



home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

new
directions



The National Development Plan (NDP) 2030 is a compass pointing South Africa in a new direction where poverty is eliminated and inequality is reduced by 2030. This desired destination can be reached by enhancing the capacity of the State, and the Department of Home Affairs is committed to delivering on this goal.

Enquiries: Ms F Kwape

Tel No: 012 406 4258
Date Issued: 3 February 2023

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 6 OF 2023

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions.

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you are committed to delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.



DIRECTIONS TO APPLICANTS

CLOSING DATE: 17 FEBRUARY 2023

APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of the last post, **on or before the closing date**;
- submitted on the **new Application for Employment Form** (Z.83), obtainable at www.gov.za;
- accompanied by a **comprehensive CV**, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two **contactable employment references** (as recent as possible);
- shortlisted candidates will be required to submit a copy of their **ID document, a valid driver's license** (if specified as a job requirement), as well as the **relevant highest educational qualifications**, on or before the day of the interview. Applicants who possess (a) **foreign qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**); and

SELECTION:

- In the filling of entry level positions, preference may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based.
- Shortlisted Candidates will be subjected to an **interview** and **technical assessment(s)** (which assesses the Candidates' demonstrated professional and technical competency against the job requirements and duties).
- Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a **competency assessment** (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications).

• **APPOINTMENT:**

Appointed persons will be required to -

- enter into an **employment contract**;
- serve a prescribed **probation period**; and
- obtain security clearance appropriate to the post and within the prescribed time frame.



<u>POST NO 1</u>	: <u>DEPUTY DIRECTOR: INVESTIGATIONS, REF NO: HRMC 6/23/1</u>
<u>SALARY LEVEL</u>	: An all-inclusive salary package of R766 584 to R903 006 per annum (Level 11).
<u>CENTRE</u>	: KwaZulu-Natal: Provincial Manager's Office - Pietermaritzburg
<u>REQUIREMENTS</u>	: <ul style="list-style-type: none"> • An undergraduate qualification in Law / Policing Management / Forensic Investigation or other related security qualifications at NQF level 6 as recognized by SAQA • Minimum of 3 years' experience in junior management conducting investigations in a law enforcement environment • Experience in coordination and information gathering processes • Experience in investigation • Knowledge of investigation principles and processes • Knowledge of Criminal Procedure and Law of Evidence • Knowledge of the Public Service Regulations, Anti-corruption framework as well as Promotion of Administration of Justice Act • Knowledge of and experience in Criminal Justice System • Understanding of all Departmental legislation • Understanding of investigative techniques and methodology • Knowledge of the South African Constitution • Investigation and interviewing skills • Planning, organising and excellent report writing skills • Confidentiality and decision making • Accountability, capability and leadership skills • Attention to detail • Presentation and problem solving skills • Conflict management and resolution • A valid driver's license, willingness to travel, work irregular and extended hours.
<u>DUTIES</u>	: <ul style="list-style-type: none"> The successful candidate will be responsible for, amongst others, the following specific tasks: • Conduct and manage investigation on fraud, corruption and related cases • Coordinate and investigate fraud and corruption perpetrated by officials / outside syndicates • Manage and consolidate information on cases management system • Administer and report on cases from the case management system for investigation • Build and maintain relation with various stakeholders • Ensure business transformation and partnership with various stakeholders • Participate in the formulation and implementation of policies • Contribute towards the formulation of investigation framework, policies, processes and circulars • Manage human, physical and financial resources in the Unit.
<u>ENQUIRIES</u>	: KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003
<u>POST NO 2</u>	: <u>LOCAL OFFICE MANAGER, (5 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R491 403 to R578 841 per annum (Level 10). In addition, a range of benefits are offered.
<u>CENTRE REF NO</u>	: Eastern Cape: Medium Office: Clearly Park (1 Post) : HRMC 6/23/2a
<u>CENTRE REF NO</u>	: Eastern Cape: Medium Office: Humansdorp (1 Post) : HRMC 6/23/2b
<u>CENTRE REF NO</u>	: Eastern Cape: Medium Office: Motherwell (1 Post) : HRMC 6/23/2c
<u>CENTRE REF NO</u>	: Gauteng: Medium Office: Menlyn Mall (1 Post) : HRMC 6/23/2d
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Mankweng (1 Post) : HRMC 6/23/2e
<u>REQUIREMENTS</u>	: <ul style="list-style-type: none"> • An undergraduate qualification in Public Management / Administration / Social Sciences or related qualification at NQF level 6 as recognized by SAQA • A minimum of 3 years' experience as Supervisor / Civic Services Supervisor • Extensive experience in an operations environment • Experience in Civic or Immigration Services environment is required • Knowledge of workflow planning and capacity planning • Knowledge of the South African Constitution and the Batho Pele Principles • Knowledge of the Public Service Regulatory Framework • Knowledge of Human Resources Regulatory Framework, Departmental Legislations and Prescripts • Knowledge of Occupational Health and Safety Act as well as Minimum Information Security Standards (MISS) • Knowledge of National Treasury Regulations and Public Finance Management Act (PFMA), Promotion to Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Strategic capability and leadership • Accountability, business continuity, people management and empowerment • Financial management, decision making and operations management

