ANNEXURE G

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 : 04 December 2026

NOTE : 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); 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. 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. Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates.

OTHER POSTS

POST 42/48 : **OFFICE MANAGER REF NO: HRMC 77/26/1**

SALARY : R932 292 - R1 098 195 per annum (Level 11), an all-inclusive salary package

CENTRE : Branch: Counter Corruption and Security Services

REQUIREMENTS : An undergraduate qualification in Administration or Management or Office Management and Technology, or Business Management or Public Management Administration, or related field at NQF level 6 as recognized by SAQA. Three (3) years' experience at an Assistant Director or Junior Management level in an office management environment. Knowledge of office administration, executive support, and coordination of strategic documents and processes. Sound understating of document and records management. Knowledge of the Constitution of the Republic of South Africa, public service legislative frameworks, and government structures Excellent abilities and experience in project management, project optimization, digital transformation, use of online systems and corporate governance. Willingness to travel and work extended hours when required. Required skills and competencies: Strategic capability and leadership. Program and project management. Financial Management. Service delivery innovation. Client orientation and

customer focus. Problem solving and analysis. Planning, organizing, coordinating and time management. Change Management. Excellent written and verbal communication skills, including report writing and presentation skills. Conflict management, facilitation, influencing, networking, and negotiation skills. Minute taking and document management. Ability to instill appropriate systems and technology to support effective operations in the Office. Digital transformation support. Computer literacy. Ability to interface effectively with internal stakeholders such as the Director-General's Office, fellow EXCO members' offices, and external parties. Ability to manage the diary and workflow of the DDG with discretion, confidentiality, and strategic awareness. Stakeholder engagement. Behavioural competencies: High level of integrity and trustworthiness. Ability to handle confidential matters discreetly. Strong objectivity, emotional intelligence, and professionalism. A proactive individual who is solutions-oriented. High level of accountability, patriotism, and commitment to ethical conduct.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the Office of the Deputy Director-General: Counter Corruption and Security Services and coordinate strategic support to ensure optimal functioning. Effectively manage the DDG's diary, briefings, and engagements with internal and external stakeholders. Deliver comprehensive and timeous reports and presentations related to finances and work activities. Manage and consolidate the Branch: risk, audit and strategic planning documentation and performance reports (e.g. monthly, quarterly, and annual reports). Review and study correspondence, submissions and reports, highlighting key aspects and making recommendations where necessary. Scrutinise documents to ensure alignment with departmental priorities and proofread all submissions. Compile complex documents using research and analysis, in support of strategic initiatives. Obtain inputs from Chief Directors and consolidate reporting to support oversight and compliance. Facilitate and represent the DDG's Office at strategic stakeholder forums and meetings. Implement governance frameworks, digital innovations, document management and process improvements to enhance service delivery. Manage the physical, and financial resources within the Office, ensuring compliance and accountability. Coach and guide team members on administrative excellence and adherence to relevant regulatory frameworks.

ENQUIRIES : Head Office: Ms V Motshegoe Tel No: (012) 406 4252

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

POST 42/49 : **CIVIC SERVICES SUPERVISOR (X14 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 77/26/2a (X1 Post)
Eastern Cape: Medium Office: Motherwell Ref No: HRMC 77/26/2b (X1 Post)
Free State: Large Office: Welkom Ref No: HRMC 77/26/2c (X1 Post)
Gauteng: Medium Office: Carletonville Ref No: HRMC 77/26/2d (X1 Post)
Gauteng: Medium Office: Nigel Ref No: HRMC 77/26/2e (X1 Post)
KwaZulu-Natal: Medium Office: Commercial Road Ref No: HRMC 77/26/2f (X1 Post)
KwaZulu-Natal: Medium Office: Umzimkhulu Ref No: HRMC 77/26/2g (X1 Post)
Limpopo: Medium Office: Lephalale Ref No: HRMC 77/26/2h (X1 Post)
Limpopo: Medium Office: Maruleng Ref No: HRMC 77/26/2i (X1 Post)
Mpumalanga: Medium Office: White River Ref No: HRMC 77/26/2j (X1 Post)
Northern Cape: Medium Office: Springbok Ref No: HRMC 77/26/2k (X1 Post)
North West: Medium Office: Ganyesa Ref No: HRMC 77/26/2l (X1 Post)
Western Cape: Large Office: Cape Town Ref No: HRMC 77/26/2m (X1 Post)
Western Cape: Large Office: Paarl Ref No: HRMC 77/26/2n (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 2 Years' experience in Operations in a Client or Customer Services environment is required. Experience in Civic or Immigration Operations and a drivers licence may be an added advantage. Knowledge of front office operations. Extensive knowledge of various filing systems. Knowledge of fingerprint verification. Knowledge and understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and

