

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
NOTE

- : 31 July 2026
- : 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.

OTHER POSTS

- POST 25/35** : **SENIOR RESEARCHER: RESEARCH MANAGEMENT REF NO: HRMC 52/26/1**
 Directorate: Strategy and Institution Performance
- SALARY** : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
- CENTRE** : Head Office: Tshwane

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Social Sciences, Development Studies Public Management or Public Administration at NQF level 7 recognized by SAQA is required. A post graduate degree would be an advantage. 3 years' experience in a Junior Management / Assistant Director level and Research environment is required. Knowledge of the departmental Legislations and Prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. Research Design and Methodologies. Knowledge of the Public Service Regulatory Framework. Excellent abilities and experience in project management, project optimisation, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Manpower forecasting and planning. Financial Management. Programme and Project Management. Decision-Making Skills. Budget Administration. Financial Risk Management. Problem-solving and analysis. Influencing and networking. Business report writing. Research Methodology. Interpersonal Relations. Strong Analytical skills. Facilitation skills. Negotiation skills. Planning and Organising skill. Presentation Skills. Negotiation skills. Communication Skills. Financial Management skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Execute, Manage and Conduct research and Data Analytics in the department. Lead, plan, and conduct research activities that support decision-making and inform DHA's policy strategies. Conceptualise and develop research proposals/project scope. Conduct quantitative and qualitative research from inception to completion, aligned with departmental priorities. Conduct statistical analyses, interpret research findings and prepare comprehensive research reports. Ensure accurate data collection, storage, and analysis. Manage the capturing of data, cleaning and preparation of datasets. Ensure rigorous methodological, ethical, and analytical standards in qualitative and quantitative research. Develop research dissemination plans for all research projects and communicate research outcomes to relevant internal stakeholders and business units. Introduce and utilize digital tools, data analytics platforms, and emerging technologies to improve research processes. Drive innovation in data collection, visualisation, and dissemination (e.g., dashboards, AI-assisted analysis). Manage the research repository and provide advisory services in the department. Develop and implementation of policy and procedure, directive acts and regulations. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Head Office: Ms N Raziya Tel No: (012) 406 4155
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ipsrecruitment@dha.gov.za
<u>POST 25/36</u>	:	<u>ASSISTANT DIRECTOR: AMENDMENTS AND RECTIFICATIONS REF NO: HRMC 29/26/2</u> Directorate: Amendments and Rectification This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
<u>SALARY</u>	:	R605 742 - R713 535 per annum (Level 10), (a basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF Level 6 as recognized by SAQA. Three (3) Years' experience as a Supervisor in operations in a client or customer services environment is required. Knowledge of Births and Deaths Registration Act and Regulations on the Registration of Births and Deaths. Knowledge of Departmental Legislation and Prescripts (Civic Services). Knowledge of the Human Resource Regulatory Framework. Knowledge of Public Service Regulations. Knowledge and understanding of Public Service Prescripts and Legislations. Knowledge of policy development and government protocol. Knowledge of the South African Constitution. Comprehensive understanding of legislation, policies, and prescripts governing public administration. Understanding of the Public Finance Management Act

(PFMA) and Treasury Regulations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic Capability and Leadership Execution. Strategic Planning and Strategic Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Corruption Measures and Principles. Presentation skills. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision making skill. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and oversee the processing of applications for the amendment and rectification of personal particulars recorded on the NPR. Ensure all amendment and rectification processes comply with legislative prescripts, regulations, and DHA policies. Implement and monitor quality assurance and verification controls to prevent errors, duplications, and irregular amendments. Coordinate service delivery between front-office and back-office environments to ensure timely and accurate finalisation of cases. Manage and resolve complex, sensitive, or escalated amendment and rectification cases. Oversee the utilisation of automated systems and digital platforms to support data integrity and efficient processing. Maintain accurate records, dashboards, and performance reports on amendment and rectification transactions. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Stakeholder Engagement and Intergovernmental Coordination. Policy Development, Governance, and Operational Oversight. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES APPLICATIONS

