

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : 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: CCrecruitment@dha.gov.za
- CLOSING DATE** : 15 July 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 24/50** : **DIRECTOR: INVESTIGATION REF NO: HRMC 43/22/1**
Brach: Counter Corruption and Security Services
Chief Directorate: Investigations
- 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** : Head Office, Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Law, Policing Management, Forensic Investigations or other related qualification at NQF level 7 as recognised by SAQA. An SMS Pre - entry certificate endorsed by National School of Government is required. Minimum of 5 years' experience in middle /senior management position conducting investigations in a law enforcement environment. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations, 2016. Knowledge of criminal prosecution and evidentiary laws. Knowledge of investigation techniques, methods and rules of evidence.

Knowledge of intelligent Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, Labour Relations Act and the Basic Conditions of employment Act. Knowledge of the Minimum Information Security Standards (MISS). Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. 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 as well as knowledge management. Decision making. Business report writing and investigative skills. Influencing and networking. Attention to detail. Planning and organising. Process analysis and improvement. Computer literacy. Conflict resolution and management. Information management. Interpersonal and presentation skills. Diplomacy and information security management. A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective investigative operations relating to fraud, corruption and syndicate cases involving Department's officials. Manage and scrutinize information received pertaining to fraud and corruption. Manage and monitor processes related to investigation to fraud and corruption. Manage and investigate fraud and corruption perpetrated by officials /syndicates within the Department. Investigate, verify and analyse fraud and corruption in line with investigation methodologies. Oversee and monitor the registration of DHA cases with law enforcement agencies. Manage, develop and interpret statistical information on investigations and open cases bottlenecks, volumes and trends. Ensure the timeous conducting of follow ups and provision of feedback to all stakeholders. Oversee the development and maintenance of the intelligence management system in the Branch. Testify in disciplinary and criminal proceedings as and when required. Identify investigation focuses, through profiling of officials, offices, individuals and syndicates. Manage and monitor the turn-around times of all investigation cases. Facilitate the recovery of losses on behalf of the Department by instituting criminal, civil or administrative recovery actions with relevant stakeholders. Provide strategic advice and guidance on fraud and corruption counter matters and best practice aspects. Oversee the effective implementation of investigation progresses and procedures. Provide technical expertise and ensure the implementation of innovation initiatives. Manage and analyse allegations and findings of investigation cases. Analyse allegations to ensure proper allocation within the mandate of the Branch. Oversee the investigation of cases. Monitor and report on progress of projects and cases registered with law enforcement agencies. Prepare reports to executive management of all projects and cases registered with law enforcement agencies. Ensure the pro-active identification of suspicious activities and individuals with a view to conduct investigations. Provide advice and support to investigators in certain high profile investigations. Provide support to various mandated stakeholders on fraud and corruption related projects. Manage the development of investigations strategies or measures to mitigate trends and risks. Support the development of preventative strategies to combat fraud and corruption within the Department. Quality assure all investigation reports. Compile management reports on status of investigations, findings and recommendations. Manage and report on collaborations with law enforcement agencies. Oversee the registration of projects and cases with law enforcement agencies, including digital forensic related matters. Support prosecution efforts of DHA cases. Provide guidance to DHA Investigators on the implementation of and reporting on projects and investigation files. Provide technical expertise on fraud and corruption matters to external stakeholders. Facilitate training to law enforcement agencies to ensure successful prosecution of DHA cases. Provide feedback on cases referred for recovery of losses by the Department. Build and maintain relationships with stakeholders. Ensure business transformation and partnerships with various stakeholders. Collaborate with law enforcement agencies on DHA fraud and corruption cases. Liaise with internal and external stakeholders on matters related to investigations. Benchmark with various institutions and oversee implementation of best practices. Coordinate, review and streamline all processes to ensure accuracy and efficiency. Manage physical, human and financial resources. Develop the operational plan for the Directorate and ensure effective implementation, prioritization and resource planning. Ensure that the preparations of the budget are in line with strategic plans and Department's objectives. Ensure proper implementation of the

budget by monitoring, projecting and reporting on expenditure. Coordinate Memorandum of Understanding, Service Level Agreements and expenditure reviews. Enhance and maintain employee motivation and cultivate a culture of performance management. Agree on the training and development needs of the Directorate and ensure that these are acted on. Ensure appropriate technical knowledge, capabilities and skills sharing with the Directorate. Manage the implementation of the Employment Equity Plan within the Directorate. Manage grievances, discipline and terminations within the Unit in accordance with Departmental policies and prescripts. Ensure compliance with all Departmental directives on resource management. Ensure good governance and compliance. Develop and implement governance processes, frameworks and procedures within the Directorate. Represent the Directorate at management and other government. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the Directorate.

ENQUIRIES

: Mr A Molatlhegi Tel No: (012) 406 2845