

DEPARTMENT OF HOME AFFAIRS

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. 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.



<u>CLOSING DATE</u>	:	20 March 2026
<u>NOTE</u>	:	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. 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). 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, 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

<u>POST 08/282</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL MANAGER (WESTERN CAPE) REF NO: HRMC 6/26/1</u>
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum (Level 14), (an all-inclusive salary package)
<u>CENTRE</u>	:	Provincial Manager's Office: Cape Town, Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Administration, Law or Social Sciences within these specified fields at NQF Level 7 as recognized by SAQA. 5 Years'

experience in Senior Managerial level (Strategic Management) experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts (Civic Services and Immigration). Knowledge of the Minimum Information Security Standard (MISS). Knowledge of National Treasury Regulations and PFMA. Knowledge of Human Resource Regulatory Framework. Willingness to travel and work extended hours. n call may be required. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Strategic Management. Strategy planning. Strategy execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Program and project management. Change management. Communication skills. Conflict management and Resolution. Decision making and initiating action. Coaching and mentoring. Computer literacy. Accountability. Business Continuity. Support digital transformation. 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. Manage the provision of enabling documents and citizenship. Innovate and optimise business operations through digitization and automation. Manage the process of the issuance of travel documents and passports. Manage the process of issuing safe and secure identity (identity document,) to the citizens. Manage the implementation and effective utilisation of all relevant Civic Services systems. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Ensure the effective implementation of the Civic Services Footprint (Local Office Large, Local Office Medium, Local Office Small). Manage and secure the integrity of the national population registration. Management of Immigration Services. Foster effective relationships with all the stakeholders. Manage implementation of good governance, compliance, monitor proper implementation of policies, procedures, systems, controls and risks within the province. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES APPLICATIONS

: Head Office: Ms P Reddy Tel No: (012) 406 7263 / 060 976 7508
 : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 08/283

: **DIRECTOR: CHANGE MANAGEMENT REF NO: HRMC 6/26/2**
 Directorate: Change Management

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package)

CENTRE REQUIREMENTS

: Head Office: Tshwane
 : An undergraduate qualification in Industrial Psychology, Industrial Engineering or Organisation Development at NQF Level 7 as recognized by SAQA. 5 Years' experience in Middle / Senior Managerial level is required. Extensive experience in Change Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of Public Finance Management Act. Knowledge of Public Finance Management Act. Knowledge of Human Resource Regulatory Framework. Understanding of Departmental Regulatory Framework. Knowledge of Public Service Regulations relevant to Change Management. PROSCI Certificate is an added advantage. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Strategy planning. Strategy execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Stakeholder Management. Program and project management. Change management. Communication skills. Knowledge management. Decision-making. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Coaching and mentoring. Computer literacy. Accountability. Risk Management. Business Continuity. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of change management programs in the Department. Lead and direct the development, implementation and communication of comprehensive change management plans and strategies.

Drive adoption and proficiency of changes within the organization in compliance with client's Change Management methodologies. Manage and monitor evaluations for business initiatives to ascertain appropriate programs that meet the organisational goals. Manage the development and coordination methods for data file formatting, data analysis methodologies and management reporting. Ensure the identification of data collection tools, data sources, benchmarks, and performance targets. Liaise with stakeholder and other leadership to identify business change processes. Lead the coordination and management of change effectiveness and interventions. Lead the development of competency models for the organization. Oversee the development team-building exercises, workshops and assist employees to create project timelines and deadlines. Ensure the coordination and implementation of major changes in all aspects of the operations. Liaise with internal stakeholder to identify specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies. Lead, direct and advocate change management initiatives in all the Departmental structures. Oversee the development of methods to measure if performance management aligns with organizational goals. Lead and direct the conducting of change awareness and readiness surveys to assess the impact of change. Drive the development of frequently asked questions to assess change readiness in the Department. Lead and manage the coordination of organisational culture strategies and plans. Manage and implement strategic objectives and innovation within the unit. Ensure effective governance and compliance within the directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr W Mamphoke Tel No: (012) 406 4247
 : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrecruitment@dha.gov.za

POST 08/284

: **DIRECTOR: EMPLOYEE WELLNESS REF NO: HRMC 6/26/3**
 Chief Directorate: Employee Relations, Health and Wellness

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package)

