

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 29 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.

OTHER POSTS

POST 26/46 : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HRMC 49/22/1**
Branch: Immigration Services
Chief Directorate: Asylum Seeker 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 Public Management and Administration or related field at NQF level 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level. Knowledge of the South African Constitution. Knowledge of the Immigration Act, Refugee Act, 1998 (Act No. 1998), Public Service Regulations Act, Regulations, as well as Public Finance Management Act. Understanding of departmental legislation as well as Human Resources legislations and prescripts. Understanding of United Nations conventions and protocol relating to refugees, OAU protocols relating to refugees. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, 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 stakeholder management operations in the Chief Directorate. Coordinate activities within the Chief Directorate and ensure integration with other related business

Units. Support efforts to continually improve the business processes and practices within the Chief Directorate in order to achieve operational excellences. Act as liaison and establish relationships with all stakeholders. Establish and nurture effective relationships with all stakeholders on matters relating to Refugee Affairs. Promote and ensure effective stakeholder identification, analysis and management. Ensure that there is effective communication between the Chief Directorate and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage and implement strategic objectives and innovation within the Directorate. Provide leadership and strategic direction within the Directorate. Participate in the development of the strategy for the Department. Ensure the development of the Directorate's business plans in order to meet the strategic objectives of the business Unit. Responsible for strategic guidance and advice in terms of the effective and efficient internal control, compliance with regulatory frameworks governing the profession of internal audit. Plan, coordinate and conduct relevant meetings, including team, management and stakeholder meetings. Ensure compliance with all communication requirements within the Directorate. Effectively manage the performance of the Directorate against agreed service level agreements and targets. Determine resources required for the issuing financial year to achieve business Unit objectives. Develop and implement policy and procedure, directive, acts and regulations. Establish and sustain an environment where behaviour of staff demonstrates commitment, enthusiastic acceptance of responsibilities and high level of motivation and job satisfaction. Provide relevant, quality and user friendly product and service to our stakeholders. Develop and review communication policies and code of practice for the Directorate. Create and build relationships and partnerships with various internal stakeholders in order to enhance service delivery. Build relationship with external auditors and other assurance providers. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Plan the production of annual reports in line with corporate strategy. Manage physical, human and financial resources. Ensure the preparations of the budget are in line with the strategic plans and Department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure and ensuring that the budget spending is maximised in line with strategic objectives. Submit valid and certified invoices to Finance. 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. Identify the directorate human resource requirements and ensure that the unit is adequately staffed. Improved Recruitment turn-around times towards improved service delivery and under applicable vacancy rate. Manage the implementation of Performance Management and Development framework within the Business Unit. Manage and monitor the implementation of Absenteeism Management framework within Business Unit. Ensure good governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Establish the Directorate risk register and develop the mitigation strategy and monitor the implementation thereof. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit i.e implement Audit Action Plan and recommendations from Audit reports. Represent the Unit at management and other government forums

**ENQUIRIES
APPLICATIONS**

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

POST 26/47

: **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 49/22/2**

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**

: Eastern Cape: Provincial Manager's Office – King William's Town
 : An undergraduate qualification in Financial Management / Accounting or related at NQF level 7 as recognised by SAQA. Minimum of 5 years' experience in middle / senior managerial level is required. Experience in Financial Management and Administration environment. Knowledge of Supply Chain Management. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the

departmental Legislations and Prescripts. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the Public Service Regulatory Framework. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management and administration. Business continuity, accountability, time management, program and project management. Decision making. Financial risk management. Problem solving and analysis. Business report writing and presentation skills. Negotiation and communication skills. A valid driver's license, willingness to travel / on call or work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all IT Finances and support in line with PFMA and the Branch requirements and objectives. Manage, monitor the budget and expenditure in line with financial requirements and objectives. Manage the development of financial strategies and plans. Provide financial advice to determine the right approach to the market to deal with issues that might arise during the issuing of contracts and tenders. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Lead and direct the coordination and monitoring of IT budget processes and compilation of financial reports. Resolve and provide advice on all IT financial matters relating to the procurements of goods and services. Ensure compliance to policies, standards, and guidelines in line with recognised financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, Government Recognised and Accepted Accounting Practices (GRAAP). Lead and direct the financial and procurement systems (LOGIS and BAS). 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 and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan 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 application, maintenance and support aspects and matters. Identify applications, maintenance procedures and initiatives to improve business processes in order to facilitate effective services delivery. Ensure service delivery improvement within the directorate. Effectively manage the performance of the directorate against agreed service levels, business requirements and targets. Oversee the effective implementation of projects initiatives. Develop identified policies and procedures in conjunction with the policy and strategy directorate. Ensure effective and efficient service delivery within the department. Coordinate and manage relevant systems within the department to ensure that systems are implemented to IT best practice standards, time, quality and budget. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure that day to day operational service of applications are planned, delivered and measured. 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 human, financial and physical resource within the Unit. Report on the performance of the unit against Operational Plan, business requirements and targets. Manage the budget of the unit in an effective manner. Agree on training and development needs of the Unit. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. 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 required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Unit.

ENQUIRIES
APPLICATIONS

: Ms H Nomvete Tel No: (043) 604 6424 / 6433
: 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: civicsrecruitment@dha.gov.za