

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.

**CLOSING DATE**

: 24 July 2026

NOTE

: Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. 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); for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, 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.

ERRATUM: Kindly note that the process to submit applications for the post of Senior Legal Administration Officer (MR-6) with Ref No: HRMC 43/26/3, that was advertised in Public Service Vacancy Circular 23 dated 03 July 2026, was omitted and therefore must be sent to: Applications: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or legalrecruitment@dha.gov.za. To this effect, the closing date for this post has been extended to 24 July 2026. We apologise for the inconvenience caused.

MANAGEMENT ECHELON

- POST 24/73** : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 47/26/1**
Provincial Manager's Office
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Manager's Office: Free-State: Bloemfontein
: B Degree in Financial Management, Accounting or related field, at NQF level 7 as recognized by SAQA. 5 years' experience in Middle / Senior Managerial level is required. Extensive experience in Financial Management and Administration environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of Supply Chain Management. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial and expenditure Management. Program and project management. Financial risk management. Accountability. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Business continuity. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of Human Resource Management and Development process and procedures in the Province. Manage identified threats and opportunities in quantity and quality of HR in line with the business (provincial) goals and models. Maintain a link and rationale for all HR activities that directly impact business success, enhancing HR's reputation and contribution in the province. Develop and execute plan for human resources in alignment with Province core values as adopted in the operational plan. Ensure identification of current and future needs of HRM processes and procedures in the Province (i.e. recruitment & selection, change management, leave and absenteeism, termination, wellness programmes, alignment of the Provincial HR Plan with the work plan, training, organisational development, and retention strategies. Lead and direct the coordination of Performance Management Development Systems' (PMDS) process that sets out performance objectives for all levels of staff within business partnering. Manage the coordination and implementation of inter Provincial Learnership Forum. Coordinate the implementation of HR operations, decentralisation and delegations for the Province. Ensure improvement on quality of decision-making and liaise with HRM&D Branch on HR related matters that have impacts on the Province. Ensure the development and implementation of Standard Operation Procedures (SOPs). Lead and direct the unit on matters emanating from HR audit, inspection, observation and risk assessment. Partner with external and business units in line with the Service Level Agreement (SLA) to ensure the attainment of long term human resource services goals (i.e. Business units, OPSC, DOL and DPSA). Manage financial administrative matters in the Provinces line with Public Finance Management Act (PFMA). Manage the coordination of IT operations in the Province. Manage and implement strategic objectives and innovation within the Directorate. Ensure service delivery improvement within the directorate. Ensure effective and efficient management

		of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	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 financerecruitment@dha.gov.za
<u>POST 24/74</u>	:	<u>DIRECTOR: APPLICATION PROCESSING REF NO: HRMC 47/26/2</u> Branch: Civics Services
<u>SALARY</u>	:	R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Tshwane
	:	An undergraduate qualification in Public Management, Public Administration, Operations Management or related field, at NQF level 7 as recognized by SAQA. 5 years' experience at a Middle / Senior Managerial level is required. Extensive experience in Operations Management is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Immigration Act. Knowledge of Public Finance Management Act. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Knowledge Management. Support with digital transformation. Service delivery Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Technical skills: Commercial skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	Manage effective operations within the application processing unit. Provide guidance and leadership to the application processing unit in the achievement of strategic and operational goals. Drive implementation of the Batho Pele Principles within the unit in all interactions with internal and external customers. Monitor performance against service level agreements and ensure service delivery to internal and external stakeholders and maintain statistical data against service level standards, bottlenecks, volumes, trends and error rates. Monitor the performance of the SLA between the Front Office and the unit and take action where required. Develop and implement quality assurance and data quality strategies and actions. Oversee the financials of the unit including accurate financial accounting, monitoring and reporting within the unit. Ensure uniform implementation of Standard Operating Procedures. Implement effective operational control measures to prevent corruption and other non-financial losses. Monitor the accurate capturing and activation of application data on the NPR and other databases. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Manage and implement strategic objectives and innovation within the Directorate. Development and Implementation of policies and procedures, directives, acts and regulations. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Modipa Tel No: (012) 406 4243
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za

