

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS : 09 June 2023
 : Applications must be sent to the correct address specified at the bottom of each the 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 an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 18/31 : **DIRECTOR: ANALYSIS REF NO: HRMC 32/23/1**
 Branch: Counter Corruption and Security Services
 Chief Directorate: Prevention and Analysis

SALARY : R1 162 200 - R1 365 411 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 Information Management / Information Science / Statistics at NQF level 7 as recognised by SAQA. Minimum of 5 years' experience at middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Experience in investigation or / and handling of classified information. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the Minimum Information Security Standards (MISS). Knowledge of the National Intelligence Strategy Act. Knowledge of the Protection of Information Act. Knowledge of Criminal Procedure Act of 1977 as amended. Knowledge of vetting and

security legislation including National Key Point Act. Understanding and knowledge of risk management. Understanding of the national vetting strategy. People management and empowerment. Financial management. Required skills and competencies: Strategic capability and leadership. Client orientation and customer focus. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision Making. Problem solving and analysis. Business report writing. Planning and organising. Attention to detail. Interpersonal skills. Computer literacy. Conflict resolution and management. Crime information management.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: To manage analysis of information and statistical data on reported cases. Maintain a detailed record of successful investigations, running and closed cases. Interpret raw data into meaningful connected information to be used in the Department. Conduct research, identify and analyse weaknesses and security risks in processes. Facilities or structures that contribute to irregularities, unlawful conduct or breaches. Provide recommendations and advice that assist in the development and implementation of preventive measures. Observe trends to assist in investigations and proactively identify weaknesses and/or security risks. Manage and implement strategic objectives and innovation. Provide strategic direction through analysis within the Directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Manage physical, human and financial resources.

ENQUIRIES APPLICATIONS : Mr A Molatlhegi, Tel No: (012) 406 2845
 : 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: E-mail: ccrecruitment@dha.gov.za

POST 18/32 : **DIRECTOR: BIRTH, MARRIAGES & DEATH REF NO: HRMC 32/23/2**
 Branch: Civic Services
 Chief Directorate: Back Office Status Services

SALARY : R1 162 200 - R1 365 411 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 / Public Administration / Operations Management at NQF level 7 as recognised by SAQA. Minimum of 5 years' experience at middle / senior managerial level in Operations Management environment. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge of the South African Constitution. Knowledge of Marriage Act No. 25 of 1961 and the Recognition of Customary Marriages Act No. 120 of 1998, as well as Civil unions act No. 17 of 2006. Knowledge of Birth and Deaths Registration Act as well as the National Population Register. Knowledge of the Public Finance Management Act and Treasury Regulations. Understanding of relevant Departmental prescripts and legislation. Required skills and competencies: Strategic capability and leadership. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. People management and empowerment. Decision making and problem solving. Business report writing. Operations management. Strong analytical skills. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the function of back office processes and registration of births in the Department. Manage the integrity of the registration of birth. Manage and ensure all processes and adherence of birth regulatory framework and service standards. Manage the implementation of structure, policy, processes, systems and reporting regarding the processing of birth applications across the Department. Manage the back office processes and registration of marriages across the Department. Manage all processes of

marital status. Manage and lead the back-office processes and registration of deaths across the Department. Manage and ensure deaths and related processes adhere with to relevant regulatory frameworks. Manage and implement strategic objectives and innovation within the Directorate. Coordinate and manage relevant projects within the unit in order to improve the processing turnaround time frame for unabridged certificates. Develop and implement policies and circulars concerning services and ensure risk and compliance management in the Department. Contribute towards the formulation of Civic Services risk management and Civic Services regulations, policies, processes and circulars. Manage physical, human and financial resources.

**ENQUIRIES
APPLICATIONS**

: Mr P Williams Tel No: (012) 402 2169
 : 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: E-mail: Civicsrecruitment@dha.gov.za

OTHER POSTS

POST 18/33

: **DEPUTY DIRECTOR: LAYOUT & DESIGN REF NO: HRMC 32/23/3**
 Branch: Institutional Planning and Support
 Directorate: Content Management

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 - R952 485 per annum (Level 11), (an all-inclusive salary package)
 : Head Office, Pretoria
 : An undergraduate qualification in Graphic Design at NQF level 6 as recognized by SAQA. Minimum of 3 years experience at a supervisory level as a Mid to Senior Designer. Portfolio of previous work and sufficient evidence of Design Management Projects. Advanced in using Adobe Creative Cloud, Adobe Photoshop, Adobe In Design, Adobe Illustrator and Adobe Premier Pro. Knowledge of Video Editing, 3D and Motion Graphic apps such as Final Cut Pro, Sketchbook, Canva and Procreate will be an added advantage. Knowledge of Apple Mac, Macbook Pro and the use of Apple iPad for design purposes. Knowledge and understanding of Public Service legislation. Knowledge and understanding of all Departmental prescripts and legislations. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. People management and empowerment. Client orientation and customer focus. Financial management. Programme and project management. Change management. Good communication and decision making skills. Problem solving and analysis. Presentation and business report writing skills. Influencing and networking. Planning and organising. Interpersonal, negotiation, technical and commercial skills. 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: Manage and maintain design and layout for the Department. Manage the activities of the Graphic Design unit. Working from agreed design briefs, conceive design ideas / concepts to create designs for the Department's products and campaigns. Manage the visual execution of designs and layout briefs. Provide professional recommendations for concept development, art direction, the printing process / buying and production and monitor quality controls. Contribute to editorial development of projects. Development and implementation of policy and procedure, Directive Acts and Regulations. Develop and review communications policies and code of practice for the sub-directorate. Manage physical, human and financial resources.

**ENQUIRIES
APPLICATIONS**

: Ms M Ralane Tel No: (012) 406 4163
 : 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 18/34** : **SPECIALIST: CONFIGURATION REF NO: HRMC 32/23/4**
 Branch: Information Services
 Directorate: Service Support Management
- SALARY** : R811 560 - R952 485 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 6 as recognized by SAQA. A Certificate in Information Technology Infrastructure Library (ITIL). Minimum of 3 years' experience in Information Technology (Configuration Management tools) environment. Sound knowledge of related databases and related tools. Knowledge and understanding of ITIL or other relevant service management standards. Knowledge and application of the GITO guidelines and prescripts. Knowledge of Configuration Management tools. Sound knowledge of Minimum Information Security Standards (MISS). Sound knowledge of the Protection of Information Act 84 of 1982 and the promotion of Access to Information Act 2 of 2000. Knowledge of the Public Service Regulatory Framework. Knowledge of the Departmental legislations and Prescripts. Required skills and competencies: Capability and leadership. Decision making, business continuity and accountability. Expenditure and configuration management. Ability to translate IT language into English. Project and program management. Ability to meet deadlines. Problem solving and analysis. Business report writing and presentation skills. Good communication skills. Innovation and analytical skills. Client orientation and customer focus. 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 and implement Configuration Management Database for new systems and upgrades. Coordinate and maintain the existing Configuration Management Database (CMDB), and ensure the implementation of identified upgrades in conjunction with Change and Release Management. Design configuration management planning to identify Configuration Items (CI) and the information to be recorded on the Configuration Management Systems (CMS). Monitor and evaluate Configuration Management processes and procedures for new systems and upgrades. Monitor configuration management tools to track and manage Configuration Items (CI). Develop, implement and maintain Configuration Management policies and procedures. Ensure successful business transformation. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Monitor and participate in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Report on all risks and financial indicators. Establish and implement quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage financial and physical resources within the Unit.
- ENQUIRIES** : Ms P Mosia Tel No: (012) 406 4536
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