

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 06 March 2026

**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](http://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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be 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. The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity. EE Requirements: People with Disabilities, Youth, unemployed Graduates and Woman are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.

## OTHER POSTS

**POST 06/30** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 4/26/1 (X3 POSTS)**  
 Directorate: Drafting  
 This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

**SALARY** : R586 956 - R1 386 972 per annum (MR-6), (a basic salary package). Salary will be in accordance with the Occupation Specific Dispensation for Legally Qualified Personnel.

- CENTRE REQUIREMENTS** :
- Head Office: Tshwane
- An LLB degree as recognized by SAQA. 8 Years' relevant post-qualification legal experience is required; of which 3 or more years' experience in a Legislative Drafting environment will serve as an added advantage. Admission as an Attorney or Advocate will also serve as an added advantage. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Knowledge of the Promotion of Access to Information Act, 2000 ("PAIA") and Regulations. Knowledge of the Protection of Personal Information Act, 2013. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills: Writing/drafting of legal documents. Computer literacy. 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.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: Drafting of new or amending of existing legislation (both primary and secondary legislation) administered by the Department. Seeing Bills through the legislative process in Parliament. Engagement with the Office of the Chief State Law Adviser: Department of Justice and Constitutional Development ("OCSLA") on the drafting of new or the amending of existing legislation pertaining to the Department. Provide verbal and written legal opinions relating to all pieces of legislation (both primary and secondary legislation) administered by the Department, as well as any other legislation, as and when requested to do so, including requests for access to information submitted in terms of PAIA. Scrutinise or draft International Agreements and/or Memoranda of Understanding involving the Department. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. 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.
- ENQUIRIES APPLICATIONS** :
- Head Office: Mr BC Mathatho Tel No: (012) 406 4250
- Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [legalrecruitment@dha.gov.za](mailto:legalrecruitment@dha.gov.za)
- POST 06/31** :
- ASSISTANT DIRECTOR: IMMIGRATION SERVICES- INSPECTORATE REF NO: HRMC 4/26/3 (X1 POST)**
- This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- R582 444 - R686 091 per annum (Level 10), (a basic salary)
- Gauteng: Large Office: Johannesburg
- A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Paralegal or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' supervisory experience in a Law Enforcement, Legal or Security environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Criminal Prosecution Act and relevant Regulations. Knowledge of International treaties. 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 (Code C1). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Working extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Decision making and initiating action. Accountability. Record and time management. Attention to detail. Team work. Diplomacy. Planning and organising. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks. Ensure the effective implementation of Inspectorate services, and applicable legislation. Manage Inspectorate operations management. Provide advice and recommendations on immigration transgressions. Liaise with Central Law Enforcement regarding priority and high profile cases. Participate in the development and implementation of policies, procedures, directives, acts and regulations. Monitor and ensure the effective implementation of standard operating procedures. Ensure effective risk and compliance management. Implement governance processes, frameworks and procedures. Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043  
**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: Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.

**POST 06/32** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 4/26/2**  
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

**SALARY** : R468 459 - R551 823 per annum (Level 09), (a basic salary)  
**CENTRE** : Free State: Provincial Manager's Office  
**REQUIREMENTS** : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Programme and project management. Ability to meet deadlines. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the province. Represent the Province at all disciplinary hearings. Provide expert advice in the province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process

in the Province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**  
**APPLICATIONS**

- : Free State: Ms V Molefi Tel No: (051) 410 3912
- : 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: Free State: Physical Address: 40 Victoria Street Willows, Bloemfontein, 9301