

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 compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or raasarecruitment@dha.gov.za
- CLOSING DATE** : 24 August 2026
- NOTE** : 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, 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, they 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 POST

<u>POST 28/26</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR1-MR5) REF NO: HRMC 56/26/1</u> Directorate: Refugee Appeals Authority of South Africa (RAASA)
<u>SALARY</u>	:	R262 968 - R1 155 777 per annum (MR1-MR5), (A basic salary package). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. MR1: No previous legal experience is required. MR 2: 1 (one) years' relevant post-qualification legal experience in a drafting and litigation environment. MR 3: 2 (two) years' relevant post-qualification legal experience in a litigation environment. MR 4: 4 (four) years' appropriate post qualification legal experience in a litigation environment. MR 5: 6 (six) years' relevant post-qualification legal experience in a litigation environment. Admission as an Attorney or Advocate is required for MR 2-5. A valid Driver's License. Knowledge of Workflow planning and capacity planning. Knowledge of all Civic Services Regulations. Basic knowledge of the Immigration Act and Refugee Act. Knowledge of the Public Service Regulatory Framework. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation and Human Resources legislation and prescripts. Knowledge of the South African Constitution Knowledge of the Public Service Regulations Act. Knowledge of occupation Health and Safety Act. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management and Administration. Accountability. Program and project management. Budget Administration. Financial Risk Management. Legal writing, drafting of Legal documents skills. Process analysis and improvement. Attention to details. Ability to install appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Conflict management and resolution. Interpersonal skills. Computers and Networks. Engineering and technology. Technology design (Networks). Influencing, networking, conflict management and negotiation skills. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate the daily operation of the Legal unit of Refugee Appeals Authority. Draft new and amend existing legislation administered by the Refugee Appeals Authority. Provide verbal and written legal opinions relating to all pieces of legislation administered by the Refugee Appeal Authority and any other relevant Legislations. Conduct well-structured research and substantiated legal advice and legal opinions on daily basis verbally and in writing. Provide legal advice and prepare legal documents for the unit. Facilitate input in legislation and provide advice to Refugee Reception Offices. Liaise with other state departments and institutions regarding legislative matters. Attend to litigation matters against the Authority and liaise with the Department's legal service directorate on such matters. Participate in seeing Bills through the legislative drafting and Parliamentary process, and the drafting of legal documents on behalf of the Refugee Appeals Authority. Participate in scrutinizing and drafting international agreements and Memoranda of Understanding. Attend to requests in terms of Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Ensure the implementation of effective risk and compliance management. Implementation of policies, procedures, directives, acts and regulations. 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.
<u>ENQUIRIES</u>	:	Head Office: Ms B Kabinde Tel No: (012) 406 4239