

DEPARTMENT OF HOME AFFAIRS

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- CLOSING DATE** : 08 May 2025
- 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 (citing the correct post number and job title) 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)), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, a copy of the applicant’s valid driver’s license and PDP (if specified as a job requirement) and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as (unemployed) youth and the Department’s Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. Once appointed, 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.

OTHER POSTS

- POST 12/64** : **SPECIALIST CYBER SECURITY ENGINEER REF NO: HRMC 11/25/1 (X2 POSTS)**
Directorate: Information System Security
- SALARY CENTRE REQUIREMENTS** : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Information Technology, Computer Science, Computer Engineering at NQF level 6 as recognized by SAQA. 5 Years’ experience in an IS Security environment. Extensive experience in Cyber Security or Security Systems engineering. Knowledge and experience in the application of GITO requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1988. Knowledge of Infrastructure Monitoring, Orchestration and SIEM tools. Knowledge of IT Security industry certifications, such as Certified Information Systems Security Professionals (CISSP), Certified Ethical Hacker (CEH). Extensive knowledge of networks, including all related components and communication protocols. Knowledge of the e-Government Policy Framework consultation paper developed by GITO. Knowledge and understanding of PAIA and POPIA, MISS the information Security Framework (ISO17799), National Strategic Intelligence Act and Draft Electronic Transactions Bill. Understanding of defence in depth strategies and how security devices are deployed. Knowledge of server hardening on multiple platforms. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. 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: Strategic capability

and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Web services security. Threat hunting. Ability to translate Technology into English. Engineering and Technology. Program and project management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and resolution skills. Knowledge and Information management. Decision-making and initiating action. Planning, organising and time management. Expenditure management. Computer literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Analyse and identify threats and vulnerabilities for infrastructure, systems, processes and procedures. Coordinate and implement Cyber-Security monitoring, analysis and incident response. Lead the development, communication and implementation of a security applications strategy and framework. Establish and maintain technical and non-technical security controls in line with relevant (IS) security requirements. Co-ordinate and enforce system development processes and provide security engineering and consulting services across the Department. Implement information security as a fundamental element of technology architecture. Develop and implement security solutions for DHA's data and systems. Research, design and advocate new technologies, architecture and security products. Ensure the integration of all security solutions within and across each domain. Develop a security product strategy and roadmap. Develop, implement and maintain Information System Security Service-Catalogue, Policies, Procedures and Standards. Implement Security protocols and measures to respond to security incidents. Develop and manage cyber treat monitoring, SIEM solutions, and incident detection systems. Implement security best practices across on premise, cloud (AWS/Azure), hybrid environment. Ensure successful business transformation. Foster effective partnerships with all stakeholders. Implement governance processes, frameworks, policies, procedures, and manage risks.

ENQUIRIES

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808

POST 12/65

: **DEPUTY DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: HRMC 11/25/2**
Chief Directorate: Internal Audit Services

SALARY CENTRE REQUIREMENTS

: R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Computer Science, Information Technology or Internal Audit at NQF level 6 as recognized by SAQA. 3 Years' experience at Assistant Director or equivalent supervisory level in an Information Systems Auditing environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Understanding of the Public Finance Management Act and Accounting Systems and Practices. Knowledge of International Internal Audit Standards, Information Systems Audit and Control Association Standards. Knowledge of the Public Service Corporate Governance of Information and Communication Technology Policy Framework. Knowledge of the King II report and governance principles. Knowledge of POPIA, RICA, the National Cyber Security Policy Framework (NCPF) and the Electronic Communication and Transactions Act (ECTA). 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 Teammate Audit Management System. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Planning, organizing, coordination and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Sound decision-making and interpersonal relations skills. Ability to interact with all levels of management and clients. Ability to instill appropriate processes and

DUTIES

systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the execution of the information systems audit plan, including audit universe and overseeing timely execution of the plan. Develop objectives and policies for computer application. Develop, implement and monitor the Application Performance Measures (APMs) Strategy. Train and supervise staff responsible for performing control procedures. Guide the development and implementation of software and physical measures to prevent and detect unauthorised changes to systems software and applications. Monitor the Information Systems audit projects, including System Development reviews, change control management, Database controls, Contingency planning / disaster recovery reviews, operating systems reviews, and application reviews general controls. Participate in special projects to improve information system controls and management information. Partner with management to develop practical and cost-effective solutions to IT internal controls issues. Establish strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Manage the continuous improvement of IT audit processes and practices. Facilitate stakeholder engagement and collaboration and represent the Directorate 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

