

DEPARTMENT OF HOME AFFAIRS

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.



<u>CLOSING DATE</u>	:	05 June 2026
<u>NOTE</u>	:	Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za , citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The Department of Home Affairs (DHA) seeks to hire patriotic, professional, 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 deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

MANAGEMENT ECHELON

<u>POST 17/44</u>	:	<u>CHIEF DIRECTOR: IS INFRASTRUCTURE MANAGEMENT REF NO: HRMC 27/26/1</u> Chief Directorate: IS Infrastructure Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum (Level 14), an all-inclusive salary package
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology, Computer Science, Computer Engineering, Information and Communication Technology, Information Systems at NQF 7 as recognized by SAQA. 5 Years' Senior Management experience in ICT / Information Services (IS) Infrastructure environment is required. Experience in IS Infrastructure / Information

Communication Technology (ICT). Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Sound knowledge and application of the GITO Requirement and Frameworks. Knowledge of the State Information Technology Agency 88nof 1998. Act Understanding of Departmental Regulatory Framework. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Willingness to travel and work extended hours. On call is required. A valid Driver's License. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic Capability and Leadership Execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and Integrity. Program and Project Management. Change Management. Ability to manage IS risk and quality, Enterprise Architectural and Strategic IS Alignment operations. Communication skills. Knowledge Management. Decision making. Presentation skills. Influencing and networking. Attention to detail. Process analysis and improvement. Business report writing. Research Methodology and Analysis. Influencing and networking. Time management. Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the Data Centre and all associated infrastructure, applying Life Cycle management principles. Oversee the management of performance, availability, response trends and error rates of all servers and resolve or escalate issues. Ensure business continuity and configuration management to ensure the sustainability and availability of servers. Ensure the management of operations of servers, power management of all hardware devices, software, input and output devices. Oversee the management of the server room security, data centre access control, environmental controls and access control. Ensure availability of systems 24/7 with periodic maintenance, software upgrades or patches, electrical installation, shutdowns and renovations. Oversee multiple tiers of high complexity, risk and exposure in accordance with the design of the facility and equipment supporting the Tier 3 Data Centre. Ensure Data Centre security through the administration of storage, user identification, security procedures and password and user ID management. Ensure the management of the Data Centre environment is well maintained, and there is power redundancy. Evaluate the performance, availability, response trends and error rates of all servers and resolve or escalate issues. Oversee the management of Infrastructure, Networks and Cyber Security Solutions life cycle management. Provide management oversight into IT General system control matters, ensuring that regulatory and compliance requirements, inter alia, COBIT19 and DPSA frameworks, are entrenched in the operating environments. Recommend vendors and service contractors to ensure the best value is being delivered to the Department. Oversee the development, implementation, and review of data centre operations policies, processes, procedures, standards, and templates. Oversee the management of networks (WAN and LAN) and infrastructure operations. Oversee the management of Information Systems (IS) Security frameworks and plans. Oversee the implementation of IS Cyber security technologies relating to the protection of infrastructure, systems, applications and information assets. Drive the implementation of Information Security Governance and ensure compliance with relevant standards and legislative requirements. Ensure the implementation of effective risk and compliance management practices. Provide strategic leadership and direction to the Chief Directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with regulatory requirements. Support the Department's Digital Transformation Strategy and infrastructure modernisation initiatives.

ENQUIRIES
APPLICATIONS

: Head Office: Ms S Mkhalihi Tel No: (012) 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 17/45

: **DISTRICT MANAGER OPERATIONS REF NO: HRMC 27/26/2**

SALARY

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

**CENTRE
REQUIREMENTS**

: District Municipal Office: Uthungulu: Kwazulu-Natal
: An undergraduate qualification in Operations Management, Social Science, Leadership, Management or Administration at NQF 7 as recognized by SAQA. 5 Years' Middle Management / Senior Management experience is required. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Knowledge of the Public Finance Management Act and Regulations. A valid Driver's License. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-Entry Certificate upon appointment. Required skills and competencies: Strategic Planning. Strategic Management. Service delivery innovation. Client orientation and customer focus. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge and information management. Decision making. Presentation Skills. Problem solving and analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Operations Management. Capacity Planning. Research Methodology and Analysis. Policy Development. Diplomacy. Computer Skills Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices) that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Provide executive support in the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

