

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 23 September 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 only, 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 (applicants will submit only when shortlisted). 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 34/130 : **CHIEF DIRECTOR: PERMITS REF NO: HRMC 69/22/1**
Branch: Immigration Services
Chief Directorate: Permits

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 Legal / Public Management / Administration / International Relations at NQF level 7 as recognized by SAQA. 5 years' experience at a Senior Managerial level. Knowledge of the Constitution of South Africa. Knowledge of the Public Service Regulatory Framework. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF) and Government Planning Framework. Knowledge of all relevant Departmental, Human Resources Frameworks and other Public Service Acts, Regulations and prescripts. Knowledge of legislative prescripts pertaining to Immigration and Citizenship. Diplomacy, Economic Development, International Relations and law relating to migration. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment.

Financial management, communication, honesty and integrity. Program and project management. Change management. Knowledge and Information management. Decision making and initiating action. Presentation skills. Problem solving and analysis. Computer literacy. Business report writing, influencing and networking. Planning, organising and time management. Conflict management and negotiation skills. Diplomacy. Research Methodology and Analysis. Policy development, coaching and facilitating. A valid driver's license, willingness to travel and work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and ensure the administration of visa and permanent residence applications submitted to the Department. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to visa and permanent residence applications. Monitor the visa and permanent residence process to ensure that all targets are met. Oversee the execution of permit applications to enable movement of skilled workers to the country. Manage the determination of Critical skills and business sectors that are in National interest, in conjunction with other Departments and Institutions. Ensure proactive and cooperative liaison and collaborating with the key account representatives and stakeholders. Ensure effective needs assessment and solution design that is flexible and tailor made within the relevant policy and legislative prescripts. Manage accurate and timely service delivery to key large accounts. Ensure building and maintenance of effective partnerships with internal and external stakeholders. Manage the conducting of analysis of key customer requirements within a designated sector of the market segment, to ensure that the sector receives excellent service delivery from the Department. Manage and administer applications processed at the Directorate Functional Services. Oversee and manage all applications for exemptions received. Oversee and manage any Special Project that is approved and assigned to this Unit. Monitor the verification of visas and permanent residence permits. Ensure the listing of names in the visa - and entry stop list regarding fraudulent visas and permanent residence permits. Ensure effective management and handling of waiver applications submitted to the Department for Minister's consideration. Ensure compliance with the Immigration Act, Refugee Act, Citizenship Act, Travel Document & Passports Act, Identification & Identity Document Act in processing of all permits and visas. Manage and administer applications received from abroad and processed via Foreign Office Co-Ordination, including eVisa applications. Ensure the administration of all applications dispatched from Missions abroad to Head Office for processing. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to applications received from Missions abroad. Ensure effective management and monitoring of the adjudication process (consideration, approval, rejection) pertaining to applications received via eVisa. Monitoring of applications to ensure all targets are met. Manage the Stakeholder functions and relations pertaining to business, non-governmental and intergovernmental organizations of Regional Coordinators. Manage the coordination of Departmental functions in Missions abroad. Ensure the effective management of enquiries, complaints and other matters related to applications for enabling documents submitted at Missions. Ensure the continuous sharing of policy documents related to Departmental functions and support services on a timeous basis. Oversee the training needs of officials in Foreign Office Co-ordination and in Missions abroad. Ensure the updating of Country and Mission profiles in accordance with changing geopolitical environment. Oversee the compilation and analysis of reports and statistics from Missions abroad. Manage the transfer of officials to provide relief and additional support when required. Manage the requirements for oversight visits of Coordinators to support the Departmental functions performed in Missions abroad and risk management. Manage and administer review / appeal applications received by the Department in respect of applications adjudicated within the Chief Directorate. Manage the handling of review / appeal cases brought pertaining to permanent residence applications. Manage the handling of review / appeal cases brought pertaining to visa applications. Manage the handling of review / appeal cases brought pertaining to other decisions made within the area of responsibility of the Chief Directorate. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objectives. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & Departmental objectives. Ensure

proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memoranda of understanding, service level agreements and expenditure review. Report on the performance of the Chief Directorate against the business plan. Provide strategic direction, develop a business plan for the Chief Directorate and ensure effective prioritization, resource planning and development of staff. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Enhance and maintain employee motivation and cultivate a culture of performance management. Evaluate and monitor performance and appraisal of employees. Develop and review policies and code of practice for the Chief Directorate. Ensure compliance with policies, procedures, and prescripts. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with relevant legislation (both Acts and Regulations) and Departmental policies and procedures.

ENQUIRIES
APPLICATIONS

- : Mr Y Simons Tel No: (012) 406 4523
- : 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