

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. 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.



- APPLICATIONS** : 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** : 17 July 2026
- NOTE** : 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. 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. 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.

OTHER POSTS

- POST 23/110** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION (X5 POSTS)**
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
- SALARY CENTRE** : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
: Provincial Manager's Office: Eastern Cape Ref No: HRMC 43/26/1a (X1 Post)
: Provincial Manager's Office: Free State Ref No: HRMC 43/26/1b (X1 Post)
: Provincial Manager's Office: KwaZulu Natal Ref No: HRMC 43/26/1c (X1 Post)
: Provincial Manager's Office: Limpopo Ref No: HRMC 43/26/1d (X1 Post)
: Provincial Manager's Office: Mpumalanga Ref No: HRMC 43/26/1e (X1 Post)

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Public Administration or Social Sciences at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at Assistant Director / Junior Management is required. Extensive experience in coordination is required. Knowledge and application of Public Finance Management Act and Treasury Regulations. Basic Knowledge of Civic Services and Immigration Acts. Understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of Departmental Legislation as well as Human Resources Regulatory Framework. Knowledge of the Public Service Regulations. 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: Strategy Capability and Leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Expenditure Management. Programme and Project Management. Decision Making. Budget Administration. Conflict Management. Problem solving. Business report writing. Presentation Skills. Influencing and Networking. Planning and organising. Communication Skills. Coordination skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate information on all operations in the province to enhance service delivery. Coordinate effective integration of various civic and immigration services with the province. Coordinate the implementation of processes, procedures and systems for service delivery improvement within the province. Coordinate and monitor DHA participation in the provincial cluster. Coordinate Provincial performance against deliverables. Report on information from the clusters for planning, monitoring and evaluation processes. Coordinate the Implementation and maintenance of the execution of province related strategies. Liaise with internal and external stakeholders and ensure that relevant information is strategically communicated. Coordinate core business functions identified projects and special programmes. Consolidate various qualitative and quantitative reports in the Regions under the province, monitor and evaluate reports, cluster reports and routine reports to Head Office. Ensure successful business transformation. 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.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr L Jama Tel No: (043) 642 1846 Free State: Ms V Molefe Tel No: (051) 430 0378 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
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or sent to the correct address specified as follows: Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600 Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301. 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.
<u>POST 23/111</u>	:	<u>OFFICE MANAGER REF NO: HRMC 43/26/2</u> Office of the Deputy Director-General: Immigration Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package) Head Office: Tshwane An undergraduate qualification in Administration Management, Office Management and Technology or Business Management at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience at the Assistant Director / Junior Management level in an office management / administration environment is required. Knowledge of Office Administration and Support. Knowledge of the Departmental Legislation and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of document management. Knowledge of Human Resource Regulatory Framework. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Ability

to communicate with all levels of management. Required skills and competencies: Capability and leadership. Capability and leadership. Accountability. People management and empowerment. Expenditure Management. Business Continuity. Document management. Presentation Skills. Report writing skills. Organising skills. Communication skills (written and verbal). Client orientation and customer focus. Office management and administration. Minute taking. Telephone etiquette. Computer literacy skill. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all documents and filing systems in the office of the Deputy Director- General. Deliver reports and presentations regarding finances and work related aspects. Manage and consolidate the branch's strategic planning documents and reporting (quarterly reports and operational plans). Brief the DDG: HR with regards to engagement and provide relevant documentation. Study correspondence, submissions, reports and highlight key aspects. Scrutinize submissions/ reports and make notes and/ or recommendations. Execute research, analyses of information and compile complex documents. Ensure that submissions are recorded, actioned and proof read on daily basis. Obtain inputs from Chief Directors, collate and compile reports e.g. Progress reports, Monthly reports, Quarterly reports and; Annual reports on performance management, budget planning and strategic planning. Establish and maintain effective document management system. Monitor and maintain the budget in the office of the Deputy Director- General. Coordinate and provide advice to the Deputy Director- General on strategic issues. Manage all administrative matters in the office of the Deputy Director-General. 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 Mampoke 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 imsrecruitment@dha.gov.za

POST 23/112 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 43/26/3**
 Directorate: Litigation

SALARY : R610 434 - R1 442 451 per annum (MR-6), (A basic salary package). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE : Head Office: Tshwane
REQUIREMENTS : An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in a Civil Litigation environment. Admission as an Attorney or Advocate is required. Knowledge of Court Processes and Procedures. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters. Commercial skills. Computer literacy. Negotiation skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct daily operations on litigation matters. Conduct research to provide information and case law relevant to the legal matter at hand.

