**ANNEXURE E**

**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.***



**CLOSING DATE** : 27 November 2026

**APPLICATIONS** : 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; 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 panels shall score both technical exercises as an additional criterion in the interview process. 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. employment suitability checks (credit, criminal, citizenship, qualifications, social media background, and employment references including verification of relevant employment tenures, pending disciplinary action and exit reasons), Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates. 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.

**MANAGEMENT ECHELON**

**POST 41/41** : **DISTRICT MANAGER OPERATIONS (X9 POSTS)**

**SALARY** : 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.

**CENTRE** : Eastern Cape: District Municipal Office: Buffalo City Ref No: HRMC 72/26/1a (X1 Post)
Free State: District Municipal Office: Lejweleputswa Ref No: HRMC 72/26/1b (X1 Post)
Free State: District Municipal Office: Tabo Mofutsanyane Ref No: HRMC 72/26/1c (X1 Post)
KwaZulu-Natal: District Municipal Office: Amajuba Ref No: HRMC 72/26/1d (X1 Post)
Limpopo: District Municipal Office: Mopani Ref No: HRMC 72/26/1e (X1 Post)
Limpopo: District Municipal Office: Vhembe Ref No: HRMC 72/26/1f (X1 Post)
Mpumalanga: District Municipal Office: Enhlanzeni Ref No: HRMC 72/26/1g (X1 Post)
North West: District Municipal Office: Bojanala Ref No: HRMC 72/26/1h (X1 Post)
Western Cape: District Municipal Office: Garden Route and Central Karoo Ref No: HRMC 72/26/1i (X1 Post)

**REQUIREMENTS** : An undergraduate qualification in Operations Management, Social Science, Leadership, Management or Administration at NQF 7 as recognized by SAQA. 5 Years' Middle Management / Senior Management experience is required. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Knowledge of the Public Finance Management Act and Regulations. A valid Driver's License. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic Planning. Strategic Management. Service delivery innovation. Client orientation and customer focus. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge and information management. Decision making. Presentation Skills. Problem solving and analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Operations Management. Capacity Planning. Research Methodology and Analysis. Policy Development. Diplomacy. Computer Skills Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity

within DHA offices) that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Provide executive support in the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

**ENQUIRIES** : Head Office: Ms P Makhalima Tel No: (012) 406 4248

**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za

**POST 41/42** : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 72/26/2**

**SALARY** : 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.

**CENTRE** : Provincial Manager's Office: North West

**REQUIREMENTS** : B Degree in Financial Management / Accounting at NQF level 7 as recognised by SAQA is required. 5 years' experience in Financial Management and Support is required. 5 years in a Middle /Senior managerial position is required. Knowledge of Public Service Act and Regulations. Knowledge of the departmental Legislations and Prescripts. Knowledge and application of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Preferential Procurement Policy Framework Act and Regulations. Knowledge of Public Audit Act. Mandates from the government including cluster and Government Programme of Action. Knowledge of SCM and Asset / Fleet and Property management. Knowledge of Human Resource Legislations and Prescripts. Willingness to travel and work extended hours. Weekend working hours will be required occasionally. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Strategic Management. Strategic Planning. Client orientation and customer focus. People management and empowerment. Financial management. Audit and Risk Management. Program and project management. Change management. Decision Making. Problem solving and analysis. Capacity Planning. Influencing and Networking. Policy Development. Research Methodology and Analysis. Business Report Writing. Presentation skills. Planning, Organising and Time Management. Negotiations skills. Communication. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all Finances and Supply Chain Management (SCM) in an efficient and effective manner. Manage the provincial budget and monitor expenditure in line with financial requirements and the unit's objectives. Develop finance strategies and plans for the province. Procure goods and services in accordance with delegations. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Ensure effective revenue collection and management. Ensure cash is banked and revenue is accounted for. Manage and oversee petty cash management. Ensure financial records are filed in the prescribed manner. Develop and implement an effective audit action plan to address both AGSA and Internal Audit findings and report on progress made in addressing any existing or potential audit findings. Attend and participate in Back-to-Basic and Audit Steering Committee meetings. Resolve and provide advice on all financial matters in the province. Ensure compliance to policies, standards, and guidelines in line with recognized financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, and the Modified Cash Standard (MCS). Manage the distribution of inventory and store operations, with an emphasis on vendor supply chain programs to provide lower cost of product. Manage and provide guidance to suppliers in distribution and supply chain initiatives. Manage and co-ordinate the tender processes

within the province. Confirm availability of funds prior to the issuing of orders for goods and services. Ensure the successful management of assets and properties in the province. Oversee the implementation of Human Resources processes within the province. Oversee the implementation of communication processes within the province. Manage all it support functions within the province. Manage and implement strategic objectives and innovation. 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** : Head Office: Ms A Ngcobo Tel No: (012) 406 4356

**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za