Programme and project management • Conflict management and resolution • Change management, knowledge and time management • Problem solving and analysis • Communication, business report writing and presentation skills • Policy interpretation, planning, organizing, client orientation and customer focus • Service delivery innovation • Data analysis, influencing and networking • A valid drivers' licence and willingness to travel • Working extended hours when required.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Manage Operations of the Civic Services in the Local Office in accordance with the service delivery standards
 - Coordinate and monitor the effective processing of enabling documents in local office and DHA service points
 - Manage Immigration Services Operations in the Local Offices in line with Immigration Act
 - Manage the operations of Inspectorate and other Immigration Services (e.g. inspectorate, law enforcement and deportation functions) activities in Local Offices
 - Establish and maintain relationships with stakeholders to support service delivery
 - Facilitate intergovernmental and stakeholder relations in the municipality
 - Implementation of policies, procedures, directives, Acts and Regulations
 - Implement Public Service governance processes, framework and procedures
 - Manage risk and compliance
 - Implement governance processes, framework and procedures within the directorate associated with statutory financial responsibilities
 - Manage physical, human and financial resources.

ENQUIRIES

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
- Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

POST NO 3

- : **CIVIC SERVICES SUPERVISOR, (4 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of benefits are offered.

CENTRE REF NO

- : **Eastern Cape:** Medium Office: Alice (1 Post)
- : **HRMC 6/23/3a**

CENTRE REF NO

- : **KwaZulu-Natal:** Medium Office: Tongaat (1 Post)
- : **HRMC 6/23/3b**

CENTRE REF NO

- : **Northern Cape:** Medium Office: Springbok (1 Post)
- : **HRMC 6/23/3c**

CENTRE REF NO

- : **Western Cape:** Large Office: Paarl (1 Post)
- : **HRMC 6/23/3d**

REQUIREMENTS

- : • An undergraduate qualification in Public Management / Administration / Social Sciences at NQF Level 6 recognized by SAQA • 2 years' experience at Supervisory level is required • Understanding of Departmental Legislation and Public Management Framework • Sound knowledge of the Batho Pele Principles • Computer literacy • Analytical thinking • Planning and organizing • Problem solving • Communication Skills (Verbal and written) • Financial administration • Sound interpersonal relations. Attention to detail • Teamwork • Record and time management • A valid driver's license and willingness to travel.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Supervise operations of Civic Services at local offices in accordance with the service delivery standards
 - Monitor and supervise the effective processing of enabling documents in the local office
 - Ensure implementation of Civic Services Policies, Strategies and Plans
 - Ensure that civic service operations in the local office meet the needs of clients in line with the departmental service standards
 - Ensure effective daily operation in the office
 - Supervise and enforce the implementation of Standard Operating Procedures (SOPs) within local office that adhere to the set requirements
 - Monitor service delivery and assist staff where service levels are not being met
 - Ensure good governance and compliance.

