

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS : 14 July 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; Applicants must fully complete part A,B,C,D,& F of the New Z83 application form; 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, as well as the relevant highest educational qualifications, on or before the day of the interview. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. 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 22/126 : **CHIEF DIRECTOR: IT SERVICE MANAGEMENT, REF NO: HRMC 39/23/1**
 Branch: Information Services, Chief Directorate: IT Services Management.

SALARY : R1 371 558 - R1 635 897 per annum (Level 14), (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 Technology / Computer Science / Computer Engineering at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in ITIL operations. Extensive experience in management of IT Service Support and IT Services delivery. Knowledge of the Public Service Regulatory Framework. Sound knowledge and application of the GITO guidelines and prescripts. Sound knowledge of the State Information Technology Agency Act as well as the National Archives of South Africa. Good knowledge of industry standards and own organisation's business environment. Knowledge of Government Wide Enterprise Architecture Framework. All relevant Departmental Human Resources Framework and other Public Service Act, Regulations and prescripts. Knowledge of Minimum Interoperability Standards. Zachman

Enterprise Framework. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, accountability and business continuity. Knowledge and information management. Management of ITIL operations. Problem solving and analysis. Ability to translate IT language into English. Business reporting writing. Computer literacy and presentation skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development of IT Service Management processes and procedures in the Department. Ensure alignment with the National Strategic Objectives, policy and standards. Manage the implementation and maintenance of ITIL principles within the ICT Department and achieve ISO 20000 accreditation. Ensure that an IT Service Continuity plan is developed, implemented, tested and maintained. Provide strategic leadership and direction on the Chief Directorate. Participate in the development of the strategy of the Department. Ensure the development of the strategic objectives in order to meet the strategic objectives of the Department. Ensure innovation and service delivery within the Chief Directorate. Ensure the implementation of appropriate policies, procedures, standards, systems and practices in line with industry standards. Facilitate the development of technical expertise within unit and keep abreast of technical developments. Ensure that all incidents and problems are reported, logged, routed, investigated and resolved within the agreed turnaround time. Ensure effective resource management within the Chief Directorate. Accountable for the duties as sub-program manager. Ensure effective management of external contractors and suppliers. Ensure effective people management within the Chief Directorate. Ensure effective governance and compliance within the Chief Directorate.

ENQUIRIES : Ms C Mocke, Tel No: 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: E-mail: isrecruitment@dha.gov.za

POST 22/127 : **CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT, REF NO: HRMC 39/23/2**
Branch: Information Services, Chief Directorate: Infrastructure Management.

SALARY : R1 371 558 - R1 635 897 per annum (Level 14), (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 : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in Information Services (IS) Infrastructure environment. International technology certifications on various infrastructure platforms. IT Service Management certification. Knowledge of the Constitution of South Africa. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of State Information Technology Act 88 of 1988. Knowledge of the E government National Strategic Intelligence Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Departmental Legislation and Prescripts. Required skills and competencies: Strategic capability and leadership, Strategic management, strategic planning. Service delivery innovation. Client orientation and customer focus. People Management and empowerment. Ability to translate IT language into English. Communication. Knowledge and information management. Deciding and initiating action. Problem solving and analysis. Accountability, influencing and networking. Business report writing. Business continuity. Planning, organising and time management. Delivering results.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the Data Centre through the product development cycle. Oversee the management of performance, availability, response, trends and error rates of all servers are resolved. Ensure business

continuity and configuration management to ensure sustainability and availability of servers. Ensure the management of operations of servers, power management of all hardware devices. Oversee the management of (networks) WAN and LAN and Infrastructure operations. Oversee the management availability IS communication infrastructure networks in the department. Oversee the management of identified potential threats and liaise with IS Security for resolution / addressing threats. Oversee the overall performance of the WAN and LAN against the agreed service delivery standards and guidelines. Oversee the effective management, maintenance and upgrading of all relevant technology infrastructure. Oversee the development implementation of Information System (IS) Security frameworks and plans. Provide strategic vision and direction in IS security aspects of the Department. Oversee the implementation of information systems security technology strategy that relates to the overall departmental strategy. Oversee the development and management of communication IS security architecture framework. Oversee the development of IS security invention strategy and roadmap for the security infrastructure. Provide strategic leadership and direction to the unit. Participate in the development of strategy for the department. Ensure the development and implementation of the business plan and the operational plans of the unit. Responsible for strategic guidance and expert advice in terms of IS infrastructure services within the department. Ensure good governance and compliance within the Unit. Provide leadership and strategic direction within the unit in identifying policy gaps, determining policy goals and draft documents as needed. Ensure good governance within the unit The Kings Report and other related legislation. Manage human, physical and financial resources. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy. Ensure effective management of external contractors and suppliers within the unit. Ensure effective development and management of internal service level agreements in conjunction with Legal Services.

