

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, 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
- CLOSING DATE** : 10 February 2023
- 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; 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 03/63** : **DEPUTY DIRECTOR: MOVEMENT CONTROL SYSTEM REF NO: HRMC2/23/1**
Branch: Immigration Services
Chief Directorate: Port Control
Sub-Directorate: Movement Control System
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R908 505 - R1 070 169 per annum (Level 12), (all-inclusive salary package)
: Head Office, Pretoria
: An undergraduate qualification in Public Administration / Information Technology at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at Assistant Director / junior management level in Law Enforcement related environment. Basic experience in process management and system analysis. Experience with Departmental Movement Control Systems would be an added advantage. Knowledge and understanding of the Immigration Act

and the Refugees Act. Knowledge and understanding of Public Service prescripts and Legislation. Knowledge and understanding of legislations governing the protection of personal information. Knowledge of the Public Finance Management Act and Treasury Regulations. People Management and Empowerment. Service delivery innovation. Client orientation and customer focus. Human Resource utilization, forecasting and planning. Financial and project management. Honesty and integrity. Communication and decision making. Problem solving and conflict management. Business report writing and presentation skills. Influencing and networking. Planning and organising. Strong analytical skills. Intermediate computer literacy. Facilitation and negotiation skills. Research methodology as well as interpersonal relations. A valid drivers' license, willingness to travel and extended working hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate operations affecting the immigration movement control systems. Administer operations in the Sub-Directorate Movement Control System. Ensure compliance with policies, procedures and prescripts. Manage business requirements for systems efficiency, service improvements and security. Pro-actively manage service providers to secure the traveller value chain and ensure the availability, trustworthiness and correctness of data on the Department's mainframe and port of entry movement control systems for utilisation by internal and external stakeholders. Consider processes to enhance system performance, service delivery and security. Compile business requirements and identify areas of development, integration or enhancements of new / existing systems. Test the system against the functional specifications and assist with the rollout of system enhancements at the ports of entry. Coordinate and oversee the analysis of information relating to special investigations and enquiries. Oversee the gathering, processing and analysis of information. Manage the provision of information from the system to internal and external role-players. Conduct data analysis to produce high level reports, special investigations, media statements and information for bilateral meetings. Development and implementation of policy and procedure, Directives, Acts and Regulations. Develop and review communication policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Monitor progress on execution of operational plans. Manage physical, human and financial resources.

ENQUIRIES

: Ms R Anker, Tel No: (012) 406 4126

POST 03/64

: **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: HRMC 2/23/2**
 Branch: Counter Corruption and Security Services
 Directorate: Investigations
 (Re-advertisement)

SALARY CENTRE REQUIREMENTS

: R766 584 - R903 006 per annum (Level 11), (an all-inclusive salary package)
 : Head Office, Pretoria
 : An undergraduate qualification in Information Technology / Internal Auditing (Systems Audit) at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience in junior management conducting digital forensic investigations or systems audit. EnCase Certified Examiner (EnCE), Access Data Certified Examiner (ACE, GIAC Certified Forensic Examiner (GCFE), Cellebrite Certified Mobile Examiner (CCME), Certified Ethical Hacking Certification (CEH), Certified Information System Security Professional (CISSP), Offensive Security Certified professional will be an added advantage. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Minimum Information Security Standards, National Intelligence Strategy Act as well as the Protection of Information Act. Knowledge of the Criminal Procedure Act. Understanding of investigative techniques and methodology. Strategic capability and leadership. Service delivery innovation, Client orientation and customer focus. Honesty and integrity. Analytical and critical thinking. Computer literacy. Process analysis and improvement. Business report writing. Crime information management. A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct effective digital forensic investigative operations relating to fraud, corruption and syndicate cases alleged to be perpetrated by officials of the Department. Collect, process, analyse and preserve digital

		evidence in disciplinary and criminal cases. Develop and maintain the intelligence management system within the Branch. Conduct investigations on fraud and corruption cases involving officials of the Department. Investigate, verify fraud and corruption in line with investigation methodologies. Identify cases for investigation through profiling of officials, offices and syndicates. Build and maintain relationship with various stakeholders. Liaise with internal and external stakeholders on digital forensic and other investigations. Manage human, physical and financial resources within the Unit.
<u>ENQUIRIES</u>	:	Mr A Molatlhegi Tel No: (012) 406 2845
<u>POST 03/65</u>	:	<u>CASE WORKER (X4 POSTS)</u>
<u>SALARY</u>	:	R393 714 - R463 764 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.
<u>CENTRE</u>	:	Eastern Cape: Refugee Reception Centre - Gqeberha Ref No: HRMC NO 2/23/3a (X1 Post) KwaZulu-Natal: Refugee Reception Centre – Durban Ref No: HRMC NO 2/23/3b (X1 Post) Limpopo: Refugee Reception Centre - Musina Ref No: HRMC NO 2/23/3c (X1 Post) Western Cape: Refugee Reception Centre – Cape Town Ref No: HRMC NO 2/23/3d (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law / Humanities / Social Sciences or related field at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience in a law environment. Knowledge of the South African Constitution. Knowledge of the Refugees Act and Protection Act. Knowledge of the Domestic and Refugee legislation. Knowledge and understanding of the departmental legislation and prescripts. Knowledge of the Public Service Regulatory Framework. Computer literacy. Communication, analytic thinking and Interpersonal skill. Planning and organizing. Problem-solving, verbal and written communication skills. Financial administration, attention to detail, clerical and administration. Multi-task and teamwork. Record and time management. A valid driver's license and willingness to travel when required.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support with regard to refugee appeal status determinations. Prepare submissions on opinions to the Refugee Appeal Authority. Oversee the administration of document management processes and systems. Implementation of policy, procedures, directives and regulations. Implement governance processes, framework and procedures of the review and appeal against admissions. Ensure compliance with all audit requirements, quality and risk management frameworks, standards, and procedures. Build and maintain relationship with various stakeholders. Ensure business transformation and partnership with clients and vendors. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators. Administer human and physical resources within the Unit.
<u>ENQUIRIES</u>	:	Mr N Makaluza Tel No: (012) 316 9800
<u>POST 03/66</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: HRMC 2/23/4</u> Branch: Refugee Appeals Authority of South Africa
<u>SALARY</u>	:	R393 714 - R463 764 per annum (Level 09). (A basic salary) In addition, a range of competitive benefits are offered.
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Office Management or related at NQF level 6 as recognized by SAQA Minimum of 3 years' experience at Senior Administrative Officer level. Experience in administration support environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management processes. Knowledge and understanding of Departmental Policies and Regulations. Strategic capability and leadership. Service delivery and innovation. Business continuity, people management and empowerment. Expenditure, program and project management. Accountability, conflict management and resolution. Change and time management. Decision making.

Problem solving and analysis. Communication, business report writing, presentation as well as interpersonal skills. Influencing and networking. Planning and organising. Client orientation and customer focus. Computer literacy. A valid drivers' license, willingness to travel and work extended hours when required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate administration and secretariat services for Refugee Appeals Authority. Facilitate the logistical arrangements for the management, projects and governance committee meetings. Follow-up on progress status on key resolutions taken from the Refugee Appeals Authority meetings. Facilitate finance and administration processes within the Unit. Control the administration of office maintenance, financial, human resources, and procurement matters in the Unit. Implement policies, procedures, directives and regulations related to Refugee Appeals Authority. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Facilitate the effective operations in the Department. Develop and implement quality assurance and data quality strategies. Ensure effective risk and compliance management. Supervise and control human, financial, physical and information resources.

ENQUIRIES

: Mr N Makaluza Tel No: (012) 316 9800