

## 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.*

**APPLICATION** : 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

**CLOSING DATE** : 10 July 2026

**NOTE** : 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. accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za), citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. 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.

**ERRATUM:** Kindly note that the following posts that were advertised in the Public Service Vacancy Circular Number 21, dated 19 June 2026, have been withdrawn: Deputy Director: Provincial Coordination/Provincial Manager's Office: Eastern Cape Ref No: HRMC 38/26/2a (X1 Post)/Provincial Manager's Office: Free State Ref No: HRMC 38/26/2b (X1 Post)/Provincial Manager's Office: Kwa-Zulu Natal Ref No: HRMC 38/26/2c (X1 Post)/Provincial Manager's Office: Limpopo Ref No: HRMC 38/26/2d (X1 Post)/Provincial Manager's Office: Mpumalanga Ref No: HRMC 38/26/2e (X1 Post) /We apologise for the inconvenience caused.

## OTHER POSTS

**POST 22/67** : **ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE, (6 POSITIONS)**

**SALARY CENTRE** : R605 742 - R713 535 per annum (Level 10). (An all-inclusive salary package)  
: Eastern Cape: Large Office: Mthatha Ref No: HRMC 41/26/1a (1 Post)  
Free State: Large Office: Phuthatditjhaba Ref No: HRMC 41/26/1b (1 Post)  
Mpumalanga: Large Office: Ermelo Ref No: HRMC 41/26/1c (1 Post)  
Northern Cape: Large Office: Kimberley Ref No: HRMC 41/26/1d (1 Post)  
Northern Cape: Large Office: Upington Ref No: HRMC 41/26/1e (1 Post)  
Western Cape: Large Office: Large office Khayelitsha Ref No: HRMC 41/26/1f (1 Post)

## **REQUIREMENTS**

: An undergraduate qualification in Law, Public Management, Public Administration, LLB, Policing, Criminology, Forensics, Paralegal, Criminal Justice at NQF level 6 as recognized by SAQA. A minimum of 3 years' supervisory experience in a law enforcement, Legal or Security environment is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Refugee Act and Immigration Act. Knowledge and understanding of all Acts administered by the Department. Knowledge and understanding of Criminal Prosecution Act. Knowledge of International treaties. Knowledge of the South African Constitution. Knowledge of Human Resource Regulatory Framework. A valid driver's license (Code B/C1/C/EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and organising. Strong Analytical Skills. Written and verbal communication. Diplomacy. Accountability. Conflict management and resolution. Analytical skills. Communication Skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

## **DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage Inspectorate operations management within the Office/district. Provide advice and recommendation on immigration transgression cases to the office/region/district. Represent the department on security cluster forums. Ensure effective investigations of transgressions of the DHA legislation. Review quality management (investigation) reports and take corrective action where required and provide necessary support and leadership to immigration officials under his/her chain of command. Develop quality assurance and data quality strategies and actions. Monitor statistics of inspections/investigations within the office/district/Region. Analyse trends and communicate the information to the Office Manager. Advise the office manager, District Manager Operations and Provincial Manager on immigration matters. Liaise with Central law enforcement regarding priority and high-profile cases, Liaise and provide support to Counter Corruption on cases that involve their mandate and immigration matters. Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region Assistant Director: Immigration Services Inspectorate Page 3 of 8. Liaise with deportation unit to effect deportations and oversee the effective, humane and speedy deportation of cases from the office/district/region. Coordinate information and assist with regards to the investigation of issuing of temporary residence permits/permanent residence permits. Oversee Court cases involving the office/district/region. Provide effective oversight and management of Immigration functions within the office/district/region and provide investigative support to Civic services. Develop and implementation of policies, 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**

: Eastern Cape: Mr L Jama, Tel No: (043) 642 1846  
Free State: Ms V Molefe, Tel No: (051) 430 0378  
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504  
Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725  
Western Cape: Mr M Pienaar, Tel (021) 488 1409

