

## DEPARTMENT OF HOME AFFAIRS



<b><u>CLOSING DATE</u></b>	:	17 April 2026
<b><u>NOTE</u></b>	:	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. Applications must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> 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 <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> , 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.

## OTHER POSTS

<b><u>POST 11/41</u></b>	:	<b><u>DEPUTY DIRECTOR: AMENDMENTS AND RECTIFICATION, REF NO: HRMC 11/26/1</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 - R1 247 574 per annum (Level 12). (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Head Office: Tshwane, Sub -Directorate: Amendments and Rectifications

- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, or Operations Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Operational Management: Amendments and Rectifications Unit. Manage and oversee operations within the Amendments and Rectifications Unit to ensure the accuracy, integrity, and reliability of the National Population Register (NPR). Ensure the effective administration of all matters relating to the amendment and rectification of personal particulars. Coordinate and manage service delivery between front-office and back-office environments. Manage and implement document management processes, systems, and policies in an effective and efficient manner. Facilitate digital transformation initiatives and support the development of technical expertise within the unit. Provide expert advice and guidance on amendment and rectification matters. Manage and oversee projects related to document management and rectification services. Establish and maintain productive relationships with internal and external stakeholders. Monitor and report on progress against approved operational plans. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. 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 J Modipa, Tel No: 012 406 4243
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)
- POST 11/42** : **DEPUTY DIRECTOR: BIRTHS AND DEATHS REF NO: HRMC 11/26/2**  
Sub- Directorate: Births and Deaths
- SALARY** : R1 059 105 - R1 247 574 per annum (Level 12). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, Operations Management or Customer Services Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Operations Management: Births and Death Registration Processes. Facilitate and oversee the processing of birth and death registration applications across all service delivery platforms. Coordinate and ensure that all registration processes comply with approved birth and death frameworks,

service standards, and operational procedures. Ensure the complete and accurate capturing of records, including the identification and resolution of empty, incomplete, or inconsistent fields originating from all service delivery platforms. Coordinate and oversee the late registration of births and deaths, ensuring strict adherence to legislative, regulatory, and procedural requirements. Manage processes relating to birth registration status, including the pre-modification and modification of birth registration records, in accordance with prescribed standards. Coordinate and oversee automated systems and digital platforms, including Command Centre operations, to support efficient service delivery, system integrity, and data quality. Manage and oversee projects related to document management and rectification services. Ensure effective and efficient processing of designation of Funeral Undertakers. Develop and maintain an accurate database for designated Funeral Undertakers. Facilitate digital transformation initiatives and support the development of technical expertise within the unit. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. 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 J Modipa, Tel No: 012 406 4243  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)

**POST 11/43** : **DEPUTY DIRECTOR: LINDELA HOLDING FACILITY REF NO: HRMC 11/26/3**  
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).  
 Branch: Immigration Services, Directorate: Deportation.

**SALARY** : R1 059 105 - R1 247 574 per annum (Level 12). (A basic salary)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Public Security (Policing and Defence Studies), Public Management, Public Administration or International Relations at NQF level 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an operations management (Joint Operations) or Law Enforcement (SAPS / Defence / Immigration) environment is required. Experience in analysis and interpretation of operational dynamics in the area of deportations. Knowledge of the Refugees Act. Knowledge of the Immigration Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Leadership skills. Ability to prepare reports and conduct presentations. Financial Management. Customer focus. Knowledge management. Program and project management. Change management. Influencing and Networking. Problem Solving. Proven verbal and written communication skills. Presentation Skills. Sound Analytical Skills. Excellent interpersonal skills. Ability to effectively develop unit work program. Ability to produce high quality work under pressure.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective deportation operations in the department. Coordinate the transfer of illegal foreigners to Lindela Holding Facility. Ensure adherence to policy and legislation regarding immigration matters. Ensure documentation management of the department and tracking the arrival of deported illegal foreigners. Ensure effective screening and fingerprinting of illegal foreigners at the holding facility. Coordinate information and monitor statistics with regards to illegal foreigners held at Lindela Holding Facility. Manage the Lindela Holding Facility operations. Oversee the provision of humane accommodation by providing adequate space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Oversee the provision of humane accommodation by providing adequate

space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Implement security measures to ensure a secure and humane environment for the illegal foreigners at the holding facility. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quickly and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure compliance to stakeholders within and external to the organization to ensure accurate implementation. Implement compliance with all duties of the unit in line with the applicable legislative framework. Establish and implement a quality control, norms and standards framework. Participate in the development of Standard Operating Procedure in the unit. Interpret and implement Department circulars, policy and other communications that impact on the operation of the s unit. Implement compliance in line with all relevant Framework. Monitor and report on the utilization of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