**CENTRE
REQUIREMENTS**

: Head Office: Tshwane
 : An undergraduate qualification in Social Work or Psychology at NQF Level 7 as recognized by SAQA. 5 Years' experience in Middle / Senior Managerial level is required. Experience in an Employee Wellness environment is required. Knowledge of Employee Wellness Policy and Best Practice. Knowledge of HIV/AIDS and TB Management Policy. Knowledge of the Public Service Regulatory Framework. Understanding of Departmental Legislations and Prescripts. Understanding of the Mental Health Act. Knowledge of health and Productivity Policy. Knowledge of Relevant Safety and Health Legislation and Act. Understanding of Health Professions Act of South Africa (HPCSA). Willingness to travel and work extended hours. Registration with the Health Professions Council of South Africa (HPCSA). A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Decision making. People management and empowerment. Project management. Problem solving and analysis. Business report writing. Conflict Management and Resolution. Time management. Planning and organizing. Sound persuading and influencing. Stakeholder and client relations. Financial Management. Change Management. Computer Literacy. Business report writing. Counselling. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage, lead and direct Quality of Work Life Management programmes. Manage the development of Employment Assistance Programme (EAP) including Peer education programmes and strategies. Lead and direct the coordination of counselling programmes related to Chronic Illness programmes. Oversee the promotion healthy lifestyle and awareness campaigns through calendar awareness events. Manage the development, implementation and monitoring of HIV/ AIDS, TB, Wellness Management and Health and Productivity (psychosomatic and chronic illnesses) policies. Participate in the establishment of the wellness committee to support the department. Manage the coordination and implementation process on education, awareness campaign, planning of sports, wellness, care and

support incapacity due to ill-health and prevention programmes and projects. Manage the development of vibrant co-curricular to support seamless information sharing initiatives, educational opportunities to reinforce healthy living lifestyle. Manage and monitor life skills for employees (stress, finances, relationships, substance abuse, trauma, HIV/AIDS, family matters, etc. Manage the implementation of emotional and psychosocial support programmes to employees and their family members. Manage working relationship with external service providers (medical specialists, Psychiatrists, GEMS, Health, etc.). Oversee all services rendered by employee health and wellness contractors according to the agreed Service Level Agreements (SLAs). Manage psychological assessments and intervention initiatives (mental health initiatives). Manage the coordination of Occupational Health and Safety (OHS) processes. Manage and implement strategic objectives within the directorate. Ensure effective governance and compliance within the directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES : Head Office: Mr JS Modipa Tel No: (012) 406 4243
APPLICATIONS : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrcruitment@dha.gov.za

POST 08/285 : **SENIOR SPECIALIST: TECHNICAL APPLICATIONS (MAINFRAME) REF NO: HRMC 6/26/4**
 Chief Directorate: Applications Management

SALARY : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Computer Science, Information Technology or Information Systems at NQF Level 7 as recognized by SAQA. 5 Years' experience in Middle / Senior Managerial is required. Experience in Mainframe application and ADABAS database development, maintenance and support of technology-based solutions and supervisory is required. Functional / Practical experience as a Mainframe Technical Application Specialist. Experience participating in a team that is using System Development Life Cycle methodologies and tools. Sound knowledge of the mainframe environment (National Population Register system). Sound knowledge of the ADABAS database. Sound knowledge of the ADABAS File specification. Sound knowledge of the ADABAS Direct Calls. Sound knowledge of the COBOL and natural programming knowledges. Knowledge of the complete communication medium. Knowledge of the Job Control Language. Knowledge of the State Information Technology Agency Act 88 of 1998. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental legislation as well as Human Resources legislation and prescripts. Sound knowledge of the Web, Windows Applications. Willingness to travel and work extended hours. On call is required. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Business Continuity. Conflict management and resolution. Accountability. People management and empowerment. Project management. Service delivery innovation. Report writing. Time Management. Planning and organising. Ability to translate the technology language into English. Sound persuading and influencing. Stakeholder and client relations. Attention to detail. Communication skills (including communicating technical issues to non-technical audiences). Problem Solving and Analysis. Delivering results. Technical skills. Ability to brief all management levels. Ability to work independently and collaboratively in a team environment. Critical thinking. Computer Literacy (IT technical).

