

## DEPARTMENT OF HOME AFFAIRS

*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.*

<b><u>CLOSING DATE</u></b>	:	21 June 2026
<b><u>NOTE</u></b>	:	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. 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. 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 18/62</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS PARTNERING (8 POSITIONS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R932 292 - R1 098 195 per annum (Level 11). (An all-inclusive salary package)
	:	Provincial Manager's Office: Eastern Cape Ref No: HRMC 29/26/1a (1 Post)
	:	Provincial Manager's Office: Free State Ref No: HRMC 29/26/1b (1 Post)
	:	Provincial Manager's Office: Gauteng Ref No: HRMC 29/26/1c (1 Post)
	:	Provincial Manager's Office: Limpopo Ref No: HRMC 29/26/1d (1 Post)
	:	Provincial Manager's Office: Mpumalanga Ref No: HRMC 29/26/1e (1 Post)
	:	Provincial Manager's Office: North West Ref No: HRMC 29/26/1f (1 Post)
	:	Provincial Manager's Office: Northern Cape Ref No: HRMC 29/26/1g (1 Post)
	:	Provincial Manager's Office: Western Cape Ref No: HRMC 29/26/1h (1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Human Resource Management, Public Administration, Public Management, Human Resource Development, Labour Relations, Industrial or Organisational Psychology or Relations, Organisational

Development, Business Administration, Business Management, or a Social Science qualification related to Human Resource Management or Development at NQF level 6 as recognized by SAQA. 3 years experience in Junior Management / Assistant Director level in a Human Resources Management or Human Resources Development environment is required. Knowledge of Employee Relations. Awareness of Employee Wellness practices. Knowledge of PERSAL. Knowledge of all relevant Departmental Legislations and prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Human Resource Information Systems (HRIS). Knowledge of Government Employee Pension Fund (GEPF). Knowledge of Skills Development Act. Knowledge of DPSA guidelines. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Service Delivery Innovation. Client Orientation and Customer Focus. People management and empowerment. Decision Making. Financial Management. Accountability. Business Continuity. Research and Learning. Policy formulation and interpretation. Planning and Organising. Knowledge Management. Influencing and Networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Presentation Skills. Interpersonal skills. Communication skills Strong Analytical skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate and monitor staff mobility, conditions of services and service benefits processes in the Province. Coordinate and monitor the recruitment and selection process of the new employees (i.e advertisement, selection and onboarding). Monitor the implementation of all staff mobility (recruitment, temporary reassignments, secondments, transfers and acting arrangement), as well as conditions of service and service benefits processes. Coordinate, monitor and ensure consistent application of staff mobility (recruitment, temporary re-assignments, secondments, transfers and acting arrangements), conditions of service and service benefits regulatory frameworks, policies and procedures. Coordinate and monitor conditions of services i.e leave including temporary incapacity leave and termination of services matters. Manage and ensure administration of service benefits, i.e Housing, salary, and overtime application and payments processes. Coordinate and monitor HR Management Information Systems in the Province i.e PERSAL, and HR Registry. Manage Performance Management, HR Transformation and Culture Change processes in the Province. Coordinate the implementation of employee relations, health and wellness matters in the Provinces. Develop, coordinate and monitor the implementation of Human Resource Development programmes in the Provinces. Develop and implementation of policy and procedure, directive and regulations. 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**

: Ms P Reddy, Tel No: (012) 406 6263 / 060 976 7508  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-  
**Eastern Cape:** Physical address: 11 Hargreaves Avenue, King William's Town, 5600  
**Free State:** Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301  
**Gauteng:** Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,  
**Limpopo:** Physical Address: 89 Biccard Street, Polokwane, 0699  
**Mpumalanga:** Physical Address: 29 Bester Street, Nelspruit, 1200  
**North West:** Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745  
**Northern Cape:** Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300  
**Western Cape:** Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