- 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 [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za)
- POST 11/44** : **DEPUTY DIRECTOR: MARRIAGES REF NO: HRMC 11/26/4**  
Sub-Directorate: Marriages
- SALARY** : R1 059 105 - R1 247 574 per annum (Level 12). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane,
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, Operations Management or Customer Services Management at NQF 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management of marriage records, including the secure capture, storage, retrieval, and preservation of marriage data. Coordinate and ensure that all marriage-related processes comply with approved legislative frameworks, service standards, and operational procedures. Ensure the complete and accurate capturing of marriage records, including the identification and resolution of empty, incomplete, or inconsistent data fields originating from local offices and service points. Coordinate and oversee the registration and issuance of marriage certificates in accordance with prescribed requirements. Manage processes relating to marriage registration status, including the pre-modification and modification of marriage registration records. Ensure the facilitation of alteration of sex/gender marker applications linked to marriage records, in accordance with applicable legislation and policy. Coordinate and oversee automated systems and digital platforms, including Command Centre operations, to support efficient service delivery and data integrity. Coordinate and manage the confirmation, identification, and verification of biometric data associated with marriage registrations. Manage and oversee projects related to document management and rectification services within the Marriage Unit. Ensure the effective and efficient processing of applications for the designation of Marriage Officers.

Develop, maintain, and regularly update an accurate and secure database of designated Marriage Officers. Oversee the accurate updating of Marital Status. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. 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  
APPLICATIONS**

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

**POST 11/45**

: **DEPUTY DIRECTOR: ASSET CONTROL REF NO: HRMC 11/26/5**  
 Directorate: Fleet and Asset 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 Supply Chain Management, Financial Accounting, Accounting Science, Financial Management, Auditing or Cost and Management Accounting at NQF 6 as recognized by SAQA. Three (3) Years' experience as an Assistant Director (Junior Management) level in an Asset Management environment is required. Knowledge of Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of modified cash system (MCS). Knowledge of BAS, LOGIS AND BAUD systems. Knowledge of the Supply Chain Management practices. Knowledge of Asset Management Framework. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Capability and leadership. Service Delivery Innovation. Stakeholder relations and customer focus. People Management and Empowerment. Financial risk management. Asset Control Management. Honesty and Integrity. Expenditure Management and Administration. Programme and Project Management. Decision Making. Communication skill. Budget administration. Business report writing. Initiating action. Asset verification. Problem Solving and Analysis. Negotiation skills. Presentation skills. Planning and Organising skill. Reconciliation skills Interpersonal skill. Computer Literacy Skill. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate effective asset management in the Department. Coordinate and develop the asset and acquisition plans and strategies. Coordinate, monitor and maintain the asset register integrity. Submit monthly reconciliation of BAS. Update the current year addition register and ensure completeness and accuracy on the LOGIS, BAS and FA System. Coordinate and monitor the implementation of physical verification of assets in Department. Coordinate and monitor the movement of assets, update the movement, condition, location of moveable assets in the register. Investigate instances of not verified assets lost, stolen or damaged assets and report them to the Loss Control Committee for recovery. Coordinate and monitor recording of write-offs, disposals and asset losses. Coordinate disposals of assets including recording of income and related administration. Monitor and update moveable lease register. Prepare the lease commitment and disclosure note. Coordinate and establish norms, standards and processes for assets in the Department. Manage successful system and process enhancements, updates and amendments within the unit. Generate Return on Investment and other prescribed and delegated reports for National Treasury and Business Owners. Coordinate effective operations within the fixed asset management unit. Develop and implementation of Policy and Procedure, Directive Acts and Regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. 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
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)
- POST 11/46** : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE, REF NO: HRMC 11/26/6**  
Directorate: Operational Support (Civic Services)
- SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane,
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management or Social Sciences at NQF 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director (Junior Management) level in a Business Intelligence (BI) environment is required. Knowledge of the South African Constitution. Knowledge of Immigration Act, Refugee Act and Citizenship Act. Sound knowledge and understanding of the Citizenship Act and Identification Act. Knowledge and understanding of Civic Services Legislations and Prescripts. Knowledge of the Public Service Regulations Act. Knowledge of IT governance frameworks (COBIT, ITIL, ISO/ IEC 20000) – essential for managing IT services delivery, compliance and aligning IT services with organisational objectives. Knowledge of Service Model, Operating Model, Revenue Model and Delivery Model Design. Knowledge of Public Finance Act (PFMA) and National Treasury Regulations. Knowledge of International Immigration Practices. Knowledge of Government Programme of Action and Medium-Term Expenditure Framework (MTEF). A valid drivers’ license is an added advantage. 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. Financial reporting. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Business continuity planning. Financial Risk Management. Interpersonal skills. Problem Solving and Conflict Management. Performance monitoring systems. Compliance management. Information security risk principles. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination operations of Business Intelligence (BI) for the Branch. Manage the collection, review and validation of customer data and conduct audits. Manage the monitoring of analytics and metrics results and implement of new data analysis methodologies. Manage the reviewing of customer files to ensure integrity of data collection and utilization. Manage and analyses the department process and report on analytics and financials for a variety of projects. Ensure the interaction with various data sources across the organization for tactical conclusions. Manage the auditing of data quality and make recommendations for users. Facilitate integrate and eradicate intuitions from large, disperse datasets and translate them into clear, precise business conclusions. Facilitate and conduct risk analysis, assessments and collect intelligence data. Ensure sustainable Business intelligence solutions, automation and data visualization. Manage the translation of business requirements into technological specifications. Manage the coordination, integration, and extraction of data from data depositories across the organization. Manage the designing of codes for specifications of physical, logical, and end user data, dashboards, and tools. Ensure the implementation of data generator and ensure compliance to all enterprise data model according to data standards. Provide expert advice on developing and aligning branch strategies with DHA’s overall strategic position. Assist in creating long-, medium-, and short-term business strategies and performance plans. Review government strategies and directives to assess impact on branch operations. Consolidate inputs from directorates for strategic planning and ensure quality control. Develop and implementation of policies and procedures, directives, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. 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 W Mamphoke, Tel No: 012 406 4247
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)
- POST 11/47** : **DEPUTY DIRECTOR: DETECTION, REF NO: HRMC 11/26/7**  
Chief Directorate: Prevention and Analysis
- SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Forensic Audit, Internal Audit, Law or Data Analytics at NQF 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director (Junior Management) level in an Investigations environment, fraud detection, auditing, data analysis or anti-corruption environment is required. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Framework, standard and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers’ license is an added advantage. 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. Financial management. Knowledge management. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. High ethical standards and integrity. Analytical and critical thinking. Attention to detail. Confidentiality and discretion. Strong communication and reporting-writing skills. Ability to work independently and under pressure. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Conflict Management and Negotiation skills. Critical thinking. Advanced MS excel skills. Analytical capabilities to interpret fraud data and identify corruption trends. Ability to integrate data from multiple sources and map end to end processes. Data analysis and trend identification. Expertise in data visualisation and dashboarding. Risk analysis and profiling. Knowledge of government systems and processes. Presentation skills. Planning and Organising skills. Interpersonal skills. Technical skills. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy skills. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure detection and analysis of corruption vulnerabilities and irregularities within DHA business processes. Collect, cleanse and analyse data from multiple systems including sourcing of information from investigated cases to strengthen business process evaluations. Analyse business processes, procedures and systems to identify vulnerabilities, gaps and control weaknesses that may enable fraud and corruption. Conduct data-driven detection reviews to identify anomalies, unusual trends, deviations from the norm including non-compliance with policies and legislation. Contribute and manage the development and updating of DHA fraud and corruption legislative frameworks. Contribute and manage the development and updating of the DHA fraud and corruption risk profile. Analyze trends and identify various modus operandi to identify red flags relating to business processes. Conduct and participate in business process reviews. Map end to end processes to identify risk areas. Assess adequacy and the effectiveness of controls. Develop risk indicators and detection models. Produce analytical reports, dashboards and visualisations. Support investigative units with evidence-based detection insights. Benchmark processes against best practices. Compile evidence-based reports with practical recommendations. Develop risk mitigation strategies. Contribute to audit and management reports. Maintain records of detection activities. Manage the collaboration and coordination of detection support to Investigation, Vetting and Analysis units. Ensure continuous internal and external stakeholder engagements and collaborations. Ensure effective risk and compliance with regulatory requirements. 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 B Mathatho, Tel No: 012 406 4250  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 11/48** : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: HRMC 11/26/8**  
Chief Directorate: Prevention and Analysis

**SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Law, Criminal Justice, Policing, Forensics, Public Management or Public Administration at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an Investigations environment is required. Knowledge of public security, including the Minimum Information Security Standards Act (MISS). Knowledge of investigation methodology. Knowledge of asset protection operations. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Framework, standard and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers' license is an added advantage. 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. Financial management. Knowledge management. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Negotiation skills Dealing with Pressures and Setbacks. Presentation skills. Planning and Organising skill. Interpersonal skill. Technical skills: Commercial Skills. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy Skill. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate investigations operation and implementation according to the required security standards. Coordinate and implement of various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Coordinate and support all aspects of the investigation to practice and illegal practice complaints (and enquiries). Undertake order risk assessments in individual cases and monitor the conditions of practice. Coordinate and monitor investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Conduct investigations often oversee financial fraud investigations. Coordinate and monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Coordinate the development of a security investigations security strategy for the department. Coordinate and implement the investigation processes of special cases. Liaise with Office of the Auditor General, SAPS, NIA and SITA on finance investigations. Coordinate and ensure service delivery improvements within unit. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Ensure effective risk and compliance management within the external liaison unit. 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  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 11/49** : **SENIOR ANALYST REF NO: HRMC 11/26/9**  
Chief Directorate: Prevention and Analysis

**SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)  
**CENTRE** : Head Office: Tshwane

**REQUIREMENTS**

: An undergraduate qualification in Computer Science, Data Science, BSc Information Technology, or Statistics (Delete) at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in IT audit, Forensic audit, data analysis using Power BI/SQL/Arbutus and /or other related analytical tools preferably within fraud, corruption, risk, audit or law enforcement environment is required. Experience working with large datasets and case-based information. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Frameworks, standards and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Decision making. Client orientation and customer focus. Financial Management. Knowledge management. Program and project management. Change management. High ethical standards and integrity. Analytical and critical thinking. Attention to detail. Confidentiality, and discretion. Strong communication and report-writing skills. Ability to work independently and under pressure. Business Report Writing. Problem Solving and Analysis. Influencing and Networking. Critical thinking. Advanced MS excel skills. Analytical capabilities to interpret fraud data and identify corruption trends. Ability to integrate data from multiple sources and ensure data quality. Data analysis and interpretation. Statistical analysis and trend identification. Expertise in data visualisation and dashboarding. Risk analysis and profiling. Knowledge of government systems and processes. Presentation skills. Problem solving and analysis. Business report writing. Interpersonal skills. Technical skills. Computer literacy. Document management skills. Excellent communication and stakeholder engagement.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and manage the collection, analysis and interpretation of information and statistical data. Collect, collate, clean, and manage fraud and corruption data from multiple sources, including case management systems, tip-off platforms, audits, and operational databases. Ensure data integrity, accuracy, and confidentiality in line with departmental policies and legislation. Maintain structured datasets to support analysis, reporting, and investigations. Analyse reported allegations to identify trends, patterns, and anomalies related to fraud and corruption. Conduct risk profiling of offices, processes, systems, and officials. Identify repeat incidents, high-risk areas, and emerging modus operandi. Perform root cause analysis to determine systemic weaknesses and control failures. Develop and maintain dashboards, statistical reports, and visualization for management, EXCO, and oversight bodies. Prepare quarterly, annual, and ad-hoc analytical and trend analysis reports in support of performance reporting, audit engagements, risk management and strategic planning. Compile reports and presentations with findings and recommendations on identified corruption patterns to stakeholders. Ensure alignment of data outputs with performance indicators and audit methodologies. Develop and update the risk profile on existing modus operandi to proactively identify irregularities. Pro-actively identify suspicious officials and high-risk occupational groups. Manage the collaboration and coordination of analytical support to Investigation, Vetting and Prevention units. Ensure continuous internal and external stakeholder engagements and collaborations. Ensure effective risk and compliance with regulatory requirements. 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  
APPLICATIONS**

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

**POST 11/50**

: **SPECIALIST DATABASE ADMINISTRATOR REF NO: HRMC 11/26/10 (2 POSTS)**  
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).  
Chief Directorate: Application Management

<b><u>SALARY</u></b>	:	R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Head Office: Tshwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Computer Science or Information Technology at NQF 6 as recognized by SAQA. A minimum of five (5) years' experience in DB2 database administration. Experience in an Assistant Director (Junior Management) level Technician in database administration is required. Functional Experience in administering Microsoft SQL database, DB2 and Oracle database. Experience in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS). Experience in ETL (Extra-Transform-Load) development / data integration. Experience in SQL Server Clustering and HA technologies including mirroring, log shipping, failover cluster and various replication technologies would be an advantage. Experience participating in a team that is using Agile methodologies and tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Knowledge of other database like DB2, MySQL and Oracle. Sound knowledge of programming languages and databases. Understanding of project management processes. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Capability and Leadership. Client orientation. Accountability. Sound persuading and influencing. People Management. Strong planning and organising. Business Continuity. Excellent communication skills including communicating technical issues to non-technical audiences. Project Management. Problem solving and Analysis. Service delivery innovation. Ability to translate technology language into English. Expenditure Management. Ability to work independently and collaboratively in a team environment. Conflict Management and resolution. Ability to meet deadlines.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate general Database Analysis in the Department. Coordinate database analysis and implementation thereof. Coordinate and monitor the performance tuning, capacity planning, monitoring critical events and documentation. Create detailed documentation including diagrams of database infrastructure. Create complex query definitions that allow adequate data flow and criticality in line with the relevant business requirements. Coordinate and communicate with all stakeholders (internal teams and clients) on matters related to Databases. Design and develop capacity planning of database infrastructure in conjunction with the PMO and Strategic IS Alignment units. 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. 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.
<b><u>ENQUIRIES</u></b>	:	Head Office: Ms T Rakgoale, Tel No: 012 406 2808
<b><u>APPLICATIONS</u></b>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> or <a href="mailto:isrecruitment@dha.gov.za">isrecruitment@dha.gov.za</a>
<b><u>POST 11/51</u></b>	:	<b><u>SPECIALIST: ENTERPRISE ARCHITECT REF NO: HRMC 11/26/11 (2 POSITIONS)</u></b> Directorate: Enterprise Architecture
<b><u>SALARY</u></b>	:	R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Head Office: Tshwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Information Technology, Computer Science, Computer Engineering, Information Communication Technology or Information Systems at NQF 6 as recognized by SAQA. Three (3) Years' practical experience at Assistant Director / Specialist level in Enterprise Architecture, Solution Architecture or Systems Architecture, with demonstrated hands-on involvement in the design and implementation of architecture solutions. 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 Procedure 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. Knowledge of different development and database tools, techniques and environments to develop and deliver quality applications and documentations. Knowledge in Enterprise Architecture and IS Governance environment. Knowledge of the GITO Frameworks and policies. Knowledge of the State Information Technology Agency (SITA) Act 88 of 1998. Knowledge of Minimum Information Security Standard (MISS) and Minimum Interoperability Standard (MIOS). Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT (CGICT) Policy Framework. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Strategic Capability and Leadership Execution. Business Continuity. Time Management. Conflict Management and Resolution. Service Delivery Innovation. People Management. Project Management. Expenditure Management. Problem solving and Analysis. Change Management and Adaptability. Business Analysis. Data analysis. Business Report Writing. Stakeholder Relations and Customer Focus. Influencing and Networking. Accountability. Time Management. Critical Thinking. Ability to translate Technical Language into English. Attention to detail. Presentation skills. Planning and Organising skills. Interpersonal skill. Computer literacy. Decision making. Communication skill. Enterprise architectural skills. Research skills. Facilitation skills. Modelling skills.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Implement and Maintain Enterprise Architecture. Implement approved Enterprise Architecture across all architecture domains (Business, Information, Application, Technology and Security). Develop, update and maintain current-state, target-state and transition architectures. Produce and maintain architecture diagrams, models, standards and artefacts in line with GWEAF and TOGAF. Execute architecture gap analyses and implement approved remediation actions. Ensure practical application of Enterprise Architecture principles in all ICT solutions and systems. Implement architecture standards to reduce duplication, improve reuse and promote system interoperability. Maintain an enterprise architecture repository and ensure artefacts are current and accurate. Embed Enterprise Architecture into the System Development Life Cycle (SDLC) by actively participating in solution design, build, testing and deployment phases to ensure architecture compliance from initiation to implementation. Review, approve and enforce solution and system architecture designs prior to implementation and provide corrective guidance where deviations from approved architecture standards are identified. Support and guide project and technical teams during implementation by resolving architecture-related technical issues and ensuring alignment with approved integration, security and technology standards. Monitor implemented systems post-deployment to assess architecture effectiveness, identify improvement opportunities and implement corrective or optimisation actions where required. Conduct Architecture Compliance and Solution Implementation Support. Ensure operational efficient and service delivery improvement in the Department. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. 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  
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](mailto:isrecruitment@dha.gov.za)