Provide strategic guidance in an attempt to reduce litigation and costs. Provide proposals on how a case should be approached to obtain the most suitable outcome given the specifics of the case. Draft legal documents that provide clear motivation for a particular position pertaining to the case. Propose an approach to be followed to ensure success in resolving the case. Conduct an interview with the relevant line function in order to determine the line function's goals and objectives. Document in writing such interviews and all advice given during consultation. Render legal advice on litigation matters. Assist in searching and finding all relevant documents for instituting and conducting action or application proceedings. Consult with line function, witnesses, colleagues, advocates, experts and any other relevant person. Study court records, file records, contracts, witness statements and other documents. Conduct analyses of and interpret research done that will provide evidence and case law relevant to the legal matter at hand and advise/mentor juniors on same. Protect, advise and mentor juniors on motivation/proposals on how specific cases should be approached to obtain the most suitable outcome/result in the circumstances. Sending instructions to the relevant State Attorney and ensuring that the Department and/or Minister is represented in civil litigation brought against or by the Department and/or the Minister. Develop and submit reports to the Minister and Director-General. Development and implementation of policies, procedures, directives, Acts and Regulations. Advise on policies and procedures of the Department taking into consideration the outcome of civil litigation. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. 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.

ENQUIRIES

: Head Office: Mr B Mathatho Tel No: (012) 406 4250

POST 23/113

: **ASSISTANT DIRECTOR: VETTING OFFICER REF NO: HRMC 43/26/4 (X2 POSTS)**
Chief Directorate: Counter Corruption and Security

SALARY CENTRE REQUIREMENTS

: R487 197 - R573 897 per annum (Level 09)
: Head Office: Tshwane
: An undergraduate qualification in Law, Policing, Social Science or Security Management at NQF 6 as recognized by SAQA. Three (3) Years' experience at an SAO / Supervisory Level in a Vetting environment is required. Vetting training courses offered by the State Security Agency (SSA) or Defence Intelligence (DI) are required. Experience in Vetting is required. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Promotion Administration of Justice Act. Knowledge and experience of the Criminal Justice System. Knowledge of legislation Intelligence Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of Anti-corruption legislation, LRA, BCEA, PSA. Understanding of government protocol. Knowledge of Protection of Information Act. Knowledge of Criminal Procedure Act. 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. Financial Management. Programme and Project Management. Confidentiality. Time Management. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Capability and leadership skills. Presentation skill. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision Making skill. Vetting skills. Interviewing Skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and conduct vetting fieldwork investigations in the Department. Facilitate vetting requests, confirm affidavits and completeness on documentation, assess risk profile of each request. Facilitate and schedule

interviews with relevant references, as per individual vetting needs. Conduct proper analysis and quality check on relevant information provided by business units. Conduct interviews with relevant employees according to National Intelligence Authority (NIA) instructions by clearance type. Facilitate coding and classify information received from employees and clients. Collect all applicable vetting information related to security consciousness of employees (existing and new). Compile and submit reports and vetting files to management and NIAA. Implementation of policies, procedures, directives, acts and regulations. Build and maintain relationships with various stakeholders (Internal and External). 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 : 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 ccssrecruitment@dha.gov.za

POST 23/114 : **ADJUDICATOR REF NO: HRMC 43/26/5 (X2 POSTS)**
 Directorate: Central Adjudication