ENQUIRIES

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
- KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003
- Northern Cape:** Ms S Botha, Tel No: (053) 807 6700
- Western Cape:** Mr M Pienaar, Tel (021) 488 1409

<u>POST NO 4</u>	: <u>CASHIER SUPERVISOR, (2 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R331 188 to R390 129 per annum (Level 8). In addition, a range of benefits are offered.
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Seshego (1 Post) : HRMC 6/23/4a
<u>CENTRE REF NO</u>	: Limpopo: Large Office: Tzaneen (1 Post) : HRMC 6/23/4b
<u>REQUIREMENTS</u>	: • An undergraduate qualification in Financial Management at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience in Cashier Services environment • Understanding of the Departmental legislation and Human Resources legislation and prescripts • Knowledge of Cashier services • Knowledge of the South African Constitution • Knowledge of the Public Service Regulations Act as well as Public Finance Management Act (PFMA) • Knowledge of Accounting processes and procedures • Computer literacy • Analytic thinking • Planning and organizing • Problem solving, verbal and written communication • Financial administration • Planning and interpersonal skills • Attention to detail • Clerical and administration • Multi-task, teamwork, record and time management • A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Supervise the effective daily operation of the cashier services • Implement quality assurance measures to ensure quality of service • Provide advice and action non-standard requests and issues from staff in the execution of their duties • Perform end of day duties to ensure effective reporting, identification of issues and capturing of financial information • Control the flow of cash in the front office cashier points including monitor floats, investigating shortages and clearing, ordering and safekeeping of cash • Implement policies and procedures in line with the approved Framework • Implement policies and procedures in line with the approved framework • Implement governance processes, frameworks and procedures • Maintain relationship with various internal and external stakeholders • Ensure business transformation and partnership with various stakeholders • Administer human and physical resources .
<u>ENQUIRIES</u>	: Limpopo: Mr J Kgole, Tel No: (015) 287 2802
<u>POST NO 5</u>	: <u>SENIOR PERSONNEL PRACTITIONER, REF NO: HRMC 6/23/5</u>
<u>SALARY LEVEL</u>	: A basic salary of R331 188 to R390 129 per annum (Level 8). In addition, a range of benefits are offered.
<u>CENTRE</u>	: Mpumalanga: Provincial Manager's Office - Nelspruit
<u>REQUIREMENTS</u>	: • An undergraduate qualification in Human Resource Management or related at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience in the supervisory / Personnel Practitioner level in human resource management environment • Knowledge of the Public Service Act and Regulations, Public Finance Management Act as well as National Treasury Regulations • Knowledge of Human Resource Regulatory Framework • Understanding of relevant Departmental policies and prescripts • Knowledge of PERSAL system • Knowledge of employment practices and contracts • Knowledge of Performance Management and Development System • PERSAL administration • Client orientation and customer focus • Accountability and the ability to meet deadlines • Time management and decision making • Project and programme administration • Written and verbal communication skills • Report writing and presentation skills • Problem solving, conflict resolution, influencing and networking • Supervisory skills • A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Administer and implement conditions of service and service benefits operations in the Province • Provide guidance and technical advice / support on conditions of service and service benefits • Administer the maintenance of records management on relevant employee files • Administer and implement the recruitment and selection processes in the Province • Compile various submissions and report to the relevant approving Delegated Authorities • Administer Performance Management and Development System in the Province • Provide advice and technical support on Performance Management and Development System • Attend and report on PMDS matters at relevant management meetings • Ensure accurate HR Management Information in the Province • Ensure the timely and accurate capturing of

transactions on PERSAL in compliance with the relevant HR policies and Standard Operating Procedures • Ensure the implementation of effective risk and compliance management practices • Implement quality control on norms and standards for human resource and service delivery • Administer human and physical resources in the Unit.

ENQUIRIES

: **Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504

POST NO 6

: **SENIOR STATE ACCOUNTANT, REF NO: HRMC 6/23/6**

SALARY LEVEL

: A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of benefits are offered.

CENTRE

: **North West:** Provincial Manager's Office - Mafikeng

REQUIREMENTS

: • An undergraduate qualification in Financial Management at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience as State Accountant in a finance environment • Knowledge of the Public Service Regulatory Framework • Extensive knowledge of the Public Finance Management Act, Treasury Regulations and DPSA regulations • Knowledge and understanding of ledger accounts, PERSAL and BAS systems • Knowledge of the General Recognised Accounting Practices (GRAP) • Problem solving, time management, planning and organising • Policy interpretation and implementation • Honesty and integrity • Financial reporting • Computer literacy and accounting skills • A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
• Administer the effective payroll deductions functions within the Province • Check and approve / authorise overtime and contract employees related transactions on PERSAL and BAS system • Effectively perform functions relating to personnel salary administration • Responsible for salaries, allowance payments and instate / cancel applicable deductions on the systems • Provide advice to staff and provinces' employees in relation with salary administration • Ensure the implementation of policies and procedures • Implement governance processes, frameworks and procedures • Ensure effective risk and compliance management • Ensure compliance to all relevant regulatory, internal and external compliance requirements • Maintain relationship with various stakeholders • Administer human and physical resources.