**POST 11/52**

: **DEPUTY DIRECTOR: SECURITY SYSTEMS, REF NO: HRMC 11/26/12**  
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).  
 Branch: Counter Corruption and Security Services

**SALARY** : R896 436 - R1 055 958 per annum (Level 11). (An all-inclusive salary package)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Electronic and Computer Engineering, Electrical and Electronics Engineering or Electrical Engineering at NQF level 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an electronic security systems environment is required. 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 Public Finance Management Act. 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. Knowledge of electronic system security deployment and maintenance (e.g hubs and monitors). A valid drivers' license. Willingness to travel and work extended hours. Management competencies: Strategic capability and leadership. People Management and empowerment. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Excellent written and verbal communication skills. Sound decision-making and change 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. Required skills and competencies: Problem solving and analysis. Report writing and presentation skills. Negotiation skills. Information Infrastructure Architecture. Data management systems. Data streamlining and management. Data systems evaluation. Data design and analysis.

**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), 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 R Mohlaka, Tel No: 012 406 4246  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 11/53** : **ASSISTANT DIRECTOR: AMENDMENTS AND RECTIFICATION REF NO: HRMC 11/26/13**  
 Sub- Directorate: Amendments and Rectifications

**SALARY** : R582 444 - R686 091 per annum (Level 10). (An all-inclusive salary package)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Operations Management, Public Management, Administration or Business Management at NQF 6 as recognized by SAQA. Three (3) Years' experience as an SAO (Junior level) is required. Knowledge of the South African Citizenship Act, 1995. Extensive

knowledge of the South African Passport and Travel Documents Acts, 1994. Understanding of the Immigration Act and Refugee Act. Knowledge of migration patterns and population movement within South Africa. Understanding of the departmental legislation and Human Resources prescripts, LRA, BCEA. Knowledge of the South African Constitution and Public Service Regulations Act. Comprehensive understanding of Legislation, Policies and Prescripts governing Public Administration. Knowledge of Policy Development and Government Protocol. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic Capability and Leadership Execution. Strategic Planning and Strategic Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Corruption Measures and Principles. Presentation skills. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision making skill.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and oversee the processing of applications for the amendment and rectification of personal particulars recorded on the NPR. Ensure all amendment and rectification processes comply with legislative prescripts, regulations, and DHA policies. Implement and monitor quality assurance and verification controls to prevent errors, duplications, and irregular amendments. Coordinate service delivery between front-office and back-office environments to ensure timely and accurate finalisation of cases. Manage and resolve complex, sensitive, or escalated amendment and rectification cases. Oversee the utilisation of automated systems and digital platforms to support data integrity and efficient processing. Maintain accurate records, dashboards, and performance reports on amendment and rectification transactions. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Stakeholder Engagement and Intergovernmental Coordination. Policy Development, Governance, and Operational Oversight. Risk Management, Compliance, and Quality Assurance. 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**  
**APPLICATIONS**

: Head Office: Ms R Masemola, Tel No: 012 406 4156  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)

**POST 11/54**

: **ASSISTANT DIRECTOR: DUPLICATES, REF NO: HRMC 11/26/14**  
: Directorate: Application Processing