: Head Office: Ms R Masemola Tel No: (012) 406 4156
: Applications compliant with the "Directions to Applicants" above must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 25/37

: **ASSISTANT DIRECTOR: CONTINUOUS AUDIT REF NO: HRMC 52/26/3**
Directorate: Information Systems Audit

SALARY CENTRE REQUIREMENTS

: R487 197 - R573 897 per annum (Level 09), (a basic salary)
: Head Office: Tshwane
: An undergraduate qualification in computer science, Information Systems or Internal Auditing at NQF level 6 as recognised by SAQA. Three (3) years' experience at an SAO / Supervisory in an internal auditing environment is required. Functional knowledge of data analysis tools such as ACL, Arbutus and other relevant software. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the Public Service Regulations Act. Knowledge of international Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of Finance and Accounting Systems and Practices. Knowledge of King IV report and governance principles. Knowledge of the Institute of Internal Auditors South Africa (IIA SA) & Global prescripts. Required skills and competencies: Client orientation and customer focus. Business continuity Financial Administration. Project Management. Decision making. Attention to detail. Influencing and Networking Business Report Writing Problem solving and analysis. Conflict management and resolution. Knowledge of CAATs. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Presentation Skills. Strong Data Analytical skills. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Implement Continuous Audit objectives within the directorate. Ensure the execution of the Information Technology audit plan, including audit

inverse and overseeing timely execution of the plan. Identify what must be done to make effective use of technology in support of audit and highlights areas that require further attention. Verify financial transactions and their supporting documents, carried out daily or on fixed interval basis. Ensure that objectives and policies for the computer application have been put in writing and approved by senior management. Monitor the Application Performance Measures (APMs) by making sure they have been identified and an APM strategy is in place. Ensure that Staff receive adequate training and supervision to all personnel responsible for performing control procedures. Monitor the Technology audit projects, including System Development reviews, change control management, Database controls, Contingency planning, disaster recovery reviews, operating systems reviews, application reviews, and general controls. Ensure follow-ups on continuous audit recommendations. Participate in special projects to improve information system controls and management information. Manage the continuous improvement of IT audit processes and practices. Provide consultation services to the business in line with the IIA standards. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implementation of policies, procedures, directives, acts and regulations. Ensure risk and compliance management. 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
APPLICATIONS**

: Head Office: Ms N Raziya Tel No: (012) 406 4155
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

POST 25/38

: **DISTRICT INFORMATION TECHNOLOGY OFFICER REF NO: HRMC 52/26/4**

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 - R573 897 per annum (Level 09), (a salary package)
: Provincial Manager's Office: Gauteng: Sedibeng
: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
	:	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: Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
<u>POST 25/39</u>	:	<u>CIVIC SERVICES SUPERVISOR: AMENDMENTS AND RECTIFICATIONS, REF NO: HRMC 52/26/5</u>
		Sub-Directorate: Amendment and Rectifications
		This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
	:	Head Office: Tshwane
	:	An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF level 6 as recognised by SAQA. Two (2) Years' experience at the supervisory level in operations and in a client or customer services environment is required. Experience in Amendments and Rectifications registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of all Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Job Knowledge. Time Management. Ability to meet deadlines. Strong Client and Customer Service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Amendment and Rectifications Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Establish, maintain and ensure a good working relationship with the departmental and all relevant stakeholders. Monitor compliance with regards to the implementation of Policies and Procedures, Directives, Acts and Regulations. Implement effective risk and compliance in line with relevant legislations. Support digital transformation initiatives. 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 APPLICATIONS</u>	:	Head Office: Mr T Tshabalala Tel No: (012) 406 4177
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za
		Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.

