

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS : 25 November 2022
 : 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 43/60 : **DEPUTY DIRECTOR-GENERAL: IMMIGRATION SERVICES REF NO: HRMC 82/22/1**
 Branch: Immigration Services
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are requested to re-apply).

SALARY : R1 544 415 - R1 739 784 per annum (Level 15), (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 either Law, Public Management and Administration, Social Sciences (Humanities) or any cognate field at NQF level 7 and a post graduate qualification at NQF level 8, as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 8 - 10 years' experience at a Senior Managerial level. Experience in Management Services or humanities or legal field. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its Regulations of 2000 and the Refugee Act. In depth knowledge of the Immigration Systems and Controls. Knowledge and in depth understanding of Refugee Act and its Regulations. In depth knowledge of the Citizenship Act

and Travel Document & Passports Act. Knowledge of the International Conventions on Immigration. Understanding of International and continental (Regional protocols). Knowledge and understanding of South Africa's foreign policy. Knowledge of controls and structures for the enforcement of the Immigration Act. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Finance Management Act and Treasury Regulations. Understanding of Good Corporate Governance principles (King IV). Understanding of management principles and concepts. Understanding of the Aviation Industry requirements for Ports of Entry. Knowledge and understanding of sector needs and business requirements. Strategic capability and leadership. Service delivery innovation, people management and empowerment. Program and project management. Presentation skills and business report writing. Communication and decision making. Problem solving and analysis. Influencing, networking, planning and organizing. Interpersonal, negotiation, technical and commercial skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction and ensure the strategic positioning of the Branch. Ensure provision of strategic leadership and expert advice on the interpretation of and implementation of the Immigration Act and its Regulations. Manage and establish relationship with all DHA Branches, Immigration Authorities / Agencies, international stakeholders and other spheres of government in relation to Immigration Strategic matters. Manage the formulation, planning and coordination of Immigration programmes and projects. Ensure innovation and service delivery within the Branch. Manage the integration of immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Manage controls and structures for the enforcement of the Immigration Act and the Refugees Act. Develop and implement the policy and procedure, directive acts and regulations. Ensure compliance with legislations, regulations and DHA policies and procedures. Manage human, financial and physical resources.

ENQUIRIES

: Ms C Mocke at 082 301 8580

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: imsrecruitment@dha.gov.za