## **APPLICATIONS**

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

**Eastern Cape:** Physical address: 11 Hargreaves Avenue, King William's Town, 5600

**Free State:** Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

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

**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 22/68**

: **CONTROL IMMIGRATION OFFICER: INSPECTORATE, (24 POSITIONS)**

## **SALARY CENTRE**

: R413 001 - R486 501 per annum (Level 8) (A basic salary package)  
: Eastern Cape: Large Office: Mthatha Ref No: HRMC 41/26/2a (1 Post)  
Eastern Cape: Medium Office: Mount Frere Ref No: HRMC 41/26/2b (1 Post)  
Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 41/26/2c (1 Post)  
Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 41/26/2d (1 Post)  
Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 41/26/2e (1 Post)  
Free State: Large Office: Bloemfontein Ref No: HRMC 41/26/2f (1 Post)  
Free State: Medium Office: Bethlehem Ref No: HRMC 41/26/2g (1 Post)  
Free State: Medium Office: Kroonstad Ref No: HRMC 41/26/2h (1 Post)  
Limpopo: Medium Office: Nebo Ref No: HRMC 41/26/2i (1 Post)  
Limpopo: Medium Office: Modjadjiskloof Ref No: HRMC 41/26/2j (1 Post)  
Mpumalanga: Large Office: Nelspruit Ref No: HRMC 41/26/2k (1 Post)

Mpumalanga: Medium Office: Malelane Ref No: HRMC 41/26/2l (1 Post)  
 Mpumalanga: Medium Office: Barberton Ref No: HRMC 41/26/2m (1 Post)  
 Mpumalanga: Medium Office: White River (Nsikazi) Ref No: HRMC 41/26/2n (1 Post)  
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 41/26/2o (1 Post)  
 Northern Cape: Large Office: Kimberley Ref No: HRMC 41/26/2p (1 Post)  
 Northern Cape: Large Office: Kuruman Ref No: HRMC 41/26/2q (1 Post)  
 Northern Cape: Large Office: Upington Ref No: HRMC 41/26/2r (1 Post)  
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 41/26/2s (1 Post)  
 Western Cape : Medium Office: Somerset West Ref No: HRMC 41/26/2t (1 Post)  
 Western Cape : Large Office: Paarl Ref No: HRMC 41/26/2u (1 Post)  
 Western Cape : Medium Office: Mitchell's Plain Ref No: HRMC 41/26/2v (1 Post)  
 Western Cape : Medium Office: Oudtshoorn Ref No: HRMC 41/26/2w (1 Post)  
 Western Cape : Large Office: George Ref No: HRMC 41/26/2x (1 Post)

**REQUIREMENTS**

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours. Required skills and competencies: Service delivery. Innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high-profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**

: Eastern Cape: Mr L Jama, Tel No: (043) 642 1846  
 Free State: Ms V Molefe, Tel No: (051) 430 0378  
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802  
 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504  
 Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725  
 Western Cape: Mr M Pienaar, Tel (021) 488 1409

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

**Northern Capel:** 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 22/69****IMMIGRATION OFFICER: INSPECTORATE (106 POSITIONS)****SALARY**

R280 278 - R330 162 per annum (Level 6). (A basic salary)