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R582 444 - R686 091 per annum (Level 10). (An all-inclusive salary package)  
: Head Office: Tshwane  
: An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF 6 as recognized by SAQA. Three (3) Years' supervisory experience is required. Extensive knowledge of the Identification Act, South African Citizenship Act, 1995. Extensive knowledge of the South African Passport and Travel Documents Act, 1994. Understanding of the Immigration Act and Refugee Act. Knowledge of migration patterns and population movement within South Africa. Understanding of departmental legislation and Human Resources prescripts, LRA, BCEA. Knowledge of the South African Constitution and Public Service Regulations Act. Comprehensive understanding of legislation, policies, and prescripts governing public administration. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and government protocol. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Management Capability and Leadership Execution. Planning and Operations Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project

Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Attention to Detail. Conflict Resolution and Management. Corruption Measures and Principles. Presentation skills. Interpersonal skills. Communication skills. Planning and Organising skills. Computer and digital literacy skills. Decision Making skills.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer the allocation / cancellation / deletion and reactivation of Identity Numbers in the National Population Register. Supervise the investigation and approval of duplicate cases. Monitor the laying of the file is correct, ensure that the correct records are attached. Quality check and ensure correctness of submitted forms for amendment of information on the NPR. Verify the correctness of information on the confirmation letter with the information on NPR as well as signing the letters as on behalf (pp) of DG. Monitor records/documentation according to DHA policies and requirements. Adhere to business process management when executing daily operations on the unit. Build and maintain relationship with various stakeholders (Internal and External). Develop, monitor and implementation of policy and procedures, directives, acts and regulations. Ensure effective risk and compliance management. 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 R Masemola, Tel No: 012 406 4156  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)

**POST 11/55** : **ASSISTANT DIRECTOR: AUDIT OPERATIONS AND SUPPORT, REF NO: HRMC 11/26/15**  
 Chief Directorate: Internal Audit

**SALARY** : R468 459 - R551 823 per annum (Level 9) (Basic Salary)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Internal Audit, Accounting or Commerce at NQF level 6 as recognised by SAQA. Three (3) years of internal audit experience in operational coordination in the internal auditing environment is required. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000 and Minimum Information Security Standards. Knowledge of the Public Service Regulations Act. Knowledge of International Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of IIA Standards and Professional Standards for the Practice of Internal Auditing. Knowledge of King IV report and governance principles. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. Financial Administration. Business Report Writing. Honesty and Integrity. Project Management. Business Continuity. Decision Making. Attention to detail. Influencing and networking. Conflict management and resolution. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation skills Communication skills. Planning and Organising skills. Computer literacy Planning and Organising skills.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Maintain the annual audit schedule/coverage tracker and update milestone (planning, fieldwork, reporting, closure). Provide professional, technical, and methodological guidance to Internal Audit staff to ensure uniform application of Global Internal Audit Standards, PFMA, Treasury Regulations and relevant prescripts. Provide professional support to Audit Committee to ensure development of the annual program, annual declarations, payment of AC and Facilitation of AC evaluations. Communicate changes in internal audit standards, legislation, and best practices to internal stakeholders. Ensure all operational activities align with the Internal Audit methodology, departmental SOPs, and IIA Standards. Standards. Apply checklists to verify compliance at each stage of the engagement Facilitate the annually review, update, and

maintain the Internal Audit Charter, Audit Committee Charter, Internal Audit Methodology, and Combined Assurance Framework. Benchmark internal audit practices against leading public and private sector best practices. Identify and introduce emerging trends, innovative audit techniques, and technology-enabled audit approaches. Coordinate and facilitate the activities of the Combined Assurance Forum. Promote collaboration, information sharing, and alignment among internal and external assurance providers. Prepare meeting packs, agendas, and attendance registers for the Chief Directorate: Internal Audit Management, Combined Assurance Forum and Audit Committee meetings. Capture key discussion points, agreements, and action items. Contribute to the preparation of the Internal Audit Services Business Plan and annual operational plans. Coordinate and compile quarterly performance reports in line with departmental and Treasury reporting requirements. Ensure that all engagement files are maintained (electronic and physical) with proper indexing and referencing. Prepare engagement files for internal QA review and external quality assessments. Implement Public Service governance processes, framework and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Support the development of policy development by providing inputs and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Ensure the effective and uniform implementation of Standard Operating Procedures. Monitor and ensure compliance with legislation, regulation, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Monitor quality, risk, standards as in required. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with regulatory requirements Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the unit. Develop an activity plan for the unit and ensure effective prioritisation and resource planning. Administer the implementation of compliant performance management. Ensure compliance against finance, asset management, supply chain and procurement. regulations and policy requirements. Administer projects in line with the allocated targets of the unit. Identify and monitor risks in the unit.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms V Motshegoe, Tel No: 012 406 4252  
 : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [ipsrecruitment@dha.gov.za](mailto:ipsrecruitment@dha.gov.za)