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage, coordinate and implement the analysis of requests and development of applications in the Department. Lead the coordination, and analysis and implement business requests to determine the impact against the relevant applications. Interpret or disregard business requests and attend to priority and complex matters. Lead, coordinate, design, and implement product solutions in line with application specifications. Engage with internal and external stakeholders regarding the maintenance of new and existing applications. Organize regular research studies for new technologies that fit into the Departmental operations. Manage, monitor, and evaluate industry trends and dynamics according to new technologies. Execute impact analysis

assessment against the existing relevant applications. Decide the best feasibility of the request and work closely with the Project Management Office (PMO) on application-related matters. Evaluate available applications and whether they are implemented in line with the required Service Level Agreements (SLAs). Lead, monitor, and evaluate application settings resulting from software upgrades. Timeously engage with Service Providers regarding software upgrades and requests. Provide expert advice and support to business units on application data related problems. Manage the coordination and implement programming specifications and evaluation. Lead, coordinate and support application and maintenance for specified applications. Build partnerships with various stakeholders (internal and external). 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. Support digital transformation.

ENQUIRIES : 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 isrecruitment@dha.gov.za

OTHER POSTS

POST 08/286 : **LOCAL OFFICE MANAGER (X2 POSTS)**

SALARY : R1 059 105 - R1 247 574 per annum (Level 12), (A basic salary)
CENTRE : Hemingways Mall: East London, Eastern Cape Ref No: HRMC 6/26/5a
 : Vereeniging, Gauteng Province Ref No: HRMC 6/26/5b

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 at a Junior Management / Assistant Director level 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 South African Constitution. 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 candidate 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
APPLICATIONS**

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
: 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.

POST 08/287

: **SPECIALIST DATABASE ADMINISTRATOR REF NO: HRMC 6/26/6 (X2 POSTS)**
Chief Directorate: Application Management

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Tshwane
: An undergraduate qualification in Information Technology, Computer Science or Computer Engineering at NQF 6 as recognized by SAQA. Three (3) years middle management experience in Information Systems / database administration of technology-based solutions/ or Database Administration environment. Knowledge and understanding of relevant legislation, policies, and prescripts governing public administration and information systems. Knowledge of the following Acts and frameworks: Intelligence Act, Criminal Procedures Act, Police Act, Anti-Corruption Legislation, Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations and National Strategic Intelligence Act. Knowledge of policy development processes and government protocol. Sound understanding of application development, maintenance, and support. Knowledge and application of GITO Requirements and Frameworks. Familiarity with the E-Government Policy Framework Consultation Paper developed by GITO. Proficient knowledge of database technologies, including MySQL, Oracle, and others. Sound understanding of programming languages and their integration with database systems. Understanding of project management principles and processes. A valid drivers' license. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Capability and Leadership. Service Delivery Innovation. Client Orientation (understanding of customer needs). People Management. Accountability. Sound persuading and influencing. Strong planning and organizing. Business Continuity. Excellent communication skills (verbal / written), including communicating technical issues to non-technical audience. Project management. Problem Solving and Analysis. Service delivery innovation. Ability to translate technology language to English. Expenditure Management. Ability to work independently and collaboratively in a team environment. Conflict Management and resolution. Ability to meet deadlines.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate General Database Analysis in the Department. Coordinate and monitor production, QA, and development database environments. Conduct database analysis and implementation thereof. Coordinate and monitor performance tuning, capacity planning, and monitoring critical event and documentation. Create detailed documentation including diagrams of database infrastructure. Develop complex query definitions that allow adequate data flow and criticality in line with the relevant business requirements. Coordinate and communicate with all the stakeholders (internal teams and clients) on matters related to Databases. Design and develop capacity planning of the database infrastructure in conjunction with the PMO and Strategic IS Alignment unit. Coordinate and transfer of data from the existing system to the new platform during technology refresh. Plan and monitor database infrastructure for the DHA's dashboard needs. Coordinate and Monitor the Database Administration processes and procedures. Coordinate, build and supports enterprise-wide databases. Coordinate and execute databases for new applications throughout the Department. Ensure effective Governance and Compliance. Manage the resources (Human, Financial and Physical) in the unit. Support digital transformation.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

