

## DEPARTMENT OF HOME AFFAIRS

**CLOSING DATE** : 23 December 2024

**NOTE** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a comprehensive CV, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible); limited to 2.5MB in size. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice) as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable 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: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

## MANAGEMENT ECHELON

**POST 43/06** : **CHIEF DIRECTOR: LEGAL SERVICES, REF NO: HRMC 44/24/1**

**SALARY** : R1 436 022 - R1 716 933 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** : Headquarters Head Office, Tshwane, Branch: Operations.

: A four-year Legal qualification at an NQF level 7 as recognized by SAQA. Admission as an Advocate or Attorney would be an added advantage. 5 Years' experience at a Senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents and / or contracts, commercial contracts, drafting and scrutinizing of International Agreements. Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Civil Litigation and Mediation. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Direct the provision, development and management of legal services to the Department and Ministry. Provide strategic advice and guidance on all legal matters. Ensure the effective drafting of legislation, commercial contracts, drafting and scrutinizing of International Agreements. Proactively manage litigation by, or against the Department. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Chief Directorate. Reduction of Contingent Liability held by the Department. Coordinate and monitor delivery of the legal services business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Build relationships with key stakeholders and represent the Department at various forums. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate.

- ENQUIRIES APPLICATIONS** : Ms S Mkhali, Tel No: 072 527 6033 / 012 406 7109  
Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [legalrecruitment@dha.gov.za](mailto:legalrecruitment@dha.gov.za) by the specified closing date.
- POST 43/07** : **CHIEF DIRECTOR: PERMITS, REF NO: HRMC 44/24/2**
- SALARY** : R1 436 022 - R1 716 933 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** : Headquarters Head Office, Tshwane, Branch: Immigration Services.  
An undergraduate qualification in Law, Public Management, Administration, Business Management or International Relations at NQF level 7 as recognized by SAQA. 5 Years' experience at a Senior Management level (strategic management level). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. Knowledge of Economic Development, International Relations and Law relating to Immigration. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and ensure the effective and efficient management of VISA and Permanent Residence processes. Provide strategic advice and guidance on permitting matters. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Chief Directorate. Coordinate and monitor delivery of the permitting business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES APPLICATIONS** : Mr W Mamphoke, Tel No: 072 527 3114/ 012 406 4247  
Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za) by the specified closing date.
- POST 43/08** : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT, HRMC 44/24/3**
- SALARY** : R1 436 022 - R1 716 933 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** : Headquarters: Head Office, Tshwane, Branch: Finance and Supply Chain Management.  
An undergraduate qualification in Financial Management, Supply Chain Management, Public Management, Administration or Business Management at an NQF Level 7. 5 Years' experience in government supply chain management. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Knowledge of the Public Finance Management Act, Treasury Regulations and other procurement related legislation. Excellent abilities and vast experience in project management, project optimization, and the use of online systems in the supply chain and asset management fields. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work.

Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the development and management of Supply Chain Management (SCM) process and strategy for the Department, and strategic objectives for supply chain and asset management to meet the objectives of the Department. Provide strategic advice and guidance on supply chain matters. Review procurement contracts on a regular basis to ensure value for money. Lead and direct the coordination of fleet and asset management processes and procedures in the Department. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Chief Directorate. Coordinate and monitor delivery of the supply chain management business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Provide strategic leadership and direction to the unit, and coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**

**APPLICATIONS**

: Ms S Mkhaliphi, Tel No: 072 527 6033 / 012 406 7109  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za) by the specified closing date.

**POST 43/09**

: **PROVINCIAL MANAGER: EASTERN CAPE, REF NO: HRMC 44/24/4**

**SALARY**

: R1 436 022 - R1 716 933 per annum 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**

: Headquarters :Eastern Cape: Provincial Manager's Office – King Williams' Town  
: An undergraduate qualification in Law, Public Management, Administration, Business Management, Financial Management or Operations Management at NQF level 7 as recognised by SAQA. 5 Years' experience at a Senior Management level (strategic management level). Extensive experience in Operations Management. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Province against the agreed service delivery standards. Provide strategic advice and guidance on operations of the Department at a Provincial level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of Provincial Immigration Inspectorate activities. Foster effective partnership with all stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Province. Coordinate and monitor delivery of the Provincial business plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Province. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**

**APPLICATIONS**

: Mr JS Modipa, Tel No: 082 881 9804 / 012 406 4243  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [ipsrecruitment@dha.gov.za](mailto:ipsrecruitment@dha.gov.za) by the specified closing date.