ENQUIRIES

: **North West:** Ms M Seleke, Tel No: (018) 397 9904

POST NO 7

: **CIVIC SERVICES OFFICER, (16 POSITIONS)**

SALARY LEVEL

: A basic salary of **R269 214 to R317 127** per annum (Level 7). In addition, a range of competitive benefits are offered.

**CENTRE
REF NO**

: **Eastern Cape:** Medium Office: Mount Ayliff (1 Post)
: **HRMC 6/23/7a**

**CENTRE
REF NO**

: **Eastern Cape:** Medium Office: Mount Frere (1 Post)
: **HRMC 6/23/7b**

**CENTRE
REF NO**

: **Eastern Cape:** Medium Office: Mount Fletcher (1 Post)
: **HRMC 6/23/7c**

**CETRE
REF NO**

: **Gauteng:** Medium Office: Alexandra (1 Post)
: **HRMC 6/23/7d**

**CENTRE
REF NO**

: **Gauteng:** Large Office: Pretoria (1 Post)
: **HRMC 6/23/7e**

**CETRE
REF NO**

: **Gauteng:** Medium Office: Vanderbijipark (1 Post)
: **HRMC 6/23/7f**

**CENTRE
REF NO**

: **KwaZulu-Natal:** Large Office: Amajuba (1 Post)
: **HRMC 6/23/7g**

**CENTRE
REF NO**

: **KwaZulu-Natal:** TH Imbabazane (1 Post)
: **HRMC 6/23/7h**

<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Umsinga (1 Post) : HRMC 6/23/7i
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Ngotshane (1 Post) : HRMC 6/23/7j
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Nkandla (1 Post) : HRMC 6/23/7k
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Pinetown (1 Post) : HRMC 6/23/7L
<u>CENTRE REF NO</u>	: North West: PSP: Ventersdorp (1 Post) : HRMC 6/23/7m
<u>CENTRE REF NO</u>	: Northern Cape: Medium Office: Calvinia (1 Post) : HRMC 6/23/7n
<u>CENTRE REF NO</u>	: Northern Cape: Large Office: Kuruman (1 Post) : HRMC 6/23/7o
<u>CENTRE REF NO</u>	: Western Cape: Medium Office: Wynberg (1 Post) : HRMC 6/23/7p

REQUIREMENTS : • An undergraduate qualification in Public Management / Administration / Social Sciences or related field at NQF Level 6 as recognized by SAQA • 1 years' experience in an administrative role • Understanding of Departmental Legislation and Public Management Framework • Sound knowledge of the Batho Pele Principles • Computer literacy • Analytical thinking • Planning and organizing • Problem solving • Communication Skills (Verbal and written) • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Record and time management • A valid driver's license is required.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Supervise the effective daily operations of Civic Services in offices • Ensure effective service delivery and assist staff where service standard are not met • Supervise the application of ID smart cards, registration of Births Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents • Ensure efficient and effective application and utilisation of human, physical and financial resources within the office • Ensure good governance and compliance.

ENQUIRIES : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003
North West: Ms M Seleke, Tel No: (018) 397 9904
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
Western Cape: Mr M Pienaar, Tel (021) 488 1409

POST NO 8 : **CIVIC SERVICES OFFICER (LOCAL OFFICE MANAGER), (3 POSITIONS)**

SALARY LEVEL : A basic salary of **R 269 214 to R317 127** per annum (Level 7). In addition, a range of competitive benefits are offered.