<u>POST 08/288</u>	<u>LOCAL OFFICE MANAGER (X23 POSTS)</u>
<u>SALARY CENTRE</u>	R582 444 - R686 091 per annum (Level 10), (A basic salary) Eastern Cape: Matatiele Ref No: HRMC 6/26/7a (X1 Post) Eastern Cape: Bizana Ref No: HRMC 6/26/7b (X1 Post) Eastern Cape: Uitenhage (Ref No: HRMC 6/26/7c (X1 Post) Gauteng: Brakpan Ref No: HRMC 6/26/7d (X1 Post) Gauteng: Carltonville Ref No: HRMC 6/26/7e (X1 Post) Gauteng: Cresta Ref No: HRMC 6/26/7f (X1 Post) Gauteng: Edenvale Ref No: HRMC 6/26/7g (X1 Post) Gauteng: Krugersdorp Ref No: HRMC 6/26/7h (X1 Post) KwaZulu-Natal: Howick Ref No: HRMC 6/26/7i (X1 Post) KwaZulu-Natal: Ingwavuma Ref No: HRMC 6/26/7j (X1 Post) KwaZulu-Natal: Inkandla Ref No: HRMC 6/26/7k (X1 Post) KwaZulu-Natal: Pavillion Mall Ref No: HRMC 6/26/7l (X1 Post) KwaZulu-Natal: Pinetown Ref No: HRMC 6/26/7m (X1 Post) Limpopo: Bochum Ref No: HRMC 6/26/7n (X1 Post) Limpopo: Lephalale Ref No: HRMC 6/26/7o (X1 Post) Limpopo: Phalaborwa Ref No: HRMC 6/26/7p (X1 Post) Limpopo: Tzaneen Ref No: HRMC 6/26/7q (X1 Post) Mpumalanga: Eerstehoek Ref No: HRMC 6/26/7r (X1 Post) Mpumalanga: Secunda Ref No: HRMC 6/26/7s (X1 Post) North West: Atamelang Ref No: HRMC 6/26/7t (X1 Post) Western Cape: Stellenbosch Ref No: HRMC 6/26/7u (X1 Post) Western Cape: Tyger Valley Mall Ref No: HRMC 6/26/7v (X1 Post) Western Cape: Worcester Ref No: HRMC 6/26/7w (X1 Post)
<u>REQUIREMENTS</u>	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. Working extended hours may be required. 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.
<u>DUTIES</u>	The successful candidates will be responsible for, amongst others, the following specific tasks: Manage Operations of the Civic Services in the Local Office in accordance with the service delivery standards. Coordinate and monitor the effective processing of enabling documents in local office and DHA service points. Manage the security integrity of the national register in local offices. Participate on outstretch programmes to ensure the accessibility of DHA services by the public. Develop and Implement Civic Services strategies and plans. Ensure that Operations in Local Offices meet the needs of the clients inline with the Departmental services standards. Collate, interpret and manage statistically information on service standards, throughout times, bottlenecks, volumes and error rates. Monitor and enforce the implementation of standard operating procedures (SOP's) within Local Offices that adhere to the set requirements. Provide expert advice and guidance to Local Offices on

Operational issues and matters. Serve as a project leader within the Local Offices to ensure effective project in management implementation. Ensure effective and efficient management of queues. Manage the revenue collected from clients on services rendered by the Office. Manage Immigration Services Operations in the Local Office in line with Immigration Act. Establish and maintain relationships with stakeholders to support service delivery. Implementation of Policies, Procedures, Directives, Acts and Regulations. Manage governance risk and compliance (GRC). 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 (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.

POST 08/289

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HRMC 6/26/8 (X2 POSTS)**
 Directorate: Core Business Audit

SALARY CENTRE REQUIREMENTS

: R468 459 - R551 823 per annum (Level 09), (A basic salary)
 : Head Office: Tshwane
 : An undergraduate qualification in Internal Audit / Accounting at NQF level 6 as recognized by SAQA. Three (3) years of supervisory experience in internal auditing environment is required. Functional knowledge of data analysis software such as ACL Analytics, Arbutus and or other relevant software. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the Public Service Regulations Act. Knowledge of international Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of Finance and Accounting Systems and Practices. Knowledge of King IV report and governance principles. Knowledge of the Institute of Internal Auditors South Africa (IIA SA) & Global prescripts. Working extended hours may be required. Required skills and competencies: Client orientation and customer focus. Business continuity. Financial Administration. Honesty and integrity. Project Management. Decision making. Attention to detail. Influencing and networking. Business Report Writing. Problem solving and analysis. Conflict management and resolution. Knowledge of CAATs. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Presentation Skills. Strong Data Analysis skills.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and execute internal audit assurance, governance, risk management and internal control environment in line with audit standards of the Institute of Internal Auditors (IIA). Execute audit operation inline with audit standards. Participate in the development of the strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Prepare comprehensive Audit Planning Memoranda. Formulate audit programs based on preliminary survey outcomes. Develop audit questionnaires addressing identified risks across various audit areas.