**POST 11/56**

: **ASSISTANT DIRECTOR: DIGITAL MEDIA, REF NO: HRMC 11/26/16**  
 Chief Directorate: Communication Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 9). (An all-inclusive salary package)  
 : Head Office: Tshwane  
 : An undergraduate qualification in Digital Marketing, Public Relations or Communication and Web Management at NQF 6 as recognized by SAQA. Three (3) Years’ experience at a SAO (Junior) level in Digital Media or Social Media Management is required. Knowledge of web and social media management is a must. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of communication strategies and processes. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Knowledge management. Decision Making. Communication (written and verbal). Program and project management. Problem solving and analysis. Business report writing. Influencing and networking. Presentation skills. Planning and organizing Skills. Interpersonal skills. Technical Skills: Commercial Skills. Computer literacy. Negotiation Skills

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and maintain the intranet, website and social media platforms for the department. Assume full editorial management responsibility for all digital platforms of the department. Management of information via the intranet, website and social media platforms. Ensuring effective distribution of updated information, programmes and campaigns via all digital platforms to ensure timely news and internal information sharing. Contribute to the formulation and implementation of process of internal communication or staff

information network including communication standards, processes and procedures. Maintain superior editorial standards across all departmental digital publications. Develop and implement mechanisms to encourage staff participation and involvement in DHA matters and events. Promote effective use of agreed communication channels, standards, processes and procedures throughout the department. Development and implementation of policy and procedure, directive acts and regulations. Implementation of policies, procedures, directives, acts and regulations. Ensure the implementation of effective risk and compliance management. 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  
APPLICATIONS**

: Head Office: Mr B 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 [commsrecruitment@dha.gov.za](mailto:commsrecruitment@dha.gov.za)

**POST 11/57**

: **ASSISTANT DIRECTOR: EXTERNAL LIAISON, REF NO: HRMC 11/26/17**  
Chief Directorate: Prevention and Analysis

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 9) (Basic Salary)  
: Head Office: Tshwane  
: An undergraduate qualification in Law, Criminal Justice, Forensics, Policing, Public Management or Public Administration at NQF level 6 as recognised by SAQA. Three (3) Years' experience at a supervisory level in an investigations environment is required. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license is an added advantage. 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. Honesty and integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation skills. Communication skills. Planning and Organising skills. Computer literacy. Investigation skills. Capability and leadership skills.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor the daily operations of all external reporting channels (phone, email, web, post, etc.), ensuring accessibility, reliability, and anonymity as guaranteed by policy and legislation (such as the Protected Disclosures Act 2000). Develop, document, and implement clear operating policies, standard operating procedures (SOPs), and directives for the handling, assessment, and investigation of all reported information. Ensure all reports are accurately received, logged with case control numbers, and channelled to the appropriate internal division (e.g., HR, Legal, Audit) for timely and objective investigation. Facilitate and implement strict protocols to protect the identity of whistleblowers, ensuring that any identifying information is removed from reports while maintaining the substance of the report. Facilitate the development, communicate, enforce related policies and procedures. Facilitate the development, performance and delivery of the internal support to the unit, to produce reliable and delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Facilitate and implement improvement of projects in the unit. Contributes towards the formulation of investigation Framework, policies, processes and circulars. Enforce

compliance to regulations and policies guidelines in the department. Monitor and maintain issues related to investigation practices and security breaches by staff. Participate in the activities in relevant structures i.e. Investigations Information Coordination Committee (IICC) and the South African Banking Risk Information Centre (SABRIC). Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the Organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Develop the activity plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Administer the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer compliance of the unit against asset management, supply chain and policy requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Mr R Mohlaka, Tel No: (012) 406 4246  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccsrecruitment@dha.gov.za](mailto:ccsrecruitment@dha.gov.za)

**POST 11/58**

: **ASSISTANT DIRECTOR: INTERNAL HOTLINE, REF NO: HRMC 11/26/18**  
 Chief Directorate: Prevention and Analysis

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 9) (Basic Salary)  
 : Head Office: Tshwane  
 : An undergraduate qualification in Law, Policing, Forensic or Public Administration at an NQF level 6 as recognised by SAQA. Three (3) Years' experience at a supervisory level in an Investigations environment is required. Experience conducting investigations is required. Experience in coordination information gathering processes. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation Skill. Communication Skill. Planning and Organising Skill. Computer literacy. Investigation skills. Capability and leadership skills.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Monitor daily operations of the internal hotline(s), which may include phone, email, and online reporting channels, ensuring accessibility and efficiency. Formalise and monitor the process for receiving, recording, tracking, and documenting all reported issues and incidents, ensuring consistency, confidentiality, and accuracy. Ensure compliance of hotline management practices comply with South African labour legislation, the Protected Disclosures Act, relevant Departmental policies, and governance frameworks (e.g., King IV, PFMA in the Department). Facilitate and implement robust safeguards to protect the anonymity and confidentiality of employees who report misconduct and ensure they are protected from any form of retaliation. Prepare detailed reports on findings, trends, and statistics for executive management and the governing body and submit them to the Supervisor (e.g., Board of Directors or Audit Committee) to identify systemic issues and areas for improvement. Facilitate development, communication, enforce related policies and procedures. Facilitate the development,

performance and delivery of internal support to the unit, to produce reliable delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Facilitate development, communication, enforce related policies and procedures. Facilitate the development, performance and delivery of internal support to the unit, to produce reliable delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Ensure effective risk and compliance management. Report on all risk and financial indicators including e.g. financial losses, over payments, etc. according to required formats. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Implement Public Service governance processes, framework and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Support the development of policy development by providing input and ensure the effective implementation thereof. Develop and implement activity plan in line with the quarterly projects. Develop an individual PDP. Submit proposals and plans for projects of the unit. Make recommendations for external contractors and suppliers within the unit in an effective and efficient manner. Administer the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer asset management and projects in line with PFMA and Supply Chain Management Framework.