**CENTRE
REF NO** : **Eastern Cape:** PSP: Burgerdorp (1 Post)
: **HRMC 6/23/8a**

**CETRE
REF NO** : **Gauteng:** PSP: Dobsonville (1 Post)
: **HRMC 6/23/8b**

**CENTRE
REF NO** : **Limpopo:** PSP: Naphuno (1 Post)
: **HRMC 6/23/8c**

REQUIREMENTS : • An undergraduate qualification in Public Management / Administration / Social Science or related qualification at NQF 6 level as recognized by SAQA • Minimum of 1 years' experience in Civic Services / Operations Management environment • Knowledge of workflow planning and capacity planning • Knowledge of the South African Constitution and the Batho Pele Principles • Knowledge of the Public Service Regulatory Framework • Knowledge of Departmental Legislations and Prescripts • Knowledge of Occupational Health and Safety Act as well as Minimum Information Security Standards (MISS) • Knowledge of National Treasury

Regulations, Public Finance Management Act (PFMA), Promotion to Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Decision making • Supervisory skills and people empowerment • Business continuity, problem solving, financial administration and records management • Client orientation and customer focus • Risk and knowledge management • Computer literacy • Security conscience • Communication • A valid drivers' licence and willingness to travel • Working extended hours when required.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Supervise the daily operations of Civic Services within the local office • Administer the Identity Document and Passport processes in the Local office • Administer the Birth, Marriage and Death process (BMD) in the local office • Ensure effective and efficient management of queues • Implement quality assurance on all products and services in the local office • Maintain effective customer relations • Ensure the implementation of the Batho Pele Principles within the local office in all interactions with internal and external customers • Manage client complaints, queries and ensure application corrective measures • Implementation of policies, procedures, directives, acts and regulations • Ensure compliance with legislation, regulations and DHA policies and procedures • Ensure effective workflow and capacity planning • Supervise human and physical resources within the Local Office.

ENQUIRIES

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
Limpopo: Mr J Kgole, Tel No: (015) 287 2802

POST NO 9

- : **MOBILE OFFICER, REF NO: HRMC 6/23/9**

SALARY LEVEL

- : A basic salary of **R 269 214 to R317 127** per annum (Level 7). In addition, a range of benefits are offered.

CENTRE

- : **Northern Cape:** Medium Office: Calvinia

REQUIREMENTS

- : • An undergraduate qualification in Public Administration / Production Management / Management or related qualification at NQF Level 6 as recognised by SAQA • 1 year clerical / administration experience in operations environment • A valid driver's licence (Code 10, C) and Public Driver Permit (PDP) • Knowledge of Public Service Regulations and Civic Services prescripts • Knowledge of National Treasury and Public Finance Management Act • Knowledge of Human Resource Regulatory Framework • Proven client focus and orientation • Communication and sound interpersonal skills • Time management • Problem solving skills • Planning and organizing • Leadership ability • Conflict management skills • Extensive travelling is required.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Facilitate the provision of client services to service points • Administer and implement the provision of enabling documents to clients • Operate the specialised equipment in the back office as required • Drive the mobile unit to the required service point and ensure that the mobile unit is set up at the required location at the scheduled time • Ensure effective management of queues • Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required • Supervise the management of queues on the daily operation of the office • Maintain relationship with various internal and external stakeholders • Comply with relevant Civic Services frameworks • Administer human and physical resources within the unit.

ENQUIRIES

- : **Northern Cape:** Ms S Botha, Tel No: (053) 807 6700

POST NO 10

- : **CIVIC SERVICES CLERK, (41 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R218 064 to R256 860** per annum (Level 6). In addition, a range of benefits are offered.