Provide input into the maintenance and enhancement of audit methodologies and techniques. Coordinate and provide technical support for the Teammate audit management software. Facilitate the execution of Computer-Assisted Audit Techniques (CAATs) within the directorate. Execute and manage Audit procedures and reporting. Implementation of policies, procedures, directives, acts and regulations. Ensure risk and compliance management. Manage resources (Physical and Human). Support digital transformation.

ENQUIRIES : Head Office: Ms N Raziya Tel No: (012) 406 4155
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

POST 08/290 : **CIVIC SERVICES SUPERVISOR (X16 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08), (A basic salary)
CENTRE : Eastern Cape: Libode Ref No: HRMC 6/26/9a (X1 Post)
Eastern Cape: Mount Fletcher Ref No: HRMC 6/26/9b (X1 Post)
Free State: Bloemfontein Ref No: HRMC 6/26/9c (X1 Post)
Gauteng: Benoni Ref No: HRMC 6/26/9d (X1 Post)
Gauteng: Cresta Ref No: HRMC 6/26/9e (X1 Post)
Gauteng: Germiston (Ref No: HRMC 6/26/9f (X1 Post)
KwaZulu-Natal: Mbazwana Ref No: HRMC 6/26/9g (X1 Post)
KwaZulu-Natal: Pavillion Mall Ref No: HRMC 6/26/9h (X1 Post)
Limpopo: Mokopane Ref No: HRMC 6/26/9i (X1 Post)
Limpopo: Polokwane Ref No: HRMC 6/26/9j (X1 Post)
Mpumalanga: Standerton Ref No: HRMC 6/26/9k (X1 Post)
Mpumalanga: Malelani Ref No: HRMC 6/26/9l (X1 Post)
Northern Cape: De Aar Ref No: HRMC 6/26/9m (X1 Post)
North West: Rustenburg Ref No: HRMC 6/26/9n (X1 Post)
Western Cape: Mossel Bay Ref No: HRMC 6/26/9o (X1 Post)
Western Cape: Somerset West Ref No: HRMC 6/26/9p (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. 2 Years' experience in Operations in a Client or Customer Services environment is required. Experience in Civic or Immigration Operations and a drivers licence may be an added advantage. Knowledge of front office operations. Extensive knowledge of various filing systems. Knowledge of fingerprint verification. Knowledge and understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Human Resources Regulatory Framework. Work extended hours may be required. Required skills and competencies: Customer Focus. Analytical thinking. Planning and organizing. Problem Solving. Verbal and written Communication. Financial Administration. Interpersonal skills. Attention to detail. Clerical and Administration. Multi-Tasking. Supervisory skills. Teamwork. Time Management. Conflict Management and resolution. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the administration of the front-line office in an effective manner. Ensure enquiries are attended to and perform online (meter greeter) verification. Ensure the monitoring of the live capture photo boot in the department. Facilitate the verification and validation of client information on system, fingerprint, scan client supporting document online. Ensure the effective delivery of ID smart cards. Facilitate and quality assure the authorisation and collection of applications from clients. Facilitate the implementation of security control processes and policies. Attend to problematic areas related to general services to all clients. Facilitate the implementation of BMD (Birth, Marriage and Death) and ID smart cards operations. Facilitate and monitor effective daily operations of the front office. Build and maintain relationships with clients. Ensure the implementation of effective governance, risk, and compliance management practices. 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

