

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 15 September 2023

**NOTE** : 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](http://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 31/29** : **DIRECTOR: APPLICATIONS MAINTENANCE AND SUPPORT, REF NO: HRMC 58/23/1**  
(This is a re-advertisement, Candidates who have previously applied may re-apply)

**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, Branch: Information Services, Chief Directorate: Applications Management.

**REQUIREMENTS** : An undergraduate qualification in Information Technology / Computer Science at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at middle / senior managerial level / Specialist in system development / application maintenance and support. Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems used by DHA (National Population Register, EDMS, BAS). Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Sound

knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of the Departmental legislation as well as Human Resources legislation and prescripts. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Business continuity and accountability. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge management and decision making. Presentation and business report writing. Computers and systems. Willingness to travel and work extended hours, weekend and on call may be required.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Provide support and maintenance of departmental applications. Develop and implement application maintenance and support strategies and plans. Ensure the effectiveness of application administration to prevention measures for system defects. Provide continuous business improvement through optimization and enhancement in line with dynamic business needs. Lead and direct the provision of database support and application management lifecycle. Manage the provisioning of functional and technical support to ensure the performance, operation, and stability of database systems. Manage data exporting and importing across database systems. Lead and direct the provision of database connectivity and access support throughout the Department. Manage and implement strategic objectives and innovation within the Directorate. Develop and implement the operational plan for the Directorate and ensure effective prioritization and resource planning. 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. Effective and efficient management of human, financial and physical resources within the Directorate.

**ENQUIRIES** : Mr X Monakali, Tel No: (012) 406 7249  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

**POST 31/30** : **DIRECTOR: BUSINESS ANALYSIS, REF NO: HRMC 58/23/2**

**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, Branch: Information Services, Chief Directorate: Applications Management.

**REQUIREMENTS** : An undergraduate qualification in Information Technology / Computer Science at NQF level 7 as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at middle / senior managerial level as a business analyst. Basic experience of systems analysis, prioritizing changes, reporting services and testing procedures. Solid experience in programming languages. Proven experience of process management, engineering and design. Knowledge of different development and database tools, techniques and environments in order to develop and deliver quality applications and documentation. Knowledge of development methodology and processes. Knowledge of Oracle and SQL database. Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental legislation as well as Human Resources legislation and prescripts. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Sound knowledge of Minimum Information Security Standards (MISS) Required skills and competencies: Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge management and decision making. Strong numerical and analytical skills. Conceptual thinking ability. Interpersonal and research skills. Computer literacy. Willingness to travel and work extended hours, weekend and on call may be required.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage business operational efficiency and analysis on service delivery improvement. Manage business analysis and process engineering policies in

support of the identified business needs. Oversee the effective implementation of process and system application, maintenance initiatives. Ensure effective application configuration management and report services Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators. Effective and efficient management of human, financial and physical resources within the Directorate. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Develop technical expertise within the Directorate and keep abreast of technological advancement. Provide advice and guidance on business analysis and process engineering aspects and matters. Ensure service delivery improvement within the Directorate. Oversee the effective implementation of projects initiatives. 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. Effective and efficient management of human, financial and physical resources within the Directorate.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr X Monakali, Tel No: (012) 406 7249
- : Quoting the relevant reference number, direct your application to: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)