; submitted on the 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 21/81 : **CHIEF DIRECTOR: INTER-SECTORAL COLLABORATION AND INTERNATIONAL SERVICES REF NO: HRMC 36/22/1**
Branch: Institutional Planning and Support
Chief Directorate: Inter-Sectoral Collaboration and International Services

SALARY : R1 269 951 - R1 518 396 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria
: An undergraduate qualification in Political Science / International Relations / Public Administration at NQF level 7 as recognized by SAQA. 5 years' experience at Senior Managerial level in International Relations or Political Science environment. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge of Public Service Regulatory Framework. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework. Knowledge of South African Foreign Policy. Knowledge of the Departmental Legislations and Prescripts. All relevant Departmental, Human Resources Frameworks and other Public Service Acts, Regulations and prescripts. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management

and empowerment. Financial management, honesty and integrity. Programme and project management. Change management, communication, knowledge and information management. Deciding and initiating action. Problem solving and analysis. Business report writing, influencing and networking. Planning organising and time management. Presentation skills. Coaching and facilitating. Conflict management, delivering results, policy development and diplomacy. Business acumen, Research Methodology and Analysis. A valid driver's license, willingness to travel and working extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: To manage and coordinate international participation and engagements. Ensure the effective execution and rendering of support for all international engagements relating to multilateral and bilateral matters. Ensure the effective rendering of protocol services for Minister, Deputy Minister, Director-General and foreign travels and dignitaries to and from South Africa in matters relating to the Department. Manage DHA alignment to South African foreign policy objectives. Ensure maintenance and good diplomatic relations. Provide strategic leadership and direction in terms of policies and procedures. Participate in the development of the strategy of the Department. Provide expert advice and guidance to the Chief Directorate and the Department in terms of cluster issues, parliamentary matters and international relations. Responsible for strategic guidance and expert advice. Coordinate Parliamentary questions, selected / cluster committees and cabinet matters. Manage support services related to parliamentary matters, portfolio selected / cluster committees and cabinet matters. Manage stakeholder relations. Ensure effective coordination and compliance in terms of the implementation of cluster priorities, cluster decisions, government programme of action. Ensure coordination of the execution of all inputs resulting from the Department's participation in inter-governmental structures on different governmental spheres. Ensure consolidation of responses and submission of comprehensive progress reports on cluster matters. Ensure the effective coordination and provision of support to the Ministry regarding parliamentary issues and cabinet memorandums. Ensure the provision of support to selected portfolio committees in terms of the collation and submission of required information. Ensure implementation of the business plans of the Unit. Monitor and report on the performance of the Unit against the objectives of the DHA Strategic Plan and Government Imperatives. Ensure the development and implementation of governance processes, frameworks and procedures within the Chief Directorate. Ensure compliance with all audit requirements, quality and risk management framework, standards and procedures within the Chief Directorate. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures within the Chief Directorate. Manage physical, financial and human resource. Ensure that budget spending is maximised in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans and Department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate 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**

: Mr BT Mavuso Tel No: (012) 406 2871
: 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, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: ipsrecruitment@dha.gov.za

POST 21/82

: **DIRECTOR: MONITORING AND EVALUATION REF NO: HRMC 36/22/2**
Branch: Institutional Planning and Support
Directorate: Monitoring and Evaluation

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 Social Science / Public Administration / Management or related field at NQF level 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level in the related field. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge and understanding of Public Service legislations and prescripts. Knowledge of all departmental legislations and prescripts. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Programme and project management. Change management, communication, knowledge management. Decision making. Problem solving and analysis. Business report writing, influencing and networking. Planning and organising. Presentation, interpersonal and commercial skills. Computer literacy. Negotiation skills. A valid driver's license, willingness to travel and working extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the monitoring and reporting on organisational performance. Manage the development of monitoring framework and the Departmental Monitoring and Evaluation guidelines. Ensure the coordination and support of Monitoring process and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring capacity. Monitor and create awareness of the value of Monitoring in the Department. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Establish and maintain effective relationships and stakeholders with the view to enhance the Monitoring function. Ensure the evaluation of Organisation Performance. Coordinate the development and implementation of a three year evaluation plan in line with the National Evaluation Policy and guidelines. Liaise with programme managers in the Branches and Provinces to identify the policies, programmes or projects which should be evaluated, and ensure these are budgeted for. Obtain technical support as needed from DPME on evaluation in the Departmental evaluation plan. Maintain information where all evaluations conducted are accessible (unless there are security concerns), including data and materials. Manage the development of Evaluation Framework and the Departmental Monitoring & evaluation Guidelines. Provide guidance and contribute to building Evaluation capacity in the Department. Monitor and create awareness of the value Evaluation in the Department. Establish and maintain effective relationships with stakeholders with the view to enhance the Evaluation function. Provide strategic leadership and direction in terms of policies and procedures. Participate in the development of the strategy for the Department. Provide expert advice and guidance to the Chief Directorate and the Department in terms of monitoring, evaluation and reporting and reporting of organisational performance. Responsible for strategic guidance and expert advice. Ensure implementation of the business plans of the Unit. Monitor and report on the performance of the Unit against the objectives of the Departmental Strategic Plan and Governmental Imperatives. Ensure the development and implementation of governance processes, frameworks and procedures within the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the Directorate. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures within the Directorate. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures within the Directorate. Establish and maintain effective relationships with key Department Units such as Internal Audit, Planning, Research so as to collaborate, share relevant information and find synergies. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Analyse results and lessons learned and provide strategies for improvement of performance. Manage human, physical and financial resources. Ensure that budget spending is maximised in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate 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

- : Mr S Mthiyane Tel No: (012) 406 4353
- : 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, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: ipsrecruitment@dha.gov.za