		Free State: Ms V Molefi Tel No: (051) 430 0378 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 Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725 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
<u>APPLICATIONS</u>	:	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. Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301. 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. Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300. 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.
<u>POST 08/291</u>	:	<u>CIVIC SERVICES CLERK (X22 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 - R317 463 per annum (Level 06), (A basic salary) Eastern Cape: Aliwal North Ref No: HRMC 6/26/10a (X1 Post) Eastern Cape: East London Ref No: HRMC 6/26/10b (X1 Post) Free State: Sasolburg Ref No: HRMC 6/26/10c (X1 Post) Free State: Bultfontein Ref No: HRMC 6/26/10d (X1 Post) Gauteng: Bronkorspuit Ref No: HRMC 6/26/10e (X1 Post) Gauteng: Krugersdorp Ref No: HRMC 6/26/10f (X2 Posts) Gauteng: Mamelodi Ref No: HRMC 6/26/10g (X1 Post) Gauteng: Menlyn Ref No: HRMC 6/26/10h (X1 Post) Limpopo: Bela Bela Ref No: HRMC 6/26/10i (X2 Posts) Mpumalanga: Mapulaneng Ref No: HRMC 6/26/10j (X1 Post) Mpumalanga: Volksrust Ref No: HRMC 6/26/10k (X1 Post) Northern Cape: De Aar Ref No: HRMC 6/26/10l (X2 Posts) North West: Madikwe Ref No: HRMC 6/26/10m (X2 Posts) KwaZulu-Natal: Mbazwana Ref No: HRMC 6/26/10n (X1 Post) KwaZulu-Natal: Melmoth Ref No: HRMC 6/26/10o (X1 Post) KwaZulu-Natal: Howick Ref No: HRMC 6/26/10p (X1 Post) Western Cape: Riversdale Ref No: HRMC 6/26/10q (X1 Post) Western Cape: Robertson Ref No: HRMC 6/26/10r (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Administration, Operations, Business Management, Management or Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. Basic understanding Public Service Regulatory Framework. Knowledge of Civic Services Regulatory Frameworks Knowledge of the Batho Pele Principles. Knowledge of Fraud prevention. Knowledge of the Constitutional. Knowledge of the Departmental Regulations and Prescripts. Willingness to travel and work extended hours. Required skills and competencies: Interpersonal Skills. Client Orientation and Customer Focus. Computer Literacy. Communication Skills (Written and Verbal). Telephone etiquette Analytical Skills. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Attend to enquire and perform online verification. Greet customers, and ensure that they receive a professional, warm and friendly welcome. Provide customers with orientation and information on the services required. Check status of the applicant (Fingerprint register on HANIS and marital status) and conduct online verification and issue a ticket. Provide advice and direction to relevant unit and ensure the highest customer service standards. Operate in front and behind the pay barrier and the point of contact

for customers. Direct customers to relevant service departments in a timely manner and with the highest customer service standards. Ensure that all the customers waiting areas are maintained in the highest standards as per the appearance, accessibility and demarcation. Ensures that the customer receives the highest service standards in accordance with the departmental values and vision statements. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted Operate the live capture photo booth in the office. Verify, validate and capture client information on system, administer fingerprints, scan client supporting documents. Receive, scan and file smart cards upon receipt Process collections of ID smart cards to clients. Process application of Identity Document, Registration of Birth, Marriages and Deaths, Late Registrations. Rectifications and Amendment of particulars and issuing and Citizenship documents. Implement policies and procedures in line with the approval Framework. Monitor individual resources (Physical).

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
 Free State: Ms V Molefe Tel No: (051) 430 0378
 Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
 KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
 Limpopo: Mr J Kgole Tel No: (015) 287 2802
 Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar Tel No: (021) 488 1409

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:

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Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street.

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

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

Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

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

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 08/292

: **IMMIGRATION OFFICER: INSPECTORATE (X19 POSTS)**

SALARY CENTRE

: R269 499 - R317 463 per annum (Level 06), (A basic salary)
 : Eastern Cape: Cofimvaba Ref No: HRMC 6/26/11a (X1 Post)
 : Eastern: Graff-Reinett Ref No: HRMC 6/26/11b (X1 Post)
 Free State: Zastron Ref No: HRMC 6/26/11c (X1 Post)
 Free State: Phuthaditshaba Ref No: HRMC 6/26/11d (X1 Post)
 Gauteng: Evaton Ref No: HRMC 6/26/11e (X1 Post)
 Gauteng: Melyn Mall Ref No: HRMC 6/26/11f (X1 Post)
 Kwa- Zulu Natal: Nquthu Ref No: HRMC 6/26/11g (X1 Post)
 Limpopo: Nebo Ref No: HRMC 6/26/11h (X1 Post)
 Limpopo: Modjadjiskloof Ref No: HRMC 6/26/11i (X1 Post)
 Mpumalanga: Standerton Ref No: HRMC 6/26/11j (X1 Post)
 Mpumalanga: Kwa-Mhlanga Ref No: HRMC 6/26/11k (X1 Post)
 North West: Klerksdorp Ref No: HRMC 6/26/11l (X1 Post)
 North West: Zeerust Ref No: HRMC 6/26/11m (X1 Post)
 Northern Cape: De Aar Ref No: HRMC 6/26/11n (X2 Posts)
 Northern Cape: Calvinia Ref No: HRMC 6/26/11o (X1 Post)
 Northern Cape: Kimberley Ref No: HRMC 6/26/11p (X1 Post)
 Western Cape: Vredendal Ref No: HRMC 6/26/11q (X1 Post)
 Western Cape: Wynberg Ref No: HRMC 6/26/11r (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Law, Public Management / Public Administration/ Policing Criminology/ Forensics/ Criminal Justice at NQF level 6 as recognised by SAQA is required Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service