- POST 24/75** : **DIRECTOR: FOOTPRINT DEVELOPMENT AND HOSPITAL REF NO: HRMC 47/26/3**
Branch: Operations
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
An undergraduate qualification in Operations Management, Public Administration, Management, Public Management, Social Science, Business Management, Management and Administration or related field, at NQF level 7 as recognized by SAQA. 5 Years' experience at a Middle / Senior Managerial level is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Births and Deaths Registration Act, No. 51 of 1992. Knowledge of the Identification Act, No. 68 of 1997. Knowledge and understanding of all legislations, policies and prescripts. Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. Knowledge of policy development and government protocol. Knowledge of PFMA and Treasury Regulations. Knowledge and understanding of Preferential Policy Framework (PPFA). Knowledge of the Protection of information Act (POPIA). Knowledge of Departmental core policies, prescripts and practices. Understanding of Good Corporate Governance principles (King II). Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective footprint development and service model across the department. Develop DHA Footprint Strategy and monitor implementation across all tiers. Manage the implementation of the Health Facilities points and delivery model. Liaise with all Province Managers to ensure the development and implementation of a comprehensive Footprint Strategy. Drive cooperation with Department of Health on DHA service delivery in hospitals and clinics. Ensure uniform, consistent and optimal Health Facilities delivery at DHA Service Points to maximise birth and death registrations and meet agreed service targets. Develop identified policies and procedures in conjunction with the Policy and Strategy unit. Coordinate and maintain the Footprint strategy, structure, policies, and quality frameworks in the department. Establish and maintain effective communication channels to enable informed decision making. Establish the reporting framework for the Front Office Footprint. Ensure that effective project management processes, procedures and standards are adhered to. Manage and implement strategic objectives and innovation within the Directorate. Develop and implementation of policy and procedure, directive acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : 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 ipsrecruitment@dha.gov.za
- POST 24/76** : **DIRECTOR: MONITORING AND EVALUATION REF NO: HRMC 47/26/4**
Chief Directorate: Strategy and Institutional Performance
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Tshwane
- REQUIREMENTS** : An undergraduate qualification in Public Administration, Public Management, Management or related field at NQF level 7 as recognized by SAQA. 5 Years' experience at a Middle / Senior Managerial level is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Understanding of Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking and conflict management. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the Monitoring, Reporting and Evaluation on Organisational Performance. Monitor standard operating procedures, processes and service standards. Facilitate and manage quality standards for reporting. Facilitate and manage in-year and end of term reporting processes. Provision of monitoring and evaluation support to executive committees and branches. Facilitate periodic evaluations including policy legislation. Provision of statistical analysis for the DHA. Ensure the coordination and support of Monitoring and Evaluation processes and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring and Evaluation capacity. Monitor and create awareness of the value of Monitoring and Evaluation in the department. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Establish and maintain effective relationships with key Department units such as Internal Audit, Planning, Research so as to collaborate, share relevant information and find synergies. Establish and maintain effective relationships with stakeholders with the view to enhance the Monitoring and Evaluation Function. Analyse results and lessons learned and provide strategies for improvement of performance. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Provide strategic direction, and leadership and ensure the strategic positioning. Oversee the development and review of policies and code of practice for the Branch. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms N Raziya Tel No: (012) 406 4155
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

- POST 24/77** : **DIRECTOR: TRANSFORMATION AND GENDER REF NO: HRMC 47/26/5**
Chief Directorate: Employee Engagement
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
: An undergraduate qualification in Management Science, Human Resources Management, or related field at NQF level 7 as recognized by SAQA. Five (5) years' Middle / Senior Managerial level experience in Transformation and Gender environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Understanding of integrated strategy for disabled people. Understanding of the National framework of gender equality. Knowledge of the Basic Conditions of Employment Act. Understanding of National Calendar of events. Understanding of Youth issues. Understanding of Public Service Transformation White Paper. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking and conflict management. Attention to detail. Budget planning and cost control. Financial reporting. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and direct the diversity programs and strategies in the Department. Provide direction on monitoring and evaluation of all strategies to advance equity and report to the relevant stakeholders. Provide strategic direction on national, regional and international policies, treaties/conventions guidelines. Lead and direct / monitor the implementation of the Employment Equity Act, Employment Equity Plan and all related policies to ensure equity on gender, youth, and persons with disabilities. Manage development, review and monitor the implementation of the Employment Equity Policy and Plan. Develop and monitor policies that protect and promote diversity in the workplace, as well as driving awareness programs to ensure compliance. Ensure departmental representation and participation in intergovernmental structures pertaining to transformation and gender in the public service. Ensure that the Departmental policies and practices are designed/developed to accommodate and provide equal opportunities for people from designated groups. Lead and direct equity and mainstream transformation initiatives and activities in the Department. Provide strategic direction and leadership in the Directorate. Enhance Operational Efficiency and Service Delivery. Ensure Risk and Compliance Management. Manage and monitor quality, risk, standards and practices against prescribed frameworks. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES APPLICATIONS** : Ms V Motshegoa Tel No: (012) 406 4252
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

