

## 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](http://www.gov.za), by the closing date to:-Direct applications to the Department of Home Affairs Office as follows:- Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- CLOSING DATE** : 30 September 2022
- NOTE** : Applications must be sent to the correct address specified at the bottom of the Circular, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://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.

## OTHER POSTS

- POST 35/63** : **DEPUTY DIRECTOR: INFORMATION & COMMUNICATION TECHNOLOGY**  
**REF NO: HRMC 68/22/1**  
Branch: Border Management Authority
- SALARY** : R744 255 - R876 705 per annum (Level 11), (an all-inclusive salary package)
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : An undergraduate qualification in Information Technology or relevant at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at junior management level in Information and Communication Technology environment, and a working understanding of corporate governance. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Understanding of legislation and prescripts. Knowledge of the National Treasury Regulations Knowledge of the National Treasury Public Sector Risk

**DUTIES**

Management Framework. Understanding of other best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management Framework. Ability to build strategic working relations. Good communication and presentation skills. Decision making, follow-up, planning and organising. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.

The successful candidate will be responsible for, amongst others, the following specific tasks: Align the Border Management Authority's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the Border Management Authority. Ensure prompt ICT service management capability within the Border Management Authority. Develop and implement appropriate ICT infrastructure capable of supporting the Border Management Authority's ICT requirements. Manage the provision of system workflow/ process mapping functions, business analysis and system analysis to ensure continuous system improvements. Provide continuous application support and development of applications strategies in line with business requirements. Manage the implementation of IT Information Security Program of Border Management Authority that is in line with best practice security standards and other related legislations. Manage the provision of the IT Programme/ projects implementation capability within Border Management Authority. Monitor and ensure that the delivery of IT projects is in line with best practice project management methodology. Manage the coordination and integration of IT projects and monitor that delivery of IT projects are within scope, cost and time. Register IT priority projects with Projects Office to ensure monitoring and establishment of project governance. Introduce new systems and technology to improve service delivery by applying an enterprise wide approach to the use of information management, in supporting the business units and business processes. Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of service delivery. Manage the utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, policies and procedures within the Border Management Authority. Ensure compliance with all audit requirements within the Border Management Authority. Represent the Border Management Authority at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure that budget spending is maximized 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 & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. 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. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.

**ENQUIRIES**

Ms P Hlatshwayo Tel No: (012) 432 6641

**POST 35/64**

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HRMC 68/22/2**  
Branch: Borcer Management Authority

**SALARY CENTRE REQUIREMENTS**

R744 255 - R876 705 per annum (Level 11), (an all-inclusive salary package)  
Pretoria, Arcadia  
An undergraduate qualification in Financial Management / Supply Chain Management or relevant at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience at junior managerial level in Financial Management /

Supply Chain Management environment. Knowledge of the South African Constitution Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge and understanding of the BMA Legislations and Prescripts. Knowledge of Supply Management process and procedures. Understanding of all BMA legislation and related prescripts. Knowledge of the National Treasury Regulations, reporting frameworks. Knowledge of the National Treasury Public Sector Risk Management Framework. Understanding of other best practice e.g. frameworks for Corporate Governance, compliance and reporting. Verbal and written communication skills. Good grooming, business writing and presentation skills. Knowledge management, planning and organising. Time Management. Decision making, follow-up, planning and organising. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Ability to work under pressure and meet deadlines. 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: Facilitate Demand Management, Bid and Contract Management. Develop and facilitate implementation of the demand forecasting, prioritization and sourcing strategy. Develop and monitor implementation of the procurement and demand management plan. Ensure that tenders and RFQ's are handled in line with stipulated procedures to ensure adherence to policies and delegations, PPPFA and Treasury Regulations. Make inputs to the draft terms of reference for tenders and RFQ's. Timeous distribution tender/RFQ schedule. Ensure completeness of tender/RFQ files. Monitor adherence to the contracts. Manage administration of transversal contracts. Manage Procurement and Payments processes in the Border Management Authority. Ensure that request and payments processed in SCM adhere to prescripts. Ensure that requests for orders are processed timeously. Ensure that invoices received are processed timeously. Manage revision on summary of quotation, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Manage the generation of purchase orders, and issuance to the relevant parties. Manage the receipt of goods against the SLA delivery targets and project budget plans. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Manage tender process administration, evaluation and adjudication process. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committees. Manage preparation of a tender document upon receipt from tender bid specification committee. Manage the tender/bid advertisement processes. Manage the administration of tender briefing session. Manage preparation of logistics for the Evaluation and Adjudication Committees. Serve as an observer in the Evaluation and Adjudication Committee. Ensure that all procurement is in compliance with the SCM policies and procedures of the BMA. Develop procurement plans, policies, procedures and strategies is in line with relevant legislation. Align procurement plan, policies and strategies with the annual budget. Provide guidance and support to different units and managers with regards to procurement needs. Introduce a system for provisioning, procurement, stock control and reporting. Ensure an up to date database of service providers. Oversee the development and efficient utilization of a supplier database. Ensure that records are kept for all documentation submitted by suppliers. Ensure that all suppliers' information and documentation are confidential. Ensure continuous maintenance of database. Monitor the BMA suppliers database. Ensure the implementation of effective risk and compliance management practices. Ensure 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. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Manage resources (Human, Physical and Financial) within the unit. Participate in the development of the operational plans for the unit. Develop and implement