Regulatory Framework. A valid driver's license (Code B/C1/C/ EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours Required skills and competencies: Liaison and interpersonal skills Problem-Solving Skills. Customer orientation. Planning and organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).

ENQUIRIES

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Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
Head Office: Ms B Kabinde Tel No: (012) 406 4239
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
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North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
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APPLICATIONS

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

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

- POST 08/293** : **ADMINISTRATION CLERK (SCRA) REF NO: HRMC 6/26/12**
- SALARY** : R228 321 - R268 950 per annum (Level 05), (A basic salary)
- CENTRE** : Head Office: Tshwane, Standing Committee for Refugee Affairs (SCRA)
- REQUIREMENTS** : Grade 12 or an NQF level 4 qualification in Office Management or Business Administration as recognized by SAQA. Understanding of the Public Service Regulations. Understanding of the Departmental Legislation as well as Human Resources legislation and Prescripts. Willingness to work extended hours. Required skills and competencies: Interpersonal skills. Problem Solving. Report Writing. Influencing and Networking. Planning and Organising. Analytical Skills. Computer. Literacy. Conflict resolution. Support digital transformation. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide clerical support service in the unit. Liaise with travel agencies to make travel arrangements (check arrangements when relevant documents are received). Arrange meetings and events for the manager and the staff in the unit. Identify venues, invites role players, organizes refreshments and set up schedule for meetings and events. Process travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work. Record basic minutes of the meeting to the unit where required. Draft routine correspondence and reports. File documents for the unit and the unit where required. Administer matters such as leave register and telephone accounts. Receive, records and distribute all incoming and outgoing documents. Handle procurement of standard items like stationary and refreshment etc. Collect all relevant documents to enable the line managers to prepare for meetings. Conduct asset audit with other administrative officials in the unit. Administer the budget of the unit. Monthly report to the meeting on the on the budget. Ensure the effective compilation of budget and cash flow projections for the Office. Coordinate the budget of the unit. Ensure effective risk and compliance.
- ENQUIRIES** : Head Office: Ms B Kabinde Tel No: (012) 406 4239
- 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, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.
- POST 08/294** : **ADMINISTRATION CLERK (RAASA) REF NO: HRMC 6/26/13**
- SALARY** : R228 321 - R268 950 per annum (Level 05). (A basic salary)
- CENTRE** : Head Office: Tshwane, Refugee Appeals Authority of South Africa (RAASA)
- REQUIREMENTS** : Grade 12 or an NQF level 4 qualification in Office Management or Business Administration as recognized by SAQA. Understanding of the Public Service Regulations. Basic understanding of the Departmental Legislation as well as Human Resources legislation and Prescripts. Willingness to work extended hours. Required skills and competencies: Interpersonal skills. Problem Solving. Report Writing. Influencing and Networking. Planning and Organising. Analytical Skills. Computer. Literacy. Conflict resolution. Support digital transformation. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide clerical support service in the unit. Liaise with travel agencies to make travel arrangements (check arrangements when relevant documents are received). Arrange meetings and events for the manager and the staff in the unit. Identify venues, invites role players, organizes refreshments and set up schedule for meetings and events. Process travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work. Record basic minutes of the meeting to the unit where required. Draft routine correspondence and reports. File documents for the unit and the unit where required. Administer matters such as leave register and telephone accounts. Receive, records and distribute all incoming and outgoing documents. Handle procurement of standard items like stationary and refreshment etc. Collect all relevant documents to enable the line managers to prepare for meetings. Conduct asset audit with other administrative officials in the unit. Administer the budget of the unit. Monthly report to the meeting on the on the budget. Ensure the effective compilation of budget and cash flow projections for the Office. Coordinate the budget of the unit. Ensure effective risk and compliance.
- ENQUIRIES** : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

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, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.