Eastern Cape: Medium Office: Butterworth Ref No: HRMC 41/26/3a (1 Post)  
Eastern Cape: Medium Office: Idutywa Ref No: HRMC 41/26/3b (1 Post)  
Eastern Cape: Medium Office: Peddie Ref No: HRMC 41/26/3c (1 Post)  
Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 41/26/3d (1 Post)  
Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 41/26/3e (1 Post)  
Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 41/26/3f (1 Post)  
Eastern Cape: Medium Office: Motherwell Ref No: HRMC 41/26/3g (1 Post)  
Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 41/26/3h (1 Post)  
Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 41/26/3i (1 Post)  
Eastern Cape: Medium Office: Engcobo Ref No: HRMC 41/26/3j (1 Post)  
Eastern Cape: Medium Office: Mqanduli Ref No: HRMC 41/26/3k (1 Post)  
Eastern Cape: Medium Office: Libode Ref No: HRMC 41/26/3l (1 Post)  
Eastern Cape: Medium Office: Bizana Ref No: HRMC 41/26/3m (1 Post)  
Eastern Cape: Medium Office: Matatiele Ref No: HRMC 41/26/3n (2 Posts)  
Eastern Cape: Medium Office: Mount Fletcher Ref No: HRMC 41/26/3o (1 Post)  
Eastern Cape: Medium Office: Sterkspruit Ref No: HRMC 41/26/3p (1 Post)  
Eastern Cape: Large Office: Mthatha Ref No: HRMC 41/26/3q (1 Post)  
Eastern Cape: Medium Office: Qumbu Ref No: HRMC 41/26/3r (1 Post)  
Eastern Cape: Large Office: East London Ref No: HRMC 41/26/3s (1 Post)  
Eastern Cape: Large Office: Gqeberha Ref No: HRMC 41/26/3t (2 Posts)  
Free State: Medium Office: Botshabelo Ref No: HRMC 41/26/3u (3 Posts)  
Free State: Medium Office: Thaba Nchu Ref No: HRMC 41/26/3v (2 Posts)  
Free State: Medium Office: Zastron Ref No: HRMC 41/26/3w (1 Post)  
Free State: Large Office: Koffiefontein Ref No: HRMC 41/26/3x (3 Posts)  
Free State: Large Office: Welkom Ref No: HRMC 41/26/3y (1 Post)  
Free State: Medium Office: Bultfontein Ref No: HRMC 41/26/3z (6 Posts)  
Free State: Large Office: Phuthatdijhaba Ref No: HRMC 41/26/3aa (6 Posts)  
Free State: Large Office: Bloemfontein Ref No: HRMC 41/26/3ab (1 Post)  
Free State: Medium Office: Harrismith Ref No: HRMC 41/26/3ac (1 Post)  
Limpopo: Medium Office: Nebo Ref No: HRMC 41/26/3ad (1 Post)  
Limpopo: Medium Office: Modjadiskloof Ref No: HRMC 41/26/3ae (4 Posts)  
Mpumalanga: Large Office: Nelspruit Ref No: HRMC 41/26/3af (4 Posts)  
Mpumalanga: Medium Office: Barberton Ref No: HRMC 41/26/3ag (1 Post)  
Mpumalanga: Medium Office: Hazzyview Ref No: HRMC 41/26/3ah (1 Post)  
Mpumalanga: Medium Office: Mashishing (Lydenburg) Ref No: HRMC 41/26/3ai (3 Posts)  
Mpumalanga: Medium Office: Nkomazi Ref No: HRMC 41/26/3aj (1 Post)  
Mpumalanga: Medium Office: White River (Nsikazi) Ref No: HRMC 41/26/3ak (3 Posts)  
Mpumalanga: Medium Office: Maphulaneng Ref No: HRMC 41/26/3al (1 Post)  
Mpumalanga: Medium Office: Belfast Ref No: HRMC 41/26/3am (1 Post)  
Mpumalanga: Medium Office: Delmas Ref No: HRMC 41/26/3an (1 Post)  
Mpumalanga: Medium Office: Middleburg Ref No: HRMC 41/26/3ao (2 Posts)  
Mpumalanga: Medium Office: Mkobolo Ref No: HRMC 41/26/3ap (1 Post)  
Mpumalanga: Large Office: Ermelo Ref No: HRMC 41/26/3aq (2 Posts)  
Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 41/26/3ar (1 Post)  
Mpumalanga: Medium Office: Secunda Ref No: HRMC 41/26/3as (1 Post)  
Mpumalanga: Medium Office: Volksrust Ref No: HRMC 41/26/3at (1 Post)  
Mpumalanga: Medium Office: Eerstehoek Ref No: HRMC 41/26/3au (1 Post)  
Mpumalanga: Medium Office: Standerton Ref No: HRMC 41/26/3av (1 Post)  
Mpumalanga: Medium Office: Malelane Ref No: HRMC 41/26/3aw (1 Post)  
Northern Cape: Large Office: Kimberley Ref No: HRMC 41/26/3ax (5 Posts)  
Northern Cape: Medium Office: Pampierstad Ref No: HRMC 41/26/3ay (1 Post)  
Northern Cape: Medium Office: Jan Kemsdorp Ref No: HRMC 41/26/3az (1 Post)  
Northern Cape: Medium Office: De Aar Ref No: HRMC 41/26/3aaa (1 Post)  
Northern Cape: Medium Office: Prieska Ref No: HRMC 41/26/3aab (1 Post)  
Northern Cape: Large Office: Kuruman Ref No: HRMC 41/26/3aac (1 Post)  
Northern Cape: Large Office: Upington Ref No: HRMC 41/26/3aad (2 Posts)  
Northern Cape: Medium Office: Postmasburg Ref No: HRMC 41/26/3aah (1 Post)  
Northern Cape: Medium Office: Calvinia Ref No: HRMC 41/26/3aac (1 Post)  
Western Cape : Large Office: George Ref No: HRMC 41/26/3aad (2 Posts)  
Western Cape : Medium Office: Knysna Ref No: HRMC 41/26/3aah (2 Posts)  
Western Cape : Medium Office: Mossel Bay Ref No: HRMC 41/26/3aai (2 Posts)  
Western Cape : Medium Office: Beaufort West Ref No: HRMC 41/26/3aaj (1 Post)  
Western Cape : Large Office: Paarl Ref No: HRMC 41/26/3aak (1 Post)  
Western Cape : Medium Office: Stellenbosch Ref No: HRMC 41/26/3aal (1 Post)  
Western Cape : Medium Office: Somerset West Ref No: HRMC 41/26/3aam (2 Posts)  
Western Cape : Medium Office: Malmesbury Ref No: HRMC 41/26/3aan (1 Post)  
Western Cape : Large Office: Khayelitsha Ref No: HRMC 41/26/3aao (1 Post)