<u>POST 25/40</u>	:	<u>CIVIC SERVICES SUPERVISOR: BIRTHS AND DEATHS REF NO: HRMC 52/26/6</u> Sub- Directorate: Births and Deaths This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years' experience at the supervisory level in operations and in a client or customer services environment is required. Experience in Births and Deaths registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Job Knowledge. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Births and Deaths Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Establish, maintain and ensure a good working relationship with the departmental and all relevant stakeholders. Monitor compliance with regards to the implementation of Policies and Procedures, Directives, Acts and Regulations. Implement effective risk and compliance in line with relevant legislations. Support digital transformation initiatives. 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>	:	Head Office: Mr T Tshabalala Tel No: (012) 406 4177
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 25/41</u>	:	<u>CIVIC SERVICES SUPERVISOR: MARRIAGES REF NO: HRMC 52/26/7</u> Sub-Directorate: Marriages This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF level 6 as recognised by SAQA is required. Two (2) Years' experience at the supervisory level in operations and in a client or customer services environment is required. Experience in

		Births, Deaths and Marriages registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Job Knowledge. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Marriages Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Compile and coordinate, quarterly, and annual reports in line with departmental and corporate reporting frameworks for the unit. Escalate all irregularities and suspended fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedure. Establish, maintain and ensure a good working relationship with the departmental and all relevant stakeholders. Monitor compliance with regards to the implementation of Policies and Procedures, Directives, Acts and Regulations. Implement effective risk and compliance in line with relevant legislations. Support digital transformation initiatives. 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>	:	Head Office: Mr T Tshabalala Tel No: (012) 406 4177
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za Head Office, Hallmark Building Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 25/42</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: HRMC 52/26/8</u>
		Directorate: Vetting
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07), (a basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Office Management and Technology, Business Management, Administration Management or a related field at NQF Level 6 as recognized by SAQA. A minimum of 1 years experience in administration is required. Knowledge of the Public Service Regulation. Extensive knowledge of various filing systems. Knowledge of Office Administration methodologies. Knowledge and Understanding of Departmental Legislations and Prescripts. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Supply Chain Management processes. Required skills and competencies: Analytical thinking. Planning and organising. Problem Solving. Financial Administration. Interpersonal skill. Customer Focus. Office Administration. MS Office (MS Word, Excel, PowerPoint). Multi-Tasking. Financial Administration. Teamwork. Time Management. Planning and Organising. Good verbal and written. Communication skills. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Implement the administrative operations of the office. Perform general administrative activities in support of the unit. Draft submissions, reports, memorandums, and minutes for the unit. Conduct records and document management both manually and electronically. Provide support 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. Administer leave arrangements. Process

forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Type correspondence as and when required. Oversee office equipment and organise maintenance and repairs as required. Provide logistical services in the functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Support digital transformation initiatives. 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 R Mohlaka Tel No: (012) 406 4246
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za>
Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

POST 25/43

: **CASHIER REF NO: HRMC 52/26/9**

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 - R279 708 per annum (Level 05), (a basic salary)
: Western Cape: Medium Office: Wynberg
: Grade 12/ Senior Certificate at NQF level 4 as recognised by SAQA. Knowledge of Public Finance Management Act (PFMA). Knowledge of Cashier services. Knowledge of Accounting processes and procedures. Understanding of departmental legislation and Human Resources legislation and prescripts. Knowledge of the South African Constitution, Knowledge of the Public Service Regulations Act. Required skills and competencies: Analytical thinking. Planning and organising. Problem Solving. Financial Administration. Interpersonal skill. Attention to detail. Clerical and Administration. MS Office (MS Word, Excel, PowerPoint). Multi-Tasking. Financial Administration. Teamwork. Record and time Management. Planning and Organising. Good verbal and written. Communication skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide an effective cashier service to all DHA clients. Capture the transaction details onto the receipting solution. Receive cash and issues the receipt/invoices to all applicants. Endorse all applications where cash was received. Perform the cashing up procedure at the change of shift and end of day under the cashier's supervisor. Bank the cash into the ACHD under the cashier supervisor's supervision. Count float before each shift and keep drawer secure at all times. Ensure accurate handling of client cash, credit payments, and change. Follow all front end procedures and policies. Adhere to requests from management to assist in other front office functions where required. Provide advice to clients and route clients to required service points where required. Ensure the implementation of effective risk and compliance in line with the Labour Relations Act. Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: Western Cape: Mr M Pienaar Tel No: (021) 488 1409
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za>
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.