**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 [ccsrecruitment@dha.gov.za](mailto:ccsrecruitment@dha.gov.za)

**POST 11/59** : **ASSISTANT DIRECTOR: LAYOUT AND DESIGN, REF NO: HRMC 11/26/19**  
 Chief Directorate: Communication Services

**SALARY** : R468 459 - R551 823 per annum (Level 9). (An all-inclusive salary package)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Graphic Design, Communication, Computer Animation, Digital Arts or Motion Graphic Design at NQF 6 as recognized by SAQA. Three (3) Years’ experience at a SAO (Junior) level is required. Portfolio of previous work and sufficient evidence of graphic design projects. Advance in using Adobe Creative Cloud, Adobe Photoshop, Adobe InDesign, Adobe Illustrator and Adobe Premier Pro. Knowledge of Video Editing, 3D and Motion Graphic apps such as Final Cut Pro, Sketchbook, Canva and Procreate will be an added advantage. Knowledge of Apple Mac, Macbook Pro and the use of Apple iPad for design purposes. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of all communication strategies and processes. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Knowledge management. Decision Making. Communication (written and verbal). Program and project management. Problem solving and analysis. Business report writing. Influencing and networking. Presentation skills. Planning and organizing skills. Interpersonal skills. Technical skills: Commercial skills. Computer literacy. Negotiation skills.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and design all departmental designs and layouts. Conceive ideas, concepts, and campaigns, Produces, coordinate and create multiphase communication materials in print, and other mediums for a variety of instructions, promotional, development and recruitment projects. Provide professional recommendations for concept, design, art direction, production,

printing buying and monitors quality controls. Defines design criteria, develops concept and direction, and proposes directs and creates art and photography. Operates a computer or uses traditional techniques for a variety of graphic activities, including desktop publishing and layout, production, illustration and prepress file preparations. Creates and develops media using digital art and photographic techniques. Monitors and tracks production projects to ensure proper and timely completion using file maker pro; works with outside vendors to meet production deadlines. Responsible for print and pre-press service specifications, purchasing, approvals and quality control. Maintains equipment and supply inventory and maintains accurate files and records thereafter. Contributes to the editorial development of projects. Manage the visual execution of designs and layout briefs by collecting, designing and manipulation of artwork and photographic material, text compilation and finalisation for the press and web. Implementation of policies, procedures, directives, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Ensure the implementation of effective risk and compliance management. 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  
APPLICATIONS**

: Head Office: Ms V Motshegoe, Tel No: 012 406 4252  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [commsrecruitment@dha.gov.za](mailto:commsrecruitment@dha.gov.za)

**POST 11/60**

: **CIVIC SERVICES SUPERVISOR: AMENDMENTS AND RECTIFICATIONS,  
REF NO: HRMC 11/26/20**  
 Sub-Directorate: Amendment and Rectifications

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 8). (An all-inclusive salary package  
 : Head Office: Tshwane  
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years' supervisory experience in Amendments and Rectification registration processes. Knowledge of Births and Deaths Registration. Knowledge and understanding of all Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and Customer Service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Amendment and Rectifications Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Coach and guide staff on DHA policies, procedures, and compliance requirements. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. 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 APPLICATIONS** : Head Office: Ms B Kabinde, Tel No: 012 406 4239  
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za) Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- POST 11/61** : **CIVIC SERVICES SUPERVISOR: BIRTHS AND DEATHS, REF NO: HRMC 11/26/21**  
Sub-Directorate: Births and Deaths
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 8). (An all-inclusive salary package)  
: Head Office: Tshwane  
: An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years’ experience in Births and Death registration processes. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising Good verbal and written. Communication skills. Problem solving. Report writing.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Births and Deaths Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Coach and guide staff on DHA policies, procedures, and compliance requirements. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. 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 APPLICATIONS** : Head Office: Mr S Tshabalala, Tel No: 012 406 4117  
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za) Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- POST 11/62** : **CIVIC SERVICES SUPERVISOR: MARRIAGES, REF NO: HRMC 11/26/22**  
Sub-Directorate: Marriages
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 8). (An all-inclusive salary package)  
: Head Office: Tshwane  
: An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years’ supervisory experience in Births and Deaths and Marriages registration processes. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts

(Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Marriages Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Coach and guide staff on DHA policies, procedures, and compliance requirements. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. 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  
APPLICATIONS**

: Head Office: Ms S Maswanganyi, Tel No: 012 406 4236  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za) Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001