**POST 18/63**

: **DEPUTY DIRECTOR: LABOUR RELATIONS, REF NO: HRMC 29 /26/2**  
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

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

: R932 292 - R1 098 195 per annum (An all-inclusive salary package) (Level 11).  
: Head Office: Tshwane, Directorate: Employee Relations  
: An undergraduate qualification in Employment Relations, Industrial Relations, Industrial or Organisational Psychology, Labour Relations, Labour Law, Law, Public Management, Public Administration or Human Resource Management at NQF level 6 as recognized by SAQA. 3 years experience in a Junior Management / Assistant Director level in a Labour Relations environment is required. Extensive experience in a Labour Relations environment is required. Experience in management of collective agreement. Experience in resolving disputes, mediating conflicts, and representing the employer in negotiations. Collective Bargaining, CCMA and Labour court processes. Knowledge of the Labour Relations Act. Knowledge of the Labour Relations Framework for the Public Services. Knowledge of Public Service the Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of Basic Conditions of Employment Act. Knowledge of the Public Service Regulations. Knowledge of Statutory Dispute Resolution structures. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Constitution. Knowledge of Departmental Regulatory Framework, as well as Government Structures. Knowledge of Human Resources legislation and prescripts. Knowledge of Employment contracts. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: People management and empowerment. Expenditure Management. Business Continuity. Excellent Negotiation skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. Communication skills. Interpersonal skills. Research skills. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation Stakeholder Relations (Internal and External). Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate misconduct and disciplinary processes in the Department. Coordinate the development of effective strategies, solutions, and tools for managing complex employee relations issues, policies, and case management systems. Ensure the implementation of all arbitration awards as well as labour courts judgements. Coordinate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution. Coordinate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Provide expert advice on labour relations legislative framework (related to misconduct). Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (i.e. GPSSBC, PSCBC, CCMA Internal Forums ect.). Coordinate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks. Coordinate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes. Coordinate and monitor misconduct, disciplinary, information sessions and workshops. Coordinate and monitor labour disputes in collaboration with legal services on litigation related cases as and when required. Work closely with the Director on internal procedures and external interventions with third parties on dispute resolution matters. Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters including recognised Trade Unions. Provide training and advocacy on labour relations related matters in the Department. Evaluate the effectiveness and impact of awareness raising and draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures. Coordinate the resolution of grievances in the Department. Coordinate collective bargaining programmes within the Department. Build and sustain collaborative relationships within internal and external stakeholders. Ensure the implementation of effective risk and compliance management practice. 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 V Motshegoe, Tel No: 012 406 4252

**APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [hrrecruitment@dha.gov.za](mailto:hrrecruitment@dha.gov.za)

**POST 18/64** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT, REF NO: HRMC 29/26/3**

**SALARY** : R932 292 - R1 098 195 per annum (An all-inclusive salary package) (Level 11).  
**CENTRE** : Head Office: Tshwane, Directorate: Revenue Management  
**REQUIREMENTS** : An undergraduate qualification in Financial Accounting, Finance Management, or Economics at NQF Level 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director / Junior Management level in a Revenue Management environment is required. Knowledge of public security, Including the Minimum Information Security Standards Act (MISS). Knowledge of the 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 the planning and budgeting process and related activities. Knowledge of the Revenue Management Act. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. enquired skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. Service delivery innovation. People Management and Empowerment. Revenue management. Financial reporting. Knowledge management. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Budget planning and cost control. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Negotiation skills. Numerical skills. Presentation skills. Planning and Organising skill. Interpersonal skill. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and monitor revenue collection in Local Offices and Ports of Entries. Ensure the development and coordination of income and revenue collection strategies. Manage and monitor processes related to the reconciliation of revenues generated. Coordinate the identification of trends and challenges in the Local Offices and Ports of Entries of revenue and income collection. Oversee the constant updating of systems pertaining to outstanding and settled fines from various Local Offices and Ports of Entries. Coordinate trust account regarding Immigration Control Account related to Airline fines. Ensure the coordination of annual revenue budget. Coordinate the consolidation of the actual revenue reporting from Local Offices and Ports of Entries. Maintain all departmental debtors including penalties and fines as prescribed by the Immigration Services Act. Coordinate the implementation of revenue statutory frameworks, processes and procedures in line with Treasury Regulations and Public Finance Management Act (PFMA). Ensure the management of revenue collection monitoring and control. Provide advice on revenue generated and alerting on special circumstances or concerns. Coordinate revenue management processes and procedures in Local Offices and Ports of Entry (POE). 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 18/65** : **ASSISTANT DIRECTOR: AMENDMENTS AND RECTIFICATION, REF NO: HRMC 29/26/4**

**SALARY** : R605 742 - R713 535 per annum (A Basic Salary) (Level 10).  
**CENTRE** : Head Office: Tshwane, Directorate: Amendments and Rectification

**REQUIREMENTS**

: An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF Level 6 as recognized by SAQA. Three (3) Years' experience as a Supervisor in operations in a client or customer services environment 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. Patriotic, Honesty, Integrity and Accountability.