**CENTRE
REF NO**

- : **Eastern Cape:** PSP: Burgersdorp (1 Post)
- : **HRMC 6/23/10a**

**CENTRE
REF NO**

- : **Eastern Cape:** PSP: Cradock (1 Post)
- : **HRMC 6/23/10b**

**CENTRE
REF NO**

- : **Eastern Cape:** PSP: Elliot (1 Post)
- : **HRMC 6/23/10c**

<u>CENTRE</u>	:	Eastern Cape: Medium Office: Grahamstown (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10d
<u>CENTRE</u>	:	Eastern Cape: Medium Office: Humansdorp (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10e
<u>CENTRE</u>	:	Eastern Cape: Large Office: Lusikisiki (2 Posts)
<u>REF NO</u>	:	HRMC 6/23/10f
<u>CENTRE</u>	:	Eastern Cape: Large Office: Mthatha (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10g
<u>CENTRE</u>	:	Eastern Cape: PSP: Ngqeleni (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10h
<u>CENTRE</u>	:	Eastern Cape: Medium Office: Peddie (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10i
<u>CENTRE</u>	:	Eastern Cape: PSP: Port Alfred (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10j
<u>CENTRE</u>	:	Eastern Cape: Medium Office: Queenstown (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10k
<u>CENTRE</u>	:	Free State: Medium Office: Bethlehem (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10L
<u>CENTRE</u>	:	Free State: Medium Office: Sasolburg (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10m
<u>CENTRE</u>	:	Gauteng: Medium Office: Alexandra (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10n
<u>CENTRE</u>	:	Gauteng: Medium Office: Temba (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10o
<u>CENTRE</u>	:	Gauteng: TH: Ipelegeng (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10p
<u>CENTRE</u>	:	Gauteng: TH: Maponya Mall (2 Posts)
<u>REF NO</u>	:	HRMC 6/23/10q
<u>CENTRE</u>	:	Gauteng: Large Office: Pretoria (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10r
<u>CENTRE</u>	:	Gauteng: Medium Office: Soshanguve (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10s
<u>CENTRE</u>	:	KwaZulu-Natal: Medium Office: Escourt (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10t
<u>CENTRE</u>	:	KwaZulu-Natal: Medium Office: Kokstad (2 Posts)
<u>REF NO</u>	:	HRMC 6/23/10u
<u>CENTRE</u>	:	KwaZulu-Natal: Medium Office: Ladysmith (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10v
<u>CENTRE</u>	:	KwaZulu-Natal: PSP: Maphumulo (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10w
<u>CENTRE</u>	:	KwaZulu-Natal: Medium Office: Nongoma (1 Post)
<u>REF NO</u>	:	HRMC 6/23/10x

<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Nquthu (1 Post) : HRMC 6/23/10y
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Large Office: Zululand (1 Post) : HRMC 6/23/10z
<u>CENTRE REF NO</u>	: Limpopo: Large Office: Polokwane (1 Post) : HRMC 6/23/10aa
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Phalaborwa (1 Post) : HRMC 6/23/10ab
<u>CENTRE REF NO</u>	: Limpopo: PSP: Tshakhuma (1 Post) : HRMC 6/23/10ac
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Tzaneen (1 Post) : HRMC 6/23/10ad
<u>CENTRE REF NO</u>	: North West: Medium Office: Itsoeng (1 Post) : HRMC 6/23/10ae
<u>CENTRE REF NO</u>	: North West: Medium Office: Mankwe (2 Posts) : HRMC 6/23/10af
<u>CENTRE REF NO</u>	: North West: Medium Office: Vryburg (1 Post) : HRMC 6/23/10ag
<u>CENTRE REF NO</u>	: North West: Medium Office: Zeerust (2 Posts) : HRMC 6/23/10ah
<u>CENTRE REF NO</u>	: Western Cape: Medium Office: Malmesbury (1 Post) : HRMC 6/23/10ai
<u>CENTRE REF NO</u>	: Western Cape: Medium Office: Wynberg (1 Post) : HRMC 6/23/10aj
<u>REQUIREMENTS</u>	: • An undergraduate qualification in Public Management / Administration / Social Sciences at NQF level 6, and / or DHA Qualification: Home Affairs Services at NQF level 5 all recognised by SAQA • Basic understanding of Civic Service operations • Sound knowledge of the Batho Pele Principles • Computer literacy • Planning and organizing • Problem solving • Written and verbal communication skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Client orientation and customer focus • Record and time management • A valid driver's license will be an added advantage.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office • Attend to enquiries and perform online verification • Greet customers and ensure that they receive a professional warm and friendly welcome • Operate the live capture photo booth in the office • Verify, validate and capture client information on system, fingerprints, scan client supporting documents on line • Examine processed fingerprints and evaluate their validity for entry into the automated fingerprint identification system • Receive, scan and file smartcards upon receipt at the office • Process collections of ID smart cards to clients • Process application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents.
<u>ENQUIRIES</u>	: Eastern Cape: Mr S Mapukata, Tel No: (043) 604 6418 Free State: Mr C Mgwadleka, Tel No: (051) 410 3912 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039 KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003 Limpopo: Mr J Kgole, Tel No: (015) 287 2802 North West: Ms M Seleke, Tel No: (018) 397 9904 Western Cape: Mr M Pienaar, Tel (021) 488 1409