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate 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 Law, Analysis, Interpretation of Information environment. Sound knowledge of the Immigration Act No.13 of 2002 and the Immigration Regulations. Knowledge of the Refugees Act and Refugee Regulations. Knowledge of the Public Service Regulatory Framework. Understanding of DHA legislations and prescripts including other related legislations. Knowledge of the Constitution of the Republic of South Africa, in particular the right of the vulnerable groups. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Report writing skills. Strong analytical skills. Communication skill. Interpersonal skills. Attention to details. Policy Interpretation and Implementation. Planning and Organising skill. Computer literacy and ability to operate systems. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and process Visa and Permit applications within the set turn-around times. Ensure optimal performance on the adjudication process and systems. Attend to applications flagged by the system for further investigation. Receive and assess applications in line with legislation and verify applicant's status on internal and external systems such as MCS, NPR, VAS, SQL, Track and Trace and other departmental risk engines and systems. Scrutinise supporting documents and refer suspicious documents to issuing authorities for verification. Conclude on the application, by approving, rejecting or recommending where applicable. Recommend individual terms and conditions on approved or rejected applications. Provide statistical information on work in progress and finalised outcomes. Safeguard face value documents and stamps and any other material allocated. 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. Ensure effective and efficient management of human, physical and financial resources within the Unit.

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 imsrecruitment@dha.gov.za

POST 23/115 : **REFUGEE STATUS DETERMINATION OFFICER, REF NO: HRMC 43/26/6**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Head Office: Tshwane: Tshwane Refugee Reception Centre
REQUIREMENTS : An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Human Resources. Operations, Administrative Management, Business Administration, Business

Management, Public Management and Administration, Public Management and Economics, Management or Administration at NQF level 6 as recognized by SAQA is required. 2 years' experience in law, analysis or interpretation of information environment is required. Basic understanding of the Refugees Act. Basic understanding of the Constitution of the Republic of South Africa, in particular the right of the vulnerable group. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. Willingness to travel and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Report writing. Diplomacy. Written and verbal communication. Computer literacy skill. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and assist the applicant in completing the DHA-1590 section B. Ensure that all personal data is completed as per condition on the Visa. Conduct the interview with the applicant by making an enquiry through the interview to confirm the true identity and origin of the applicant as well as the bona fide of the applicant. Refer applicants to United Nation High Commissioner for Refugees (UNHCR) or Department of Social Development on placement of applicant. Issue and extend of first permit and first extension of Section 22 permit. Administer and adjudicate asylum application. De-link dependants from the principal applicant when they reach age of majority. 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 imsrecruitment@dha.gov.za

POST 23/116 : **SENIOR ADMINISTRATIVE OFFICER (X2 POSTS)**

SALARY CENTRE : R413 001 - R486 501 per annum (Level 08)
: Head Office: Tshwane, Directorate: Permit Functional Services Ref No: HRMC 43/26/7a

REQUIREMENTS : Eastern Cape: Gqeberha: Refugee Reception Centre Ref No: HRMC 43/26/7b
: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management, Public Administration or Public Management at NQF Level 6 as recognised by SAQA. A minimum of 2 years' experience as an Administrative Officer/ Chief Administration Clerk is required. Knowledge of National Treasury Regulations. Extensive knowledge of various filing systems. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Public Service Regulatory Framework. Knowledge and Understanding of departmental Legislations and Prescripts. Knowledge of Supply Chain Management processes and procedures. Knowledge of the Human Resource Regulatory Framework. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Analytical thinking. Planning and organizing. Problem Solving. Verbal and Written Communication. Financial Administration. Planning and Skills. Interpersonal. Customer Focus. Attention to Detail. Clerical and Administration. Multi-Tasking. Results and Achievement focus. Teamwork. Time Management. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support in the unit. Perform general administrative activities in support of the unit (travel, venues and accommodation arrangement). Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit). Ensure the maintenance of filing system for the unit. Compile financial and administration reports and documents. Ensure compilation of budget and cash flow projections. Convene and attend meetings and act as secretary during meetings. Ensure accurate Completion of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Ensure the flow of information and documents in the unit. Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. Provide office administration services in the

functional unit. Ensure innovation and service delivery within the Unit. 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

: Head Office: Mr R Mohlaka Tel No: (012) 406 4246

: 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