

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 12 December 2025

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct 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, 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), regardless of online or manual submission. 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 Acting letters 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); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). 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 POST

POST 44/70 : **LOCAL OFFICE MANAGER (X16 POSTS)**
(This is a re-advertisement. Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE : R582 444 - R686 091 per annum (Level 10), A basic salary

: Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 51/25/1a (X1 Post)

: Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 51/25/1b (X1 Post)

: Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 51/25/1c (X1 Post)

: Eastern Cape: Medium Office: Mount Ayliff Ref No: HRMC 51/25/1d (X1 Post)

: Gauteng: Medium Office: Alberton Ref No: HRMC 51/25/1e (X1 Post)

: Gauteng: Medium Office: Randburg Ref No: HRMC 51/25/1f (X1 Post)

: KwaZulu-Natal: Medium Office: Kwadukuza Ref No: HRMC 51/25/1g (X1 Post)

: KwaZulu-Natal: Medium Office: Prospecton Ref No: HRMC 51/25/1h (X1 Post)

: KwaZulu-Natal: Medium Office: Scottsburgh Ref No: HRMC 51/25/1i (X1 Post)

: Limpopo: Medium Office: Mutale Ref No: HRMC 51/25/1j (X1 Post)

: Mpumalanga: Medium Office: Mhala Ref No: HRMC 51/25/1k (X1 Post)

: North West: Medium Office: Zeerust Ref No: HRMC 51/25/1l (X1 Post)

: North West: Medium Office: Mafikeng Ref No: HRMC 51/25/1m (X1 Post)

: North West: Medium Office: Taung Ref No: HRMC 51/25/1n (X1 Post)

: Western Cape: Medium Office: Bellville Ref No: HRMC 51/25/1o (X1 Post)

: Western Cape: Medium Office: Wynberg Ref No: HRMC 51/25/1p (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience as a Supervisor in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. 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 use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of workflow

and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. 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 digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. 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 candidates will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office 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 Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

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:

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000