Head Office: Ms N Raziya Tel No: (012) 406 4155

POST 12/66

DEPUTY DIRECTOR: SECURITY SYSTEMS REF NO: HRMC 11/25/3
Branch: Counter Corruption and Security Services

**SALARY
CENTRE
REQUIREMENTS**

R849 702 - R1 000 908 per annum (Level 11), (A basic salary)

Head Office: Tshwane

An undergraduate qualification in Electronic Systems Engineering Technology at NQF level 6 as recognized by SAQA. 3 Years' Management experience in an electronic security systems environment is required. Experience in conducting security risk assessments and working as a Technician; installing, commissioning and maintaining IP surveillance, access control, electronic security hardware and software platforms, fire detection systems and intercom systems. Knowledge and understanding of applying GITO requirements and Frameworks. Knowledge of the e-Governance Policy Framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). 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. 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: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Planning, organising and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Sound decision-making, interpersonal relations and conflict management skills. 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 digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: Identify most suitable security system technology in support of the security objectives. Ensure that servers and IT related equipment and hardware as tools of trade within the Department, are properly protected.

Ensure the introduction of Environmental Monitoring Systems (EMS) in all DHA server rooms. Effective management and maintenance of security technology and systems. Provide advice and guidance on security technology and systems. Ensure that part of the risk analysis in DHA, facilities include the server room areas. Ensure biometric access in all DHA server rooms, cash offices, control rooms (where applicable) and high-risk areas such as face value storerooms. Repair, prepare program and maintain security systems in the Department, e.g. CCTV. Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions. Facilitate stakeholder engagement and collaboration and represent the Directorate 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 : Head Office: Mr BC Mathatho Tel No: (012) 406 4250

POST 12/67 : **OFFICE MANAGER REF NO: HRMC 11/25/4**
Office of the Chief Financial Officer

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Administration, Business Management, Office Management and Technology at NQF level 6 as recognized by SAQA. 3 Years' experience at an Assistant Director or Junior Management level in a Finance environment is required. Knowledge of Office Administration and Support. Knowledge of document 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. 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: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Planning, organizing, coordinating and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Document management and minute taking. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Office in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Deliver reports and presentations regarding finances and work related aspects. Manage and consolidate the Branch's strategic planning documents and reports (e.g. quarterly reports). Brief the Branch Head on engagements and provide relevant documentation and support. Study correspondence, submissions, and reports and highlight key aspects. Scrutinize submissions / reports and make notes and / or recommendations. Execute research, analyses of information and compile complex documents. Ensure that submissions are recorded, actioned and proof read daily. Obtain inputs from Chief Directors, collate and compile reports (e.g. progress reports, monthly reports, quarterly reports and annual reports on performance management, budget planning and strategic planning). Facilitate stakeholder engagement and collaboration and represent the Office at relevant 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 Office. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Mnisi Tel No: (012) 406 4238