**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**

: 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 18/66**

: **ASSISTANT DIRECTOR: LABOUR RELATIONS, REF NO: HRMC 29/26/5 (2 POSITIONS)**

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

**SALARY**

: R487 197 - R573 897 per annum (A basic salary) (Level 9)

**CENTRE**

: Head Office: Tshwane, Directorate: Employee Relations

**REQUIREMENTS**

: An undergraduate qualification in Employment Relations, Industrial Relations, Industrial or Organisational Psychology, Labour Relations, Labour Law, Law, Public Management, Public Administration or Human Resource Management at NQF level 6 as recognized by SAQA. 3 years' experience as a Labour Relations Officer / Practitioner is required. Experience in a labour relations environment is required. Knowledge of the Labour Relations Act. Knowledge of the Labour Relations Framework for the Public Services. Knowledge of Public Service Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of the Basic Conditions of Employment Act. Knowledge of the Public Service Regulations. Knowledge of Statutory Dispute Resolution structures. Knowledge of Investigation techniques and

methodology. Knowledge of the South African Constitution. Knowledge of Departmental Regulatory Framework, as well as Government Structures. Knowledge of Human Resources legislation and prescripts. A valid drivers' license. Willingness to travel and work extended hours Required skills and competencies: Negotiation skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. Communication skills. Interpersonal skills. Research skills. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation Stakeholder Relations. Patriotism, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate misconduct and disciplinary processes in the Department. Facilitate and implement the development of effective strategies, solutions, and tools for monitoring complex employee relations issues, policies, and case management systems. Implement all arbitration awards as well as labour courts judgements. Facilitate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution. Facilitate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Facilitate, monitor discipline management performance and ensure compliance with disciplinary codes. Provide expert advice on labour relations legislative framework (related to misconduct). Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (I.e. GPSSBC, PSCBC, CCMA and Internal Forums ect.) when required. Facilitate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks. Facilitate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes. Facilitate and conduct misconduct, disciplinary, information sessions and workshops. Facilitate and implement labour disputes in collaboration with legal services on litigation related cases as and when required. Work closely with the Deputy Director on internal procedures and external interventions with third parties on dispute resolution matters. Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters with recognised Trade Unions. Provide training and advocacy on labour relations related matters in the Department. Draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures. Facilitate the resolution of grievances in the Department. Facilitate collective bargaining programmes within the Department. Build and maintain effectiveness relationship with internal and external stakeholders to enhance service delivery. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES APPLICATIONS**

: Head Office: Ms N Mnisi, Tel No: 012 406 4238  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [hrrecruitment@dha.gov.za](mailto:hrrecruitment@dha.gov.za)

**POST 18/67**

: **SENIOR FINGERPRINT EXPERT: POST RECEIPT AND PRE-PROCESSING, REF NO: HRMC 29/26/6**

**SALARY CENTRE REQUIREMENTS**

: R413 001 - R 486 501 per annum (A basic salary) (Level 8).  
 : Head Office: Brits Storage, Division: Preparations and Pre-Processing  
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF level 6 as recognized by SAQA. Two (2) years' experience in a Customer Service, Civic Services or a in depth knowledge of Fingerprints. Drafting of 212 statements and court representation. Basic Knowledge of Public Service Regulations. Knowledge of the Departmental Legislation and Prescripts (Civic Services). Knowledge and understanding of the verification process. Basic knowledge of the Human Resource Regulatory Framework. Willingness to work extended hours Required skills and competencies: Service delivery. Client and customer relations. Analytical skills. Planning and Organising. Strong Customer focus. Conflict Resolution. Problem Solving. Ability to think and act quickly. Problem solving and analysis. Report Writing. Colour vision and hearing. Basic Ability to

**DUTIES**

: understand and follow camera scripts. Physical strength to carry heavy equipment and stamina. Report writing. Basic image editing skills. Communication skills. Patriotism, Honesty, Integrity and Accountability.

: The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and implement the processing of all processes and operational activities of the post receipt and pre-processing within the unit. Ensure and implement the post receipt and pre-processing by following the correct processes and procedure in the unit. Implement quality assurance strategies on completion and dispatching of Identity documents. Ensure the post receipt and pre-processing of the application according to requirements. Ensure the post receipt and pre-processing of quality with regard to the application. Liaise with Government Printing Works and other stakeholders to ensure quality and timeous delivery of services. Ensure that timely and compliant filing and/or disposal of undelivered, or incomplete Identity Documents. Resolve technical or practical issues from employees and escalate complex matters to the Supervisor. Supervise and implement post receipt and pre-processing of application by following the right processes and procedures. Maintain good relationships with clients and stakeholders. Implement effective risk and compliance in line with the relevant practices. Ensure the implementation of policies, 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  
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 18/68**

: **CIVIC SERVICES CLERK: BIRTHS AND DEATHS, REF NO: HRMC 29/26/7**

**SALARY  
CENTRE  
REQUIREMENTS**

: R280 278 - R330 162 per annum (A Basic Salary) (Level 6).

