

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: Civicsrecruitment@dha.gov.za

CLOSING DATE : 15 August 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 28/54 : **DISTRICT MANAGER OPERATIONS (X5 POSTS)**
This is a re-advertisement, Candidates who have previously applied, and are still interested may re-apply.

SALARY : R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Eastern Cape: Chris Hani District Municipality, (Komani-Queenstown) Ref No: HRMC: 53/22/1a (X1 Post)
Gauteng: Ekurhuleni Metro Municipality: (Germiston) Ref No: HRMC: 53/22/1b (X1 Post)
Gauteng: Johannesburg Metro Municipality: (Johannesburg CBD) Ref No: HRMC: 53/22/1c (X1 Post)
Limpopo: Mopani District Municipality: (Giyani) Ref No: HRMC: 53/22/1d (X1 Post)

Northern Cape: John Taolo Gaetsewe District Municipality: (Kuruman) Ref No: HRMC: 53/22/1e (X1 Post)

REQUIREMENTS

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

DUTIES

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

service standards. Provide strategic direction within the District Municipality. Manage the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements and new legislations. Ensure the implementation of innovative initiatives. Provide executive support in the District. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure compliance with all audit requirements within the District. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the District. Ensure effective development and management of internal service level agreements. Ensures effective alignment of Civic and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the District. Recommend and implement performance improvement initiatives. Ensure effective and compliant implementation of performance management within the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro- municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Develop and maintain good relations within the department and all stakeholders. Represent the District at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder's relationship related to the delivery of services. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government. Manage human, physical and financial resources in the District Municipality. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the District. Ensure management of external contractors and suppliers. Ensure that Finance, supply chain and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the Unit (attraction, retention, development). Ensure the implementation of performance management system. Ensure the management grievances, discipline and terminations in the District Municipality. Lead and direct staff in the District so that they are able to meet the departmental objectives. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418
Gauteng: Mr P Mlangeni Tel: (011) 242 9039
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Northern Cape: Ms S Botha Tel No: (053) 807 6706