- POST 12/68** : **PROGRAMME MANAGER REF NO: HRMC 11/25/5**
Chief Directorate: Learning and Development
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Education, Education and Training, Human Resources Development at NQF level 6 as recognized by SAQA. 3 Years' experience at Assistant Director, Junior Management or Specialist level is required. Extensive experience in Programme Management in Training and Development, and evaluation of training programmes. Experience in managing the coordination of graduation ceremonies. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks, and relevant Governance Structures. Knowledge of various Programme processes and SETAs. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel frequently and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Planning, organizing, coordination and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Research skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement training programmes strategies and plans. Coordinate training programmes and monitor performance of trainers against training programmes. Provide guidance to trainers, learner representatives and other related stakeholders. Maintain communication on training programmes and schedules with the training coordinators. Provide guidance to ensure that programme components are designed and implemented consistently within stated goals and objectives. Coordinate the design, delivery and evaluation of training programmes and reporting methods. Coordinate and schedule quarterly meetings or updates with the Branch Senior Management. Communicate project activities by programme management plan, regular programme meetings and programme status reporting. Ensure continuous professional development of trainers. Coordinate evaluation of trainees, trainers and assessment of training programmes. Quality assure training material prior to training. Coordinate, secure and archive training records on the Learner Management System. Coordinate the marketing of training opportunities. Ensure that training programmes support National Priorities and service delivery improvement. Conduct monitoring and evaluation on the sustainability and viability of training programmes. Facilitate stakeholder engagement and collaboration and represent the Directorate 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** : Head Office: Ms P Makhlima Tel No: (012) 406 4248
- POST 12/69** : **TRAINING SPECIALIST REF NO: HRMC 11/25/6 (X2 POSTS)**
Chief Directorate: Learning and Development
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Human Resources Development, Education and Training, Public Management, Public Administration, Industrial or Organizational Psychology at NQF level 6 as recognized by SAQA. 3 Years' experience at Assistant Director or Junior Management level in a training and development environment is required. Experience in developing and

implementing education and training programmes. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks, and relevant Governance Structures. Knowledge of the DPSA's skills guidelines, the Skills Development Act and Public Service Education and Training Strategies. Knowledge of various training methodologies and approaches. 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: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Planning, organizing, coordination and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Research and analysis skills. Investigation and security competency skills. Cultural, emotional and social intelligence. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Directorate in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct training on matters of National Security within DHA, Law Enforcement with specific emphasis on core functions of the DHA (Immigration and Civic Services), detection, interception and prevention of possible violations of Immigration Laws. Conduct training on intelligence gathering and counter intelligence analysis, as well as the detection of fraudulent documents and the profiling and classification of trends on behavioural patterns of persons entering and exiting the State. Conduct training on basic questioning and investigation. Facilitate stakeholder engagement and collaboration and represent the Directorate 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

: Head Office: Ms V Motshegoe Tel No: (012) 406 4252

POST 12/70

: **ASSISTANT DIRECTOR: DETECTION REF NO: HRMC 11/25/7**
Directorate: Prevention

SALARY CENTRE

: R444 036 - R532 602 per annum (Level 09), (A basic salary)
: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Public Management and Administration, Business Management and Administration, Statistics or Information Systems at NQF level 6 as recognized by SAQA. 3 Years' experience at supervisory level in data analysis, statistics and information systems environment is required. Experience in Business Processes Management and Data Analysis is required. Knowledge of Anti-corruption Framework (Protected Disclosure Act, Prevention and Combating of Corruption Activities) and Minimum Information Security Standards (MISS). Knowledge of Data Analytical Tools. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks including POPIA, and relevant Governance Structures. 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: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Conducting investigations, interviews, problem solving and analysis. Change Management. Planning and organizing. Time and records management. Monitoring and evaluation skills. Attention to detail and confidentiality. Good written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Decision-making and initiating action. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively

DUTIES

managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct research on identified business processes that may promote irregularities, unlawful conduct or breaches. Analyse data, identify trends and maintain statistics nationally and internationally concerning irregularities, unlawful conduct and security breaches. Recommend preventative measures. Provide relevant project support to business units and other Law Enforcement Agencies during investigations. Conduct surveys of DHA processes to proactively identify information requirements, potential breaches and level of understanding of security systems and procedures. Facilitate stakeholder engagement and collaboration and represent the Directorate 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

: Head Office: Ms B Kabinde Tel No: (012) 406 4239

POST 12/71

: **INTRUSION DETECTION TECHNICIAN REF NO: HRMC 11/25/8**
Directorate: Information System Security

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 09), (A basic salary)