: Head Office: Tshwane, Sub- Directorate: Births and Deaths

: An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF Level 6 as recognized by SAQA. One (1) Years' relevant experience in in administrative, clerical or client service environment is required. 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: Client Orientation and Customer Focus. People Management and Empowerment. Records Management. Change management. Knowledge management. Budget planning and cost control. Financial reporting. Influencing and networking. Attention to detail. Business report writing. Conflict resolution. Problem solving and analysis. Presentation skill. Interpersonal skill. Communication skill. Planning and Organising skill. Decision making skill. Negotiation skill. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administer the birth and death applications at the back office for DHA Clients. Receive, capture, verify, and process birth and death applications accurately and timeously in accordance with prescribed legislation, policies, procedures, and service delivery standards. Verify the authenticity and completeness of supporting documents to ensure data integrity, prevent fraud, and comply with regulatory requirements. Capture, update, and maintain birth and death records on the relevant DHA systems to ensure accurate, secure, and up-to-date population records. Assist with the submission of requests for documentation from stores through EDMS or manual requests. Administer the implementation of back-office process steps for birth and death applications of all DHA Clients. Liaise with Civics Front Office staff regarding status of applications or feedback on processing of applications. Perform end of day duties to ensure effective capturing of performance statistics where required by management. Administer birth and death applications are implemented within targeted turnaround times. Assist with the verification of Identity Documents (ID) Numbers for birth and death certificates. Ensure that ID numbers are allocated effectively to applications for Birth Registrations. Timeously notify Local Offices to action printing of unabridged certificates and update the system as required. Identify, report, and mitigate risks, irregularities,

and suspected fraudulent activities in line with DHA risk management and compliance frameworks. Maintain good relationships with clients and Stakeholders. Implement effective risk and compliance in line with the relevant practices. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**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 sent to the correct address specified as follows:-Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

**POST 18/69**

: **CIVICS SERVICES CLERK: DUPLICATES, REF NO: HRMC 29/26/8**

**SALARY  
CENTRE  
REQUIREMENTS**

: R280 278 - R330 162 per annum (Level 6). (A Basic Salary)  
: Head Office: Brits Storage, Division: Duplicates  
: An undergraduate qualification in Operations Management, Public Management or Business Management, at NQF Level 6 as recognized by SAQA. One (1) Years’ relevant experience in in administrative, clerical or client service environment is required. Knowledge and understanding of the Departmental Legislations and Prescripts. Basic knowledge of the Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Effective Organising. Teamwork. Influencing and Networking. Attention to detail. Conflict Resolution. Basic report writing. Time Management. Problem Solving skill. Communication skill. Interpersonal skill. Analytical skill. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide the effective daily operation of the Duplicate in the unit. Scrutinize and verify applications on track and trace for investigation of the possible duplicate cases by following information on NPR on various functions. Create files of newly identified duplicate cases and request all relevant documents relates to the case from various Sections e.g Birth, Fingerprint, marriage records. Scan the application on track and Trace for the deletion of on ID number and issue the ID. Sort received documents according to the relevant identity number. Position message on NPR to indicate that the case is under attention. Verify the allocation of a new ID number in case of duplication and share the ID number. Ensure that fingerprints as well as the photograph on the application form match fingerprints/ photograph captured on HANIS and or paper fingerprint records. Compare and investigate multiple ID numbers, two or more people sharing the same ID numbers on the record register. Make photocopies of the approved report, confirmation letter, application form, and all relevant supporting documents. Compile a report and motivate on the removal of duplicate ID numbers. Update the NPR message for tracking the case and make a printout of the duplicate cases. Scan back to data for the issuing of the identity document. Ensure that the renouncement letter is signed by the applicant and is filed for the record purposes. Submit a typed letter to the immediate Supervisor to verify the correctness and sign off. Make a photocopy of the signed confirmation letter and attach it to the application with a printout of the newly allocated ID number. Implement policies and procedures in line with the approved Framework. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**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 sent to the correct address specified as follows:-Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001