**ENQUIRIES
APPLICATIONS**

: Ms C Mocke, Tel No: 082 301 8580
 : 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: isrecruitment@dha.gov.za

POST 22/128

: **CHIEF DIRECTOR: EMPLOYEE ENGAGEMENT, REF NO: HRMC 39/23/3**
 Branch: Human Resources Management and Development, Chief Directorate: Employee Engagement.

SALARY

: R1 371 558 - R1 635 897 per annum (Level 14), (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 Labour Law / Labour Relations at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in Employee Engagements operations is required. Experience in Bargaining Councils, CCMA and labour court processes. Experience in collective bargaining processes. Knowledge of the South African Constitution. Knowledge of Labour Relations Act, Basic Conditions of Employment Act and the Employment Equity Act. Knowledge of Access to Information Act. Knowledge of Public Service Regulations Act, Public Finance Management Act as well as the understanding of employment contracts. Knowledge of the applicable framework dealing with Employee Health and Wellness. Understanding of all Departmental Legislations. Knowledge of statutory dispute resolution structures. Knowledge of all Public Service resolutions reached in the Bargaining Council. Required skills and competencies: Strategic capability and leadership, strategy execution and strategy planning. People Management and empowerment. Honesty and integrity. Planning and organising. Conflict and dispute resolution. Negotiation, facilitation and interpersonal skills. Presentation and business report writing skills. Influencing and networking. Change Management. Decision making. A

- valid driver's license. Willingness to travel, on call, weekend and extended working hours may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee misconduct and disciplinary processes in the Department. Ensure the effective and efficient management of labour relations strategies, policies, case management systems and tools. Oversee the management of labour disputes and provide support in litigation cases. Ensure the management of misconduct and disciplinary cases within applicable time frames. Oversee the management of labour-related matters in the Department. Provide expert advice to management in collective bargaining and discipline matters. Provide strategic advice on grievance and matters relating to labour relations. Oversee the management of Transformation and Gender programs and strategies in the Department. Oversee the design and monitoring of trends related to Gender and Disability Mainstreaming Guidelines. Provide effective and efficient support for all employee wellness programmes and projects in the Directorate. Lead the management of the Employee Wellness Assistance Programme (EAP) including Peer education programmes and strategies. Provide strategic direction and leadership in the Chief Directorate. Ensure that the business plans of the Chief Directorate are aligned to the strategic objectives of the Branch. Ensure effective and efficient management of contingent liability for labour relations. Ensure effective governance and compliance within the Unit. Provide leadership and strategic direction within the Chief Directorate in identifying policy gaps, determining policy goals and policy requirement. Ensure effective human, financial and physical resources management within the Unit.
- ENQUIRIES** : Ms C Mocke, Tel No: 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: E-mail: hrrecruitment@dha.gov.za
- POST 22/129** : **DIRECTOR: POLICY DEVELOPMENT, REF NO: HRMC 39/23/4**
Branch: Institutional Planning and Support, Chief Directorate: Policy and Strategic Management.
- 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** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Social Sciences / Policy Development at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge and understanding of Public Service policies and legislation. Knowledge and understanding of all Departmental prescripts, legislation and policies. Required skills and competencies: Client orientation and customer focus. Programme and project management. Communication and decision making. Business report writing and presentation skills. Influencing and networking. Planning and organising. Negotiation and interpersonal skills. Willingness to travel extensively and work extended hours.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and coordinate the policy development programme of the Department of Home Affairs. Develop a multi-year departmental policy program that is aligned with DHA constitutional mandate and government priorities. Ensure effective and inclusive processes for the formulation of policies. Coordinate policy development within the Department. Ensure communication, coordination and maintenance of policies within the Department. Ensure alignment of Departmental policies with government priorities, legislation, DHA strategic direction, environment and other requirements. Manage communication of DHA policies across the entire organization. Provide expert advice and guidance to management and staff on policy matters. Identify and communicate policy requirements within the Department. Ensure operational efficiency and service delivery within the directorate. Develop the operational plan for the directorate and ensure

effective prioritisation and resource planning. Development and implementation of Policy and Procedure, Directive, Acts and Regulations. Develop and review communications policies and code of practice for the Directorate. Manage physical, financial and human resources. Ensure risk and compliance management.

**ENQUIRIES
APPLICATIONS**

: Mr S Mthiyane, Tel No: (012) 406 4353
: 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: ipsrecruitment@dha.gov.za

