

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or commsrecruitment@dha.gov.za
- CLOSING DATE** : 07 November 2025
- NOTE** : Applications must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct email address specified at the bottom of the post, 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 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 39/41** : **CHIEF DIRECTOR: COMMUNICATION SERVICES REF NO: HRMC 45/25/1**
Branch: Operations
- SALARY** : R1 494 900 - R1 787 328 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, Tshwane
- REQUIREMENTS** : An undergraduate qualification in Public Relations, Journalism, Communications, Marketing, Creative Writing or a related field within a communications environment at NQF level 7 as recognised by SAQA. Five years’ experience in a Senior Management position is required in the Communications environment. Knowledge and understanding of social media platforms and the professional use of social media tools. Knowledge and understanding of all media platforms (TV, radio: national and local stations). Knowledge and understanding to translate the Home Affairs mandate, in the Communications unit, to the wider Department and country. Knowledge and understanding of brand management and implementation of strategic communication. Knowledge and understanding of Public Services legislation. Knowledge and understanding of all Departmental prescripts and Legislations. Knowledge and understanding of South African Constitution. Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act and Public Finance Management Act (PFMA)). Knowledge and understanding of Good Corporate Governance principles (King V). Ability to work under

pressure. A valid drivers license, willingness to travel and work extended hours. Management Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Functional Competencies: Knowledge Management. Stakeholder Management. Ability to lead Media Relations. Opinion polling and market surveys. Service Delivery Innovation (SDI). Social Media Expertise. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Support with digital transformation. Skills: Written and oral communication skills. Presentation skills. Planning and Organising. Influencing and networking. Computer literacy. Outcomes-driven. Time Management (ability to meet deadlines). Excellent verbal and written communication skills. Business report writing. Decision making skills. Problem solving skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective implementation of the Department's communication strategy. Develop, manage and implement an internal communication plan that is aligned to the Department's integrated communication strategy and strategic objectives. Ensure commitment to the Departmental vision of harnessing digital transformation to deliver Home affairs@home. Oversee internal communications to ensure alignment and cohesion across all DHA offices and stakeholders. Ensure the unit is continually innovative and thinking of the best ways to live out the vision towards digital transformation including digitising manual and outdated processes. Manage and implement communication channels and tools that will enable effective communication across the Department. Manage the drafting of communication materials and ensure superior editorial standards. Oversee the Department's medium of communication. Ensure provision of external communication services in the Department. Develop comprehensive communication strategic programmes and manage external communication. Manage direct content and implement of marketing and public awareness campaigns. Manage and oversee the development of creative concepts, design and copy for any Departmental publications. Develop partnership with the other departments and private organisations to develop educational opportunities for diverse audiences across South Africa and abroad, to market the Department's offerings and any changes. Manage and maintain the Department's corporate image and ensure the development and continued updating of the Department's Brand Guide. Manage advertising functions (including brochures and publications). Manage and analyse opinion polling and market surveys to refine communications. Ensure excellent work and collaboration with GCIS. Ensure media monitoring and liaison in all matters pertaining to the Department. Act as Media Liaison for Departmental media statements and manage all responses professionally and timeously. Monitor and analyse the reporting to and interactions with the media on matters concerning the Department. Ensure that the unit maintains an updated and comprehensive database of strategic media contacts. This includes radio, television, print, new media and any specialist publications (this includes local and international). Manage the collection of data from online information sources. Ensure research and analyse available information from various mediums (i.e Newspapers, magazines, websites, newsletters and publications). Ensure planning of Departmental events, liaise with internal and external stakeholders, including the Office of the Minister. Ensure preparation of summary briefings to stakeholders and Principals on programmes pertaining to the Department. Provide strategic leadership and direction to the Unit. Provide strategic guidance and expert advice in terms of communication liaison. Ensure implementation of the business plans. Monitor and report to the Deputy Director-General on the performance of the unit against the objectives of the DHA Strategic Plan. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of DHA. Guides EXCO on the prioritisation of communication initiatives and key messages. Ensure the effective communication of the DHA strategy to all DHA Business Units and the Provinces. Develop, monitor and implementation of policies and procedures, directives, acts and regulations. Develop and review communication policies and code of practice. Management of service providers in line with supply chain management processes. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with policies, procedures and prescripts. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and

risk management frameworks, standards and procedures. Plan the production of annual reports in line with the corporate strategy. Ensure effective and efficient management of human, physical and financial resources within the Unit. Provide strategic leadership, direction and advice to the Department, as well as the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Head Office: Ms S Mkhalihi Tel No: (012) 406 7109