the work plan of the unit against targets. Manage expenditure of the unit against projects and programmes. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the unit. Ensure effective management of grievances, and discipline within the unit. Ensure that employees are equipped with the required skills to manage transformation and transition. Manage assets in line with the Supply Chain Management and Public Finance Management Act.

**ENQUIRIES** : Ms P Hlatshwayo Tel No: (012) 432 6641

**POST 35/65** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: HRMC 68/22/3**  
Branch: Border Management Authority

**SALARY CENTRE REQUIREMENTS** : R744 255 - R876 705 per annum (Level 11), (an all-inclusive salary package)  
: Pretoria, Arcadia  
: An undergraduate qualification in Human Resources Management / Labour Relations or any relevant tertiary qualification at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at junior managerial level in Labour / Employee Relations related environment. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge and understanding of the BMA Legislations and Prescripts. Knowledge of the South African Constitution. Knowledge of Supply Chain Management process and procedures. Understanding of all BMA legislation and related prescripts. Knowledge of the National Treasury Regulations, reporting frameworks and critical timelines. Knowledge of the National Treasury Public Sector Risk Management Framework. Understanding of other best practice e.g. frameworks for Corporate Governance, compliance and reporting. Verbal and written Communication. Decision-making. Follow-up. Knowledge management. Good grooming, business writing and presentation skills. Planning and organising. Computer literacy. Time management. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Ability to work under pressure and meet deadlines. 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 Develop and manage the implementation of Labour Relations policies and strategies. Keep abreast with the latest developments in the field of Labour Relations. Manage the disciplinary process and ensure sound Labour relations within the Border Management Authority. Develop and maintain Labour Relations policies and procedures in line with relevant prescripts. Make inputs to the draft terms of reference for tenders and RFQ's. Compile a QA checklist to audit Regions on following the correct policies and procedures. Regularly monitor and ensures that policies are amended to reflect operational needs and legal amendments. Develop and ensure that all policies are implemented. Ensure compliance with all Labour Relations policies. Regularly monitor and ensure the integrity of information under the control of employee relations. Provide advisory services and support to other directorates in the implementation of employee relations strategy and policy. Manage grievances and misconduct processes in the Border Management Authority. Assign designated employees to conduct investigations into grievances. Oversee finalization of investigations on grievance and misconduct cases within a stipulated timeframe. Evaluate investigation reports received and ensure finality of grievances. Provide support to appointed external employees and Legal representative in disciplinary matters. Ensure proper management of appeals cases. Draft charges of misconduct and serve charge sheets to employees. Advise Authorities and employees on appeals on grievances and misconduct cases. Ensure that the outcome of all cases are implemented and communicated to all stakeholders. Monitor implementation and adherence of lodging, investigation and prescripts governing grievances. Manage the referral of grievances to Public Service Commission (PSC) where the aggrieved is not satisfied with the initial outcome. Manage Labour Disputes and provide support in litigation cases. Ensure that all procurement is in compliance with the SCM policies and procedures of the BMA. Liaise with affected parties to get all documentation required to deal with cases. Ensure proper preparation and presentation of cases. Obtain mandate and/or negotiate settlement agreement to resolve disputes. Advise on the implementation of the outcomes

of awards and rulings. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums. Prepare an application for rescission. Coordinate litigation cases referred to the higher courts e.g. Labour Court. Consult with relevant stakeholders in preparation for the litigation cases. Coordinate Organisational Bargaining Council meetings and represent the department. Ensure participation of Unions on Organisational committees. Analyse and monitor proceedings of OBC, bi-laterals and committees. Disseminate information to Unions and Regions. Ensure communication of policies, guidelines and collective agreement to all stakeholders. Ensure compliance with relevant collective agreement. Promote and enforce cordial relationship with shop stewards. Manage industrial unrest activities. Ensure the implementation of effective risk and compliance management practices. Ensure 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. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Manage resources (Human, Physical and Financial) within the unit. Participate in the development of the operational plans of the sub directorate. Develop and implement the work plan of the unit against targets. Manage expenditure of the unit against projects and programmes. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Unit. Ensure effective management of grievances, and discipline within the unit. Ensure that employees are equipped with the required skills to manage transformation and transition. Manage assets in line with the Supply Chain Management and Public Finance Management Act.

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