- Western Cape : Medium Office: Bellville Ref No: HRMC 41/26/3aap (1 Post)  
 Western Cape : Large Office: Cape Town Ref No: HRMC 41/26/3aaq (1 Post)  
 Western Cape : Medium Office: Caledon Ref No: HRMC 41/26/3aar (3 Posts)  
 Western Cape: Medium Office: Vredendal REF NO: HRMC 41/26/3aas (2 Posts)  
 Western Cape: Medium Office: Wynberg REF NO: HRMC 41/26/3aat (2 Posts)
- REQUIREMENTS** :
- An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. A valid driver's license (Code B/C1/C/ EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal; foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).
- ENQUIRIES** :
- Eastern Cape: Mr L Jama, Tel No: (043) 642 1846  
 Free State: Ms V Molefe, Tel No: (051) 430 0378  
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802  
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**Mpumalanga:** Physical Address: 29 Bester Street, Nelspruit, 1200  
**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 22/70** :
- HOSPITAL CLERK, (20 POSITIONS)**
- SALARY CENTRE** :
- R237 453 - R279 708 per annum (Level 5). (A basic salary)  
 Eastern Cape: Large Office: Gqeberha Ref No: HRMC 41/26/4a (1 Post)  
 Eastern Cape: Large Office: Lusikisiki Ref No: HRMC 41/26/4b (1 Post)  
 Free State: Medium Office: Bloemfontein Ref No: HRMC 41/26/4c (2 Posts)  
 Gauteng: Coronation Ref No: HRMC 41/26/4d (1 Post)  
 Gauteng: Temba Ref No: HRMC 41/26/4e (1 Post)

Gauteng: Medium Office: Brakpan Ref No: HRMC 41/26/4f (1 Post)  
 Kwa-Zulu Natal: Dundee Ref No: HRMC 41/26/4g (1 Post)  
 Kwa-Zulu Natal: Prospecton Ref No: HRMC 41/26/4h (1 Post)  
 Limpopo: WF Knobel Hospital Ref No: HRMC 41/26/4i (1 Post)  
 Limpopo: Louis Trichard Ref No: HRMC 41/26/4j (1 Post)  
 Limpopo: Medium Office: Bochum Ref No: HRMC 41/26/4k (1 Post)  
 Mpumalanga: Embuleni Ref No: HRMC 41/26/4l (1 Post)  
 Mpumalanga: Volksrust Ref No: HRMC 41/26/4m (1 Post)  
 North West: Taung Ref No: HRMC 41/26/4n (1 Post)  
 North West: Itsoseng Ref No: HRMC 41/26/4o (1 Post)  
 Northern Cape: Upington Ref No: HRMC 41/26/4p (1 Post)  
 Northern Cape: Jan Kempdorp Ref No: HRMC 41/26/4q (1 Post)  
 Western Cape: Medium Office: Wynberg Ref No: HRMC 41/26/4r (1 Post)  
 Western Cape: Medium Office: Cares Ref No: HRMC 41/26/4s (1 Post)

**REQUIREMENTS**

: Grade 12 as recognised by SAQA. An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5). Understanding of all departmental legislation and prescripts. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of Batho Pele Principles. Adhere to Standards Operating Procedures for registration of birth and death. A valid drivers' license. Required skills and competencies: Planning and Organising. Attention to detail. Communication skills. Analytical skills. Problem solving skills. Financial administration. Clerical and administration. Multitask. Teamwork. Record and time management. Professionalism. Proven Client Focus and Orientation. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Render birth registration services to clients. Receive notice of birth and relevant supporting documents. Complete DHA 24. Perform online verification of informant or take full set of fingerprints when online verifications are not available. Capture application on the National Population Register. Submit application for quality assurance to supervisor. Confirm informant's details. Print birth certificate. Sign and issue birth certificate as delegated. The informant signs the register to acknowledge receipt of the birth certificate. Record and maintain a birth occurrence vs. registered births register. Record and register of foreign birth occurrences register. Provide death registration services to clients. Ensure good governance, risk and compliance. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**ENQUIRIES**

: Eastern Cape: Mr L Jama, Tel No: (043) 604 6417  
 Free State: Ms V Molefe, Tel No: (051) 430 0378  
 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039  
 KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003  
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802  
 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504  
 Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725  
 North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
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**Gauteng:** Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

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

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

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

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

**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