

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. 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.



<u>APPLICATIONS</u>	:	Must be – submitted online at https://erecruitment.dha.gov.za , or sent to one of the addresses specified at the bottom of the relevant post, on or before the closing date.
<u>CLOSING DATE</u>	:	30 October 2026
<u>NOTE</u>	:	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 licence (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), unless otherwise indicated in correspondence between the Department.

OTHER POSTS

<u>POST 37/45</u>	:	<u>ADMINISTRATION OFFICER REF NO: HRMC 67/26/1</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07), (A Basic Salary)
<u>CENTRE</u>	:	Western Cape: Medium Office: Wynberg
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Office Management and Technology/ Business Management/ Administration Management at NQF Level 6 as recognised by SAQA. A minimum of 1 years experience in administration is required. Extensive knowledge of various filing systems. Knowledge of the Public Service Regulations. Knowledge of Office Administration methodologies. Knowledge and Understanding of departmental legislation and Prescripts. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Supply Chain Management processes. Willingness to travel and work extended hours. Required skills and competencies: Planning and organising. Analytical thinking. Problem Solving. Financial Administration. Financial Administration. Office Administration Time Management. Planning. Interpersonal. Verbal and Written Communication. Teamwork. Customer Focus. Multi-Tasking. MS Office (MS Word, Excel, PowerPoint). Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate 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, submissions, memorandums and minutes for the unit). Conduct records and document management both manually and electronically. Provide support in completing and processing of 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. 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

: 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> or sent to the correct address specified as follows: -Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 37/46

: **HOSPITAL CLERK REF NO: HRMC 67/26/2**

SALARY
CENTRE
REQUIREMENTS

: R237 453 - R279 708 per annum (Level 05), (A basic salary)
: Western Cape: Small Office: Ceres
: Grade 12 as recognised by SAQA. An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5). Understanding of all departmental legislation and prescripts. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of Batho Pele Principles. Adhere to Standards Operating Procedures for registration of birth and death. A valid drivers' license. Required skills and competencies: Planning and Organising. Attention to detail. Communication skills. Analytical skills. Problem solving skills. Financial administration. Clerical and administration. Multitask. Teamwork. Record and time management. Professionalism. Proven Client Focus and Orientation. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Render birth registration services to clients. Receive notice of birth and relevant supporting documents. Complete DHA 24. Perform online verification of informant or take full set of fingerprints when online verifications are not available. Capture application on the National Population Register. Submit application for quality assurance to supervisor. Confirm informant's details. Print birth certificate. Sign and issue birth certificate as delegated. The informant signs the register to acknowledge receipt of the birth certificate. Record and maintain a birth occurrence vs. registered births register. Record and register of foreign birth occurrences register. Provide death registration services to clients. Ensure good governance, risk and compliance. Ensure effective and efficient management of human, physical and financial resources within the Unit.

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