

## DEPARTMENT OF HOME AFFAIRS

<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> ; 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: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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

<b><u>POST 45/141</u></b>	:	<b><u>SPECIALIST: ENTERPRISE ARCHITECTURE (IS) REF NO: HRMC 88/22/1</u></b> Branch: Information Services Chief Directorate: IS Governance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 - R903 006 per annum (Level 11), (an all-inclusive salary package) Head Office, Pretoria An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. Minimum of 5 years' experience as specialist / Assistant Director level at Enterprise Architecture / IS Governance environment. Experience in IS governance processes. Certificate in The Open Group Architecture Framework (TOGAF) will be an added advantage. Knowledge of State Information Technology Act (SITA), the GITO Frameworks and policies. Understanding of the Public Service Regulations. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Departmental and Human Resource Management Regulatory Frameworks. Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT Policy Framework. Accountability, capability and leadership. Business continuity. Ability to translate IT language into English. Enterprise architectural skills. Expenditure management. Programme and project management. Business analysis and time management. Stakeholder relations and customer focus. Conflict management and resolution. Communication, presentation and facilitation skills. Business report writing. Problem solving and strong analytical skills. Influencing and networking. Computer literacy. Modelling skills and data analysis. A valid

- drivers' license and willingness to travel. On-call and working extended hours may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate, review and update an integrated system architecture. Develop, coordinate and implement models for the respective Enterprise Architecture domains. Ensure that all IT Solutions are in compliance with Enterprise Architecture Principles. Coordinate and develop Enterprise Architecture plan, strategies, policies and processes within DHA. Develop and review Enterprise Architecture for the Department. Build and maintain relationship with various Internal and External stakeholders. Ensure business transformation and partnership with various stakeholders. Ensure operational efficient and service delivery improvement in the Department. Ensure operational efficient and service delivery improvement in the department. Ensure the implementation of effective risk and compliance management practices. Manage physical, human and financial resources.
- ENQUIRIES APPLICATIONS** : Mr WM Nkadimeng Tel No: (012) 406 2576
- : 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: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- POST 45/142** : **DISTRICT IT OFFICER REF NO: HRMC 88/22/2**
- SALARY** : R393 714 - R463 764 per annum (Level 09). (A basic salary), In addition, a range of benefits are offered.
- CENTRE REQUIREMENTS** : Guateng: District Municipality - Sedibeng
- : An undergraduate qualification in Information Technology / Computer Science / Information System qualification at NQF level 6 as recognized by SAQA. Minimum of 3 years' technical experience in Information Technology. Experience in desktop, network, server and application support. Knowledge and application of the GITO Guidelines and prescripts. Sound knowledge of Minimum Information Security Standards. Sound knowledge of Protection of Information Act 84 of 1982 and the promotion of Access to Information Act. Knowledge of the State Information Technology Agency Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Departmental legislation and prescripts. Influencing and networking. Client orientation and customer focus. Planning and Organizing. Program and project management. Change management, communication as well as decision making. Presentation and report writing skills. Problem solving and analysis. A valid drivers' licence, willingness to travel, on call, and working extended hours when required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support of Telkom data-lines, routers, switches, firewalls and IDS/IPS. Facilitate and implement application / system support in District Municipality. Facilitate disposal process of I.T assets providing technical reports for redundant and obsolete items. Ensure that officials are able to capture Smart ID and passport applications, and to ensure they are able to dispatch the Smart ID and passports. Ensure that officials are able to access, and capture BMD applications and print certificates. Provide IT support to transversal systems. Ensure high availability of systems in the Province. Identify and resolve problems causing disruption on the operation of the business and in the network. Provide IT support on all systems in DHA offices including Ports of Entry, Refugees Centres, Service points and Health facilities that provides DHA services. Identify suitable workarounds that provide staff with service improvement while a more permanent solution is sought. Ensure the implementation of effective risk and compliance in the Unit. Keep up-to-date with regulatory requirements and liaise with all relevant stakeholders within and external to the organisation. Administer physical and human resources.
- ENQUIRIES APPLICATIONS** : Mr P Mlangeni Tel No: (011) 242 9039
- : 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:  
Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017, Physical  
Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,  
Braamfontein, 2017