POST 22/130

: **REFUGEE RECEPTION CENTRE MANAGER, REF NO: HRMC 39/23/5**

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**

: Refugee Reception Centre – Desmond Tutu.
: An undergraduate qualification in Legal / Public Management / Public Administration at NQF level 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level within the related field. Experience in operations management. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge of the South African Constitution. Knowledge of the government's Programme of Action and Priorities. Knowledge of South African Governmental Structures including Cluster forums and parliament. Knowledge of the Public Service Regulatory Framework and Public Finance Management Act. Knowledge and understanding of Refugee Act, Immigration Act as well as the BMA Act. Knowledge and understanding of all relevant departmental legislation and prescripts. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Program and project management. Change management, communication and decision making. Problem solving and analysis. Business report writing, presentation and interpersonal skills. Planning and organizing. Influencing and networking. Negotiation skills. Knowledge management. Computer literacy. Willingness to travel extensively and work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective processing of asylum seekers applications. Ensure effective and efficient service delivery in the Refugee Reception Centre by taking appropriate steps to improve service delivery and trouble shoot remove blockages. Ensure the effective implementation of standard operating procedures in the processing of asylum seeking applications. Develop and implement policies, procedures, directives and regulations. Coordinate in development of the business plan for the office and ensure effective prioritization and resource planning. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Ensure effective and application and utilization of resources within the Directorate. Implement effective talent management including acquisition. Retention and development of talent. Establish, maintain and ensure a good working relationship with the Department and relevant Stakeholders. Establish contact with all Stakeholders on matters relating to implementation of the campaign. Manage physical, human and financial resources.

**ENQUIRIES
APPLICATIONS**

: Mr M Madumisa, Tel No: (012) 406 7285
: 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: imsrecruitment@dha.gov.za

OTHER POSTS

POST 22/131

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 39/23/6**
(Re-advertisement)

SALARY : R424 104 to R496 467 per annum (Level 9). A basic salary
CENTRE : Western Cape: Provincial Manager's Office – Cape Town
REQUIREMENTS : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience as Labour Relations Officer / Practitioner. Experience in Labour Relations environment. Knowledge of Public Service Regulations, Labour Relations Act as well as the Human Resources Regulatory Framework. Knowledge of Collective Agreements. Accountability. Strategic Capability and Leadership. Client orientation and customer focus. Business continuity. Time management and decision making skills, as well as the ability to meet deadlines. Excellent Project and programme management, and Planning and Organising skills. Good written and verbal communication skills. Excellent report writing, presentation and interview skills. Analytical and problem solving skills. Influencing and networking. Computer literacy. Willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and implement misconduct and disciplinary processes within the Province in applicable time frames. Represent the Province during disciplinary hearings. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management processes in the Province, promptly within the principles of the law. Represent the Province in mediation, conciliation and arbitration matters. Provide expert advice to the Province on Labour Relations matters. Conduct research on case law, trends and developments in labour law and labour relations. Establish partnerships with relevant external stakeholders on labour related matters. Compile statistical submissions / reports and report on identified trends regarding misconduct and dispute matters on a weekly and monthly basis. Facilitate / implement information sessions and workshops on Labour Relations matters. Participate in the development of Policy and Standard Operating Procedures (SOPs) which impact on the operations of the business unit. Participate in the development of the operational plan, business requirements and targets of the unit, manage programmes and projects in line with the targets of the unit, monitor target achievement and implement corrective measures proactively to ensure that targets are achieved. Report on the performance of the unit against the targets. Team management (attendance, absenteeism, staff conduct), and ensure that employees are equipped with the required skills and resources to perform optimally. Monitor client satisfaction derived from services rendered by the unit and implement corrective measures when required.

ENQUIRIES : Western Cape: Mr M Pienaar, Tel (021) 488 1409
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: Department of Home Affairs, Western Cape: Postal Address: Private Bag X 9103, Cape Town, 8000 Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000

POST 22/132 : **SERVICE DESK AGENT (IT EXECUTIVE DESKTOP TECHNICIAN), (2 POSITIONS), REF NO: HRMC 39/23/7**
(Re-advertisement)

SALARY : R359 517 - R420 402 per annum (Level 8). A basic salary
CENTRE : Head Office, Pretoria, Branch: Information Services, Directorate: Service Support Management.
REQUIREMENTS : An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 6 as recognised by SAQA. Minimum of 2 years' experience in the Information Technology environment. Extensive experience in Video Conferencing. Experience in monitoring emails. Experience in priority 1 user support. Basic knowledge of operating systems. Knowledge of hardware and software systems. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of the State Information technology Agency Act. Knowledge of the Departmental legislation and prescripts. Knowledge of Public Service Regulatory Framework. Competencies and skills required: Customer focus, analytical skills and problem solving. Planning and Organising. High levels of professionalism. Ability to support different mobile devices. Ability to work independently. Ability to work under pressure. Trouble shooting skills. Good interpersonal and

communication skills. A valid driver's license, willingness to travel, on call and extended working hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide End- User support and troubleshooting for Executives in the Department. Conduct applications and devise troubleshooting and support for Executives. Provide support by troubleshooting incidents and attend to service requests lodged related. Conduct root cause analysis and troubleshooting across the systems to resolve all incidents. Enable Executive Management with communication-related to incidents and requests (Cell phones, Tablets). Provide mobile device support on Apple and Android products, etc. to Executives. Provide support on all video conferencing platforms Provide service delivery improvement for related projects and programmes. Provide error controls and record error solutions on the call logging system. Liaise and manage external contractors and suppliers when required. Escalate calls before SLA breached, ensure proper resolution communication and feedback.

ENQUIRIES

: Ms N Mampa, Tel No: (012) 406 2592

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: Department of Home Affairs Office as follows:- Department of Home Affairs, Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001