<u>POST NO 11</u>	: <u>IMMIGRATION OFFICER: INSPECTORATE, (17 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R218 064 to R256 860 per annum (Level 6). In addition, a range of benefits are offered.
<u>CENTRE REF NO</u>	: Eastern Cape: Large Office: Lusikisiki (1 Post) : HRMC 6/23/11a
<u>CENTRE REF NO</u>	: Eastern Cape: Medium Office: Mount Fletcher (2 Posts) : HRMC 6/23/11b
<u>CENTRE REF NO</u>	: Eastern Cape: Large Office: Mthatha (1 Post) : HRMC 6/23/11c
<u>CENTRE REF NO</u>	: Eastern Cape: Large Office: Port Elizabeth (1 Post) : HRMC 6/23/11d
<u>CENTRE REF NO</u>	: Gauteng: Medium Office: Ga-Rankuwa (1 Post) : HRMC 6/23/11e
<u>CENTRE REF NO</u>	: Gauteng: Large Office: Randfontein (1 Post) : HRMC 6/23/11f
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Ingwavuma (1 Post) : HRMC 6/23/11g
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Ladysmith (1 Post) : HRMC 6/23/11h
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Modimolle (1 Post) : HRMC 6/23/11i
<u>CENTRE REF NO</u>	: Mpumalanga: Large Office: Emalahleni (Witbank) (1 Post) : HRMC 6/23/11j
<u>CENTRE REF NO</u>	: Mpumalanga: Large Office: Mbombela (2 Posts) : HRMC 6/23/11k
<u>CENTRE REF NO</u>	: Mpumalanga: Medium Office: Mkobola (1 Post) : HRMC 6/23/11L
<u>CENTRE REF NO</u>	: Northern Cape: Large Office: Kuruman (1 Post) : HRMC 6/23/11m
<u>CENTRE REF NO</u>	: Northern Cape: Medium Office: Postmasburg (1 Post) : HRMC 6/23/11n
<u>CENTRE REF NO</u>	: North West: Large Office: Mmabato (1 Post) : HRMC 6/23/11o
<u>REQUIREMENTS</u>	<ul style="list-style-type: none"> • DHA Qualification: Home Affairs Services at NQF level 5, and / or an undergraduate qualification in Law / Public Management / Administration at NQF level 6 all recognised by SAQA • Basic understanding of the South African Constitution • Basic understanding of the Public Service Regulatory Framework • Knowledge of Refugee Act as well as the Immigration Act • Knowledge and understanding of all Acts administered by the Department • Knowledge and understanding of Criminal Prosecution Act • Knowledge of International treaties • Liaison and interpersonal skills • Problem solving skills, customer orientation, planning and organizing • Strong analytical skills • Computer literacy • Written and verbal communication skills • Diplomacy • Honesty and integrity • A valid driver's license and willingness to travel • Working flexible hours including nightshift.
<u>DUTIES</u>	<ul style="list-style-type: none"> • The successful candidate will be responsible for, amongst others, the following specific tasks: • Ensure effective enforcement of the transgressions of Immigrations of Immigration Act and all other departmental legislation • Trace, arrest and detain illegal foreigners in declared detention

facilities within the country • Process the deportation of illegal foreigners out of the country to their country of origin • Participate in law enforcement operations with other security cluster agencies • Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act • Conduct deportation operations and records of legal and illegal foreigners in the country • Conduct detention and deportation of transgressors in a humane and dignified manner • Implement policies and procedures in line with the approved framework • Monitor individual physical resources.

ENQUIRIES

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
- Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003
- Limpopo:** Mr J Kgole, Tel No: (015) 287 2802
- Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504
- North West:** Ms M Seleke, Tel No: (018) 397 9904
- Northern Cape:** Ms S Botha, Tel No: (053) 807 6700

POST NO 12

- : **CASHIER, REF NO: HRMC 6/23/12**

SALARY LEVEL

- : A basic salary of **R181 599** to **R213 912** per annum (Level 5). In addition, a range of benefits are offered.

CETRE

- : **Eastern Cape:** Large Office: Queenstown (1 Post)

REQUIREMENTS

- : • An NQF Level 5 qualification in Financial Management as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5