

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.



CLOSING DATE
APPLICATIONS

: 28 September 2026

: The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. 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.

OTHER POSTS**POST 33/56**

: **DEPUTY DIRECTOR: APPEALS REF NO: HRMC 62/26/1**
 Branch: Permanent Resident Permits

SALARY

: R1 101 468 - R1 297 476 per annum (Level 12), (an all-inclusive salary package)

CENTRE

: Head Office: Tshwane

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law, Public Management, Public, Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 equivalent as recognized by SAQA. 3 years' experience at Junior Management/ Assistant Director Level in Law, analysis and interpretation of immigration information is required. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its regulations. Knowledge of Refugee Act. Knowledge of other Department's policies, prescripts and practices. Understanding of International Conventions and protocols. Knowledge and understanding of Civil Aviation Organization. Broad knowledge and understanding of PFMA and Treasury regulations. Understanding of Public Service Act. Understanding of another relevant legislative framework. Knowledge and understanding of all departmental legislations and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. 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. Honesty and integrity. Project Management. Communication. Decision Making. Influencing and Networking. Problem Solving and Conflict management. Business report Writing. Research Methodology. Presentation Skills. Planning and Organising. Strong Analytical Skills. Computer Literacy. Facilitation Skills. Negotiation Skills. Interpersonal Relations.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the processing Permanent Residence Permit appeals. Ensure the effective management and handling of Permanent Residence Permit (PRP) appeals. Manage the review initial decisions, supporting documents, and relevant casefiles. Ensure and verify the completeness, accuracy, and legality of submitted. appeals applications. Manage and ensure that detailed assessments are conducted to determine whether a decision should be upheld, modified. Monitor deadlines and ensure decisions are issued within prescribed timelines. Establish and maintain good working relationship with all the relevant stakeholders regarding PRP appeals process. Implement effective risk and compliance on the processing PRP appeals 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 B Kabinde Tel No: (012) 406 4239
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za
<u>POST 33/57</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT COORDINATION REF NO: HRMC 62/26/2</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09), (A basic salary package)
<u>CENTRE</u>	:	Limpopo: District Municipality Office: Mopani
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Administration, Public Management, Operations Management at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience as a Senior Administrative Officer is required. Experience in coordination is required. 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. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Accountability. Business Continuity. Project Management. Conflict Management. Decision Making. Presentation Skills. Problem Solving. Business Report Writing. Influencing and Networking. Planning and Organising. Coordination skills. Computer Literacy. Communication skills. Coordination skills. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and coordinate the district operations to enhance service delivery. Monitor the District's budget, developing and implementing plans. Monitor the district's performance by ensuring that the district's operations run smoothly and report to the Line Manager on progress timeously.

Communicate all eligible Local Manager's credential responsibilities, program requirements, and expectations from District Manager. Coordinate the district calendar, meetings, dates, special events, and meetings and events. Collaborate with district staff to align district plans and strategies. Lead the District-level team, and ensure a coordinated approach to all components in the district and resolve concerns or problems. Work with the District Government and other stakeholders to develop annual plans for activities under each component, and to build relationships. Lead communication and stakeholder engagement activities with district government, civil society and private sector. Ensure the timely submission of financial and operational reports. Facilitate and Consolidate information on all operations in the District to enhance service delivery. 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.

ENQUIRIES
APPLICATIONS

- : Limpopo: Mr J Kgole Tel No: (015) 287 2802
- : 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:-Limpopo: Physical Address: 89 Biccadd Street, Polokwane, 0699.