

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE APPLICATIONS** : 19 December 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](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.

## MANAGEMENT ECHELON

**POST 46/78** : **DIRECTOR: FUNCTIONAL SUPPORT REF NO: HRMC 91/22/1**  
 Branch: Office of the Director-General  
 Directorate: Functional Support

**SALARY** : R1 105 383 - R1 302 102 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 REQUIREMENTS** : Head Office, Pretoria  
 : An undergraduate qualification in Public Management / Administration / Social Sciences at NQF level 7 as recognized by SAQA. 5 years' experience at a middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge and understanding of Public Service legislations. Knowledge of all Departmental prescripts and legislation. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management. Communication. Program and project management. Change and knowledge management. Decision making. Presentation skills. Problem solving and analysis. Computer literacy. Business report writing, influencing and networking. Planning and organising.

- Negotiation skills. 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: Manage functional support to the Director-General. Quality assure Director-General's presentations and briefings. Support the Director-General on matters arising from Presidency, Cabinet, Parliament, Clusters and media in consultation with business Units. Support the Director-General on matters relating to policy debates in Parliament, Strategic Plan and Annual Report. Manage and render secretariat functions and support to Executive and Governance structure meetings. Manage business and workflow processes between Ministry and the Director-General's office. Manage enquiries, queries and complaints directed to Minister and the Director General. Ensure operational efficiency and service delivery within the Directorate. Implementation of policy and procedure, directive acts and regulations. Manage physical, human and financial resources.
- ENQUIRIES APPLICATIONS** : Mr R Stoltz Tel No: (012) 406 4972
- : 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: [DGrecruitment@dha.gov.za](mailto:DGrecruitment@dha.gov.za)
- POST 46/79** : **SENIOR SPECIALIST: TECHNICAL APPLICATIONS REF NO: HRMC 91/22/2**  
Branch: Information Services  
Chief Directorate: Application Management
- SALARY** : R1 105 383 - R1 302 102 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 REQUIREMENTS** : Head Office, Pretoria
- : An undergraduate qualification in Computer Science / Information technology or related at NQF level 7 as recognized by SAQA. 5 years' experience at a middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Experience in application and database development, maintenance and support of technology based solutions and supervisory. Functional / practical experience as a Technical Application Specialist. Experience participating in a team that is using System Development Life Cycle methodologies and tools. Sound knowledge of the Web & Window Applications. Sound knowledge of Ms SQL, Oracle and DB2 databases. Sound knowledge of the SFTP and API file sharing. Sound knowledge of ETL development / data integration. Knowledge of the complete communication medium. Experience in SQL server clustering technologies. Knowledge of the State Information Technology Agency. Sound knowledge and application of the GITO requirements and framework. Knowledge of all Departmental legislation as well as Human Resources legislation and prescripts. Strategic capability and leadership. Service delivery innovation. Accountability and business continuity. People management and empowerment. Ability to translate technology language into business solutions. Communication skills and attention to detail. Problem solving and analysis. Critical thinking and IT technical computer literacy. A valid driver's license, willingness to travel occasionally, perform on-call duties and working extended hours.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage, coordinate and implement the analysis of requests and development of applications in the Department. Lead the coordination, and analysis and implement business requests to determine the impact against the relevant applications. Provide expert advice and support to business Units on application data related problems. Manage the coordination and implement programming specifications and evaluation. Lead the establishment of programming specification per business requirements. Lead, coordinate and support application and maintenance for specified applications. Deliver support and maintenance for application related problems and resolution of errors. Build partnerships with internal and external stakeholders. Build and maintain excellent relationships with many different technical and business leaders.

Ensure the implementation of effective risk and compliance management practices. Establish and implement a quality control, norms and standards framework. Manage the human, financial and physical resources within the unit.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr X Monakali Tel No: (012) 406 7249
- : 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: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)