<b><u>POST 43/10</u></b>	:	<b><u>DISTRICT MANAGER OPERATIONS, HRMC 44/24/5</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 - R1 433 355 per annum 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Headquarters: Gauteng: Johannesburg Metro Municipality : An undergraduate qualification in Law, Public Management, Administration, Business Management, Financial Management or Operations Management at NQF level 7 as recognised by SAQA. 5 Years' experience at a middle / senior management level (strategic management level). Extensive experience in Operations Management. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the District against the agreed service delivery standards. Provide strategic advice and guidance on operations of the Department at a District level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Districts Immigration Inspectorate activities. Foster effective partnership with all stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the District. Coordinate and monitor delivery of the District operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the District. Coach and guide staff on compliance with all regulatory requirements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr JS Modipa, Tel No: 082 881 9804 / 012 406 4243 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://eRecruitment.dha.gov.za">https://eRecruitment.dha.gov.za</a> or sent via email to <a href="mailto:ipsrecruitment@dha.gov.za">ipsrecruitment@dha.gov.za</a> by the specified closing date
<b><u>POST 43/11</u></b>	:	<b><u>DIRECTOR: APPEALS, REF NO: HRMC 44/24/6</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 - R1 433 355 per annum 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	SHeadquarters: Head Office, Tshwane, Branch: Immigration Services, Chief Directorate: Permits. : An undergraduate qualification in Law, Public Management, Administration, Business Management or International Relations at NQF level 7 as recognized by SAQA. 5 Years' experience at a middle / senior management level (strategic management level). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Knowledge of Economic Development, International Relations and Law relating to Immigration. A valid drivers' license. Willingness to travel and work extended hours Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating

- action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective and efficient management of VISA and Permanent Residence Appeals processes. Provide strategic advice and guidance on Appeals matters. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions, product / process improvements and data management and analysis), in order to enhance service delivery in the Directorate. Coordinate and monitor delivery of the Appeals operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms A Ngcobo, Tel No: 081 041 1558 / 012 406 4356
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za) by the specified closing date.
- POST 43/12** : **DIRECTOR: FINANCIAL ACCOUNTING, REF NO: HRMC 44/24/7**
- SALARY** : R1 216 824 - R1 433 355 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** : Headquarters: Head Office, Tshwane, Chief Directorate: Financial and Asset Management.
- REQUIREMENTS** : An undergraduate qualification in Financial Accounting at an (NQF Level 7 ) 5 Years' experience at a middle / senior management level (strategic management level). Professional registration as a Chartered Accountant is an added advantage. Knowledge of the Constitution of the Republic of South Africa. Knowledge and Understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Excellent knowledge of the Public Finance Management Act, Treasury Regulations and Accounting Frameworks (Modified Cash Standard). A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development and implementation of effective and efficient financial accounting and control strategies, practices and procedures within the Department, fully compliant with prescribed financial accounting frameworks and standards. Manage the compilation and analysis of the annual and interim financial statements in accordance with the modified cash standard. Manage Departmental debtors, the monthly requisition and surrendering of funds, month-end closure of books, ledger accounts and the transfer of payments. Prepare and manage audit outcomes relevant to financial accounting. Present financial statements and accounts to various fora and provide investigative and secretarial support to the Loss Control Committee. Provide strategic advice and guidance on financial accounting matters. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, financial accounting solutions, and process improvements), in order to enhance service delivery in the Directorate. Coordinate and monitor delivery of the Financial Accounting operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms N Raziya, Tel No: 072 527 7141/ 012 406 4155
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za) by the specified closing date