**ENQUIRIES
APPLICATIONS**

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

OTHER POSTS

POST 17/46

: **LOCAL OFFICE MANAGER (X3 POSTS)**

**SALARY
CENTRE**

: R1 101 468 - R1 297 476 per annum (Level 12)
: George: Western Cape Ref No: HRMC 27/26/3a (X1 Post)
: Paarl: Western Cape Ref No: HRMC 27/26/3b (X1 Post)
: Witbank: Mpumalanga Ref No: HRMC 27/26/3c (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of South African Constitution. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Western Cape: Mr M Pienaar Tel No: (021) 488 1409
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

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

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

POST 17/47

: **ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT (X3 POSTS)**

This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY CENTRE

: R487 197 - R573 897 per annum (Level 09)
: Provincial Manager's Office: Limpopo Ref No: HRMC 27/26/4a (X1 Post)
: Provincial Manager's Office: North-West Ref No: HRMC 27/26/4b (X1 Post)
: Provincial Manager's Office: Western Cape Ref No: HRMC 27/26/4c (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Supply Chain Management, Logistics Management, Financial Management, Financial Accounting at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in Supply

Chain and or Assets Management environment is required. 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. Sound knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience in budgeting and revenue management. Knowledge of task planning and allocation. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Knowledge Management. Client Orientation and Customer Focus. Manpower forecasting and planning. Knowledge Management. Decision Making. Change Management. Budget and Financial Management. Written and communication skills. Research and Learning. Presentation Skills. Problem Solving. Strong Analytical Skills. Report Writing. Influencing and Networking. Planning and Organizing. Computer literacy. Patriotism, Honesty and Integrity

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure effective management of assets within the Province. Develop, Implement and monitor acquisition, maintenance and disposal plans for assets. Ensure proper implementation of the Asset management Strategy within the department. Oversee regular asset counts and verify results against Asset Register. Coordinate physical verification of all departmental assets. Monitor all movements of departmental assets and record/update the asset register. Conduct inspections of equipment to identify potential re-utilisation. Account for maintenance and depreciation of assets. Verify the accuracy of the data recorded/updated in the asset register. Reconcile differences between physical assets and asset register and prepare reports. Monitor and participate in the implementation of efficient improvement projects. Compile reports of identified obsolete, redundant and damaged assets, transfer these items to suspense register. Co-ordinate inputs for the Department's Asset management Policy and advice line managers on asset management. Provide Inputs on assets financials and reconciliations. Manage acquisition, operation and maintenance of assets. Dispose of economically obsolete assets according to the policies and recouping of asset value in settling employee debt to the department. Facilitate bar-coding, stocktaking, and verification of departmental assets. Manage budget allocation and operational planning from assets management. Develop a strategic plan and advise line managers on strategic planning for disposal and replacement of asset. Develop acquisition plan in relation to asset management. Ensure successful management of the properties in the province. Manage effective operation of the property management unit. Facilitate the implementation of transport services (fleet) in the province. Ensure effective risk and compliance management within asset management unit. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Limpopo: Mr J Kgole Tel No: (015) 287 2802
 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za>
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
North-West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 17/48

: **CIVIC SERVICES OFFICER (X6 POSTS)**

SALARY CENTRE

: R338 106 - R398 277 per annum (Level 07)
 : Free State: Large Office: Phuthatditjhaba Ref No: HRMC 27/26/5a (X2 Posts)
 Gauteng: Large Office: Randfontein Ref No: HRMC 27/26/5b (X1 Post)
 Kwazulu-Natal: Medium Office: Empangeni Ref No: HRMC 27/26/5c (X1 Post)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 27/26/5d (X1 Post)
 Mpumalanga: Medium Office: Belfast Ref No: HRMC 27/26/5e (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. 1 Year experience in Operations, client or customer services environment. Knowledge of front office operations. Extensive knowledge of

various filing systems. Knowledge of fingerprint verification. Knowledge and Understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. A valid Driver's License. Willingness to travel and work extended hours. Overtime may be required on request occasionally. Weekend working may be required on request occasionally. Required skills and competencies: Computer literacy. Analytic thinking. Planning and organizing. Problem solving. Problem solving. Verbal and written communication. Financial administration. Planning and skills, Interpersonal Attention to detail. Clerical and administration. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise the effective daily operations of civic services of offices. Ensure effective service delivery and assist staff where service standard are not met. Produce quality reports regarding turnaround times (documents processed and error rates). Implement quality assurance measures to ensure quality of service delivery. Ensure safekeeping of records/documentation according to DHA requirements. Allocate work to staff members and monitor their progress against daily targets or goals. Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Superiors. Identify trends and take corrective action. Perform overriding functions on system. Ensure full implementation of all relevant SOP's. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Supervise the application of ID smart cards, BMD Registration of Birth, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Free State: Ms V Molefe Tel No: (051) 430 0378
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street.
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.