

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to appoint professional, passionate and skilled individuals to form part of a leadership team driving the transformation of Home Affairs into a digital-first, world-class organisation. Candidates committed to service excellence, digital transformation, innovation, integrity and the Department's shared values, and whose credentials meet the requirements of these posts, are invited to apply before the closing date.



- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or imsrecruitment@dha.gov.za on or before the closing date.
- CLOSING DATE** : 16 October 2026
- NOTE** : The DHA is a merit-based and equal opportunity employer. In line with its commitment to promoting opportunities, in the filling of these posts, women and persons with disabilities are encouraged to apply. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Personal information submitted will be processed solely 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, accompanied by a fully completed and signed 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; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed 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)); as well as relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, regardless of online, email or manual submission. 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. Selection: 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, employment suitability checks (credit, criminal, citizenship, qualifications, social media background, conducting business with State; and employment references including verification of relevant employment tenures, pending disciplinary action and exit reasons); and, for posts within the Senior Management Service, will be required to successfully complete the online Nyukela Pre-entry Certificate, which can be accessed via: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment within Senior Management posts, are encouraged to enrol for this course immediately. Appointment: Once appointed, the completion of an employment contract, performance agreement, financial disclosure, and the undergoing of a compulsory induction programme, serving a prescribed probation period, and undergoing security vetting may be required. Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates.

MANAGEMENT ECHELON

<u>POST 35/93</u>	:	<u>DIRECTOR: FUNCTIONAL SERVICES REF NO: HRMC 64/26/1</u> Branch: Immigration Services Chief Directorate: Permits
<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>	:	Headquarters: Head Office, Tshwane An undergraduate qualification in Law, Public Administration, Public Management, Management, Operations Management or related at NQF level 7 as recognised by SAQA. 5 Years' experience at a middle / senior management level in a Legal, Analysis or Interpretation of immigration information environment. 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 understanding of the Immigration Act and its regulations. Knowledge of the Refugee Act. Knowledge of the Medium-Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in operations and project management, project optimisation, and the use of online systems. Knowledge of and understanding of Public Finance Management Act and Treasury regulations. Understanding of International Conventions and Protocols. Knowledge of Economic Development, International Relations and Law relating to Immigration. A valid drivers' license is an added advantage. 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. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. 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 with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective and efficient management of Permit and Visa Functional Services. Provide strategic advice and guidance on implementation and optimisation of digital permit and visa services and related business processes. Facilitate stakeholder engagement and collaboration with key account stakeholders and represent the Department at various forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions, product / process improvements and data management and analysis), in order to enhance service delivery in the Directorate. Coordinate and monitor the effectiveness and utilisation of digital permit and visa services and recommend continuous improvements. Ensure that digital permit and visa services align with legislative requirements, departmental policies and approved business processes. Implement governance processes, frameworks and procedures. 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</u>	:	Head Office: Mr W Mampoke Tel No: (012) 406 4247