procedures. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Human Resources Regulatory Framework. Work extended hours may be required. Required skills and competencies: Customer Focus. Analytical thinking. Planning and organizing. Problem Solving. Verbal and written Communication. Financial Administration. Interpersonal skills. Attention to detail. Clerical and Administration. Multi Tasking. Supervisory skills. Teamwork. Time Management. Conflict Management and resolution. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the administration of the front line office in an effective manner. Ensure enquiries are attended to and perform online (meter greeter) verification. Ensure the monitoring of the live capture photo boot in the department. Facilitate the verification and validation of client information on system, fingerprint, scan client supporting document online. Ensure the effective delivery of ID smart cards. Facilitate and quality assure the authorisation and collection of applications from clients. Facilitate the implementation of security control processes and policies. Attend to problematic areas related to general services to all clients. Facilitate the implementation of BMD (Birth, Marriage and Death) and ID smart cards operations. Facilitate and monitor effective daily operations of the front office. Build and maintain relationships with clients. Ensure the implementation of effective governance, risk, and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Eastern Cape: Mr L Jama Tel No: (043) 642 1846
Free State: Ms V Molefe Tel No: (051) 430 0378
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel (021) 488 1409

APPLICATIONS : 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:
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

POST 42/50 : **LEGAL ADMINISTRATION OFFICER (MR1- MR5) REF NO: HRMC 77/26/3**

SALARY : R262 968 - R1 155 777 per annum (MR1-MR5). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE : Head Office: Tshwane, Directorate: Litigation

REQUIREMENTS : 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 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 all legislation (primary and secondary legislation) administered by the Department will be an added advantage. Required skills and competencies: Legal research and drafting. Case flow management.

		Computer literacy. Good interpersonal relations. Communication (written and verbal). Planning, organising and decision-making. Program and project management. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. Negotiation skills. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Technical Skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure proper administration of litigation matters and provide litigation trends. Consult with line managers and advise on policy implementation. Send instructions to State Attorney and ensuring that the Department and the Minister is represented in civil litigation matters involving the Department and the Minister. Display understanding of the drafting of legal documents that provide a clear motivation for a particular position pertaining to a specific case. Propose an approach to be followed to ensure the best possible outcome for the Department on a litigious matter. Be guided in presenting motivation on how a specific case should be approached to obtain the most desirable outcome in the specific circumstances. Accurately document interview with a client. Render administration duties in relation to the litigation function. Conduct research that will provide information and case law relevant to the legal matter at hand. Provide strategy in reducing litigation and costs. Consult State Attorney and/or Counsel and capture in writing advice given during consultation. Conduct research and provide information for instructions and consultation with client, line functionaries, advocates, attorneys, experts and any other relevant stakeholders. Conduct research, file records, contracts, and other relevant documents that will provide information relevant to the matter. Manage and ensure compliance with legislation (both primary and secondary legislation) and policies and procedures of the Department. Manage external consultants/service providers in an effective and efficient manner. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.
ENQUIRIES	:	Head Office: Mr B Mathatho Tel No: (012) 406 4250
APPLICATIONS	:	Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za or legalrecruitment@dha.gov.za