: Head Office: Tshwane

: An undergraduate qualification in Information Technology, Computer Science or Computer Engineering at NQF level 6 as recognized by SAQA. 3 Years' experience in Information Services (IS) or Information Technology (IT) Security environment is required. Proven experience of performing security event and correlation monitoring is required. Knowledge of Oracle and SQL database. Knowledge of application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standards (MISS). 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. 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: Service delivery innovation. Client orientation and customer focus. People Management and empowerment. Strong numerical skills. Program and project management. Problem solving and analysis. Change Management. Planning, organizing and time management. Attention to detail and confidentiality. Good written and verbal communication skills, as well as report writing and presentation skills. Decision-making and initiating action. Conceptual thinking. Interpersonal skills. Knowledge 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 digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administrate intruder prevention, fire walling and network application security on all DHA communication medium. Conduct logs and do discovery on activity events. Ensure security vulnerability monitoring and remediation. Identity management of intrusion prevention and security compliance. Create virtual sandbox(s), and minor shell scripts or VB/Access to support data extraction correlation. Perform network forensics and identify malware. Perform activity patterns in firewall, router, and server logs when an IPS has not detected the activity (ingress and egress). Report risks and security events (scenario, malicious activity that appears to be ongoing). Provide network intrusion detection and monitoring, correlation analysis, and support. Perform in-depth virtual analysis to provide actionable intelligence and increase situational awareness of events. Correlate intrusion patterns across the DHA by monitoring feeds. Analyse digital artefacts to determine the cause and effect of intrusions into the DHA systems by adversaries. Create, implement, and test scripts, applications, and technologies to detect and

categorize risky network activities. Facilitate stakeholder engagement and collaboration and represent the Directorate 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 : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

POST 12/72 : **ADMINISTRATIVE OFFICER: AWARENESS REF NO: HRMC 11/25/9**

SALARY : R308 154 - R362 994 per annum (Level 07), (A basic salary)
CENTRE : Head Office: Tshwane, Branch: Counter Corruption and Security Services
REQUIREMENTS : An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at NQF level 6 as recognized by SAQA. 1 Years' experience in an administration environment is required. Knowledge of Office Administration methodologies. Knowledge of document 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. Excellent abilities and experience in project management, project optimization, and the use of online systems. Willingness work extended hours. Required skills and competencies: Leadership. Service delivery innovation. Client orientation and customer focus. Financial Administration. Program and project management. Problem solving and analysis. Analytical thinking. Planning, organising and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Sound interpersonal relations and Teamwork. MS Office and Office Administration. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Unit in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Perform general administrative activities in support of the Unit. Draft submissions, reports, memorandums, minutes and other correspondence for the Unit. Perform records and document management functions, both manually and electronically. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the Office. Administrate leave arrangements. Provide support / prepare / process claims, payments, invoices and consultant fees relevant to the Office. Oversee office equipment and arrange maintenance and repairs as required. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements, 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 : Head Office: Ms N Mnisi Tel No: (012) 406 4238

POST 12/73 : **SECURITY OFFICER, REF NO: HRMC 11/25/10 (X2 POSTS)**
 Branch: Counter Corruption and Security Services

SALARY : R155 148 - R182 757 per annum (Level 03), (A basic salary)
CENTRE : Head Office: Tshwane
REQUIREMENTS : A Grade 12 National Senior Certificate at NQF level 4 as recognized by SAQA. PSIRA Grade C Certificate is required. Basic security officer's course. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Knowledge of the Minimum Information Security Standards (MISS). Knowledge of Control of Access to Public Premises and vehicle Act. Knowledge of the National Intelligence Strategy Act. Knowledge of the Criminal Procedure Act of 1977 as amended. Knowledge of the Protection of Personal Information Act (POPIA). Understanding of investigative techniques and methodologies. Willingness to work shifts and

extended hours. Required skills and competencies: Technical skills. Service delivery innovation. People Management and empowerment. Client orientation and customer focus. Program and project administration. Problem solving and analytical skills. Planning, organizing, time management and ability to meet deadlines. Excellent written and verbal communication skills, as well as report writing and presentation skills. Sound interpersonal relations, Teamwork and Interviewing skills. Decision-making and ability to take action. Conflict management and resolution. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Determine whether visitors have appointments / or require services. Confirm appointments or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venues if required. Lock and unlock entrances. Identify suspicious conduct. Ensure unauthorized persons and dangerous objects do not enter the building. Follow-up on incidents. Facilitate stakeholder engagement and collaboration. 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 security and service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient safeguarding of human and physical resources. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms R Masemola Tel No: (012) 406 4156