<u>POST 24/78</u>	:	<u>SPECIALIST: VETTING REF NO: HRMC 47/26/6</u> Branch: Counter Corruption and Security Services
<u>SALARY</u>	:	R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Tshwane An undergraduate qualification in Law or Vetting, Security Management, Public Management and Administration, or related field at NQF level 7 as recognized by SAQA. 5 Years' Middle / Senior Managerial level experience in Vetting or handling of classified information is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the Minimum Information Security standards (MISS). Knowledge of the National Intelligence Strategy Act. Knowledge of the Protection of Information Act. Knowledge of the Criminal Procedure Act of 1977 as amended. Understanding of investigative techniques and methodology. Knowledge of vetting and security legislation including National Key Point Act. Understanding and knowledge of risk management. Understanding of the national vetting strategy. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Knowledge management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Crime information management. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Result-orientated. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the operations and service delivery within Vetting unit to ensure efficiency to support departmental security and compliance. Oversee the entire lifecycle of a vetting process, including pre-employment checks, background investigations, and the management of sensitive information. Lead and oversee daily operations within the Vetting Unit to ensure optimal workflow and resource utilization. Monitor and evaluate service delivery performance, identifying areas for improvement and implementing corrective actions. Foster a culture of accountability, continuous improvement, and service excellence within the unit. Align all vetting activities meet departmental policies, national laws, and regulatory standards. Identify, assess, and mitigate departmental risks through thorough vetting, and contribute to the development and updating of the risk register. Oversee the execution of fieldwork investigations within the Department. Manage and oversee the pre-employment vetting process in order to mitigate the organisational risk on new recruits. Evaluate the effectiveness of controls and continuously improving vetting policies and procedures. Manage and implement strategic objectives and innovation within the Vetting unit. Manage the implementation of people management strategies, policies and procedures within Vetting Unit. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Mamphoke Tel No: (012) 406 4247 Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ccsrecruitment@dha.gov.za

OTHER POSTS

POST 24/79 : **DEPUY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: HRMC 47/26/7**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Tshwane and Cape Town (Sessional)

REQUIREMENTS : An undergraduate qualification in Political Sciences, Public Management and Administration or related field at NQF level 6 as recognized by SAQA. 3 years' experience in middle management is required. Understanding of various Portfolio and cabinet Committees. Knowledge of foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid drivers' license. Regular travel between Pretoria and Cape Town, particularly during Parliamentary sitting. Willingness to travel frequently and work outside normal office hours when operationally required. Ability to communicate with all levels of management. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Financial Management. Communication. Decision Making. Planning and Organising. Exceptional organisational and coordination skills. Business report writing. Strong written communication and editing skills. Computer literacy (advanced Microsoft Office Suite). Strong administrative and document management skills. Strong analytical skills. Problem-solving and conflict management. Ability to manage multiple priorities and consistently meet tight deadlines. Strong sense of accountability and ownership. Ability to work independently with minimal supervision. Attention to detail. Influencing and networking. Presentation skills. Facilitation skills. Negotiation skills. Interpersonal relations. Professionalism, discretion and integrity. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide support services to Parliamentary matters, portfolio selected committees and Cabinet matters. Coordinate multiple concurrent Parliamentary and Cabinet workstreams. Track deadlines across the Department and follow up with branches to ensure timely submissions. Coordinate departmental interaction with Parliamentary Committees in accordance with the Parliamentary programme. Render administrative and technical support to departmental delegations attending Parliamentary briefings and committee meetings. Manage the drafting, quality assurance and submission of departmental responses to Parliamentary questions posed to the Minister of Home Affairs. Facilitate and coordinate departmental responses to Parliamentary and Cabinet enquiries. Coordinate inputs from relevant branches and participate in the drafting and finalisation of Cabinet memoranda for Cabinet consideration. Ensure departmental compliance with all Parliamentary and Cabinet processes, policies and prescribed timeframes. Monitor the implementation of decisions taken by Cabinet, Cabinet Committees and Parliamentary Committees that are relevant to the Department. Maintain accurate tracking systems and records of Parliamentary questions, committee resolutions, Cabinet memoranda and Cabinet Committee minutes. Escalate risks or delays that may impact compliance with Parliamentary or Cabinet deadlines. Drive the implementation of the Batho Pele principles within the unit in all interactions with internal and external stakeholders. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