#### OTHER POSTS

<b><u>POST 43/13</u></b>	:	<b><u>SPECIALIST: NETWORK CONTROLLER, REF NO HRMC 44/24/7 (2 POSITIONS)</u></b>
<b><u>SALARY</u></b>	:	R849 702 - R1 000 908 per annum (Level 11). (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Headquarters: Head Office, Tshwane, Branch: Information Services, Chief Directorate: IS Infrastructure Management.
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Information Technology, Computer Science, Information Systems or Computer Engineering at an NQF level 6 as recognised by SAQA. 3 Years' experience at an Assistant Director or an equivalent level in the Information Technology environment. Experience in designing and implementing network subnets and VLAN's, Access lists, Secure Virtual Private Networks and network security. Knowledge of Network administration. Indepth technical knowledge of network switching and routing. Knowledge of the Public Service Regulatory Framework. Knowledge of the State Information Technology Agency Act 88 of 1998. Understanding of the Departmental Legislation and Prescripts. Knowledge of National Strategic Intelligence Act and the Draft Electronic Transaction Bill Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement network strategies and plans. Implement and manage LAN and WAN (VPN) environment including telephony (VOIP) for the entire Department. Connect systems and servers related to district networks for the availability of services to authorized users e.g. email systems, accounts, print queues, IP assignments, computer etc. Coordinate and implement data network activities, computer operations and configuration for purpose of providing technical advice. Coordinate and implement the design of computer networks, physical and logical network infrastructures and service for system operations (e.g. internet, intranet, webmail, FTP service, etc ). Provide expertise on Mobile connectivity for the mobile workforce (e.g. VSAT, 3G, Wi-Fi, LAN, WiMax). Coordinate, implement and install computer equipment, network (client and server) software and hardware on a variety of platforms. Ensure the connection of service on a website and related hardware and supporting software such as throughput, switches, patch panels and racks. Address network security threats in service level timelines. Ensure that all network incidents and problems are reported, investigated and resolved. Participate in the preparation of bid specifications for required purchases (e.g. computers router, software (email, firewall, backup)). Provide strategic advice and guidance on Network matters. Facilitate stakeholder engagement and collaboration with key account stakeholders, and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (digital transformation, solutions, product / process improvements and data management and analysis), in order to enhance service delivery. Contribute to delivery of the Information Services business / operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<b><u>ENQUIRIES</u></b>	:	Ms T Rakgoale, Tel No: 081 032 1861 / 012 406 2808
<b><u>APPLICATIONS</u></b>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://eRecruitment.dha.gov.za">https://eRecruitment.dha.gov.za</a> or sent via email to <a href="mailto:isrecruitment@dha.gov.za">isrecruitment@dha.gov.za</a> by the specified closing date
<b><u>POST 43/14</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION, REF NO: HRMC 44/24/8</u></b>
<b><u>SALARY</u></b>	:	R849 702 - R1 000 908 per annum (Level 11). (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Headquarters: Head Office, Tshwane, Office of the Director-General.
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Management or Administration at an NQF level 6 as recognised by SAQA. 3 Years' experience at an Assistant Director of equivalent level. Extensive experience in administrative support. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, document management methodologies and applicable Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict

management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the provisioning of administrative support services in the Office of the Executive Authority (e.g. HR, procurement, assets, courier services, logistics and transport / travel, records – and financial management). Keep record of decisions of Cabinet / the Executive Council and alert the Chief of Staff and Executive Authority of actions to be taken and due dates. Develop / coordinate correspondence and reports as directed. Coordinate effective integration of ministerial projects and programmes. Provide advice and guidance on related policy matters. Attend to client enquiries in accordance with agreed service timelines. Facilitate stakeholder engagement and collaboration and represent the Office at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements

**ENQUIRIES**

: Mr BC Mathatho, Tel No: 081 045 8239 / 012 406 4250

**APPLICATIONS**

: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to [DGrecruitment@dha.gov.za](mailto:DGrecruitment@dha.gov.za) by the specified closing date.