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

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or DGrecruitment@dha.gov.za
- POST 24/80** : **DISTRICT INFORMATION TECHNOLOGY OFFICER (X2 POSTS)**
- SALARY** : R487 197 - R573 897 per annum (Level 09), (a salary package)
- CENTRE** : KwaZulu-Natal: Harry Gwala District Ref No: HRMC 47/26/8a (X1 Post)
Northern Cape: Namaqua District Ref No: HRMC 47/26/8b (X1 Post)
- REQUIREMENTS** : An undergraduate qualification in Information Technology, Computer Science, Information Systems, Information and Communication Technology, Computer Engineering at an NQF level 6 as recognised by SAQA. ITIL Foundation Certificate will be an added advantage. A minimum of 3 years’ experience in Information Technology environment is required. Experience in desktop, network, server and application support. Experience in wide range of computer systems support. Knowledge and application of the GITO Guidelines and Prescripts. Sound knowledge of Minimum Information Security Standards. Sound knowledge of the Protection of Information 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental legislation and prescripts. Knowledge of Information Technology Infrastructure Library (ITIL). A valid drivers’ license. Willingness to work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Programme and Project Management. Conflict Management and Resolution. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Team working. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising. Computer literacy. Decision Making. Report Writing. Digital transformation Skills. Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support Telkom data lines, routers, switches, firewalls, and IDS/IPS. Ensure the installation and support of Servers in the centre. Ensure officials are enrolled on BACM and provided with BACM smart cards. Support online verification scanners and fingerprint scanners used for online verification. Provide support on desktops, printers, or laptops on peripherals e.g. camera; 3M fingerprint scanner; signature pad; MDF-Scan flow printers. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets providing technical reports for redundant and obsolete items. Coordinate IT requirements (i.e. computers and all peripherals) of individual offices with Head Office. Facilitate and implement application/ system support in the district municipality. Identify and resolve problems causing disruption on the operation of the business and in the network. Ensure the implementation of effective risk and compliance in the unit. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
- 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:
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
- POST 24/81** : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: HRMC 47/26/9**
Directorate: People Benefits
- SALARY** : R338 106 - R398 277 per annum (Level 07), (a salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Human Resource Management, Public Management, Public Administration at an NQF level 6 as recognised by SAQA. 2 years experience in Human Resource Management environment is required. Knowledge of the Human Resource Regulatory Framework. Knowledge of the

Public Management Framework (Acts, Regulations, and Directives). Understanding of relevant Departmental policy and prescripts. Knowledge of PERSAL. Knowledge of Performance Management and Development Systems (PMDS). A drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Customer Care and Client Services. Liaison and interpersonal skills. Problem Solving. Report Writing Skills. Influencing and Networking. Planning and Organising. Analytical Skills. Investigation skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and implement service benefits processes of employees in the Department. Provide advice to employees in the Department on state guarantees, housing allowance, and stop orders. Verify the registration of Housing Owners allowance on PERSAL as well as updates through Stop Orders (For both Home Owners and Tenets). Verify the implementation of withdrawal of individual employee's savings, where applicable. Provide advice to employees on Medical Aid processes and procedures. Administer and implement injury on duty process and provide feedback to employees on the status of the application. Verify the implementation of employee remunerative allowances and advise finance on payments (i.e. long service and reconciliations, danger allowance, acting in higher post, role playing allowance and relocation claims-resettlements, etc). Administer and verify the registration of approved overtime submission with name list of employees on PERSAL. Analyse and monitor state guarantees, housing allowances, and stop orders on a monthly basis. Liaise with other Departments/ Financial Institutes on the transferring of home ownership. Liaise with Finance regarding any arrears' payment/ deductions for affected employees. Administer the implementation of leave processes in the Department. Administer and implement the termination of services process. Implement effective risk and compliance management practices. Provide office administration Ensure effective and efficient management of human, physical and financial resources within the Unit.

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 hrrecruitment@dha.gov.za

POST 24/82

: **CHIEF ADMINISTRATION CLERK REF NO HRMC 47/26/10**
Directorate: Permit Functional Services

SALARY

: R338 106 - R398 277 per annum (Level 07), (a salary package)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at an NQF level 6 as recognised by SAQA. A minimum of 1 Year experience as an Administration Clerk is required. Knowledge of various filing system. Knowledge of the Public Service Regulatory Framework. Knowledge of Office Administration methodologies. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Understanding of the Departmental Legislation and Prescripts. Knowledge of Supply Chain Management Process and procedures. Knowledge of Human Resources Regulatory Framework. Willingness to work extended hours. Required skills and competencies: Computer literacy. Analytic thinking, Planning and organizing. Financial Administration. Interpersonal skills. Customer focus. Verbal and written communication. Problem solving. Clerical and administration. MS Office (MS Word, Excel, Power-Point). Office administration. Financial administration. Multi-task. Result and achievement focus. Teamwork. Time Management. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Implement administration operations in the unit. Perform general administrative activities in support of the unit (filling, faxing, and copying). Draft submissions, reports, submissions, memorandums, and minutes for the unit). Conduct records and document management both manually and electronically. Arrange and co-ordinate meetings and workshops. Provide logistic support functions (make accommodation, flight and ground transport arrangements). Monitor assets and audits in the unit. Administer the budget of the unit. Perform/ assist in completing and processing subsistence claims. Keep track

of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. 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. Administer leave arrangements and audits. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Provide office administration Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

: Head Office: Mr S Tshabalala Tel No: (012) 406 4117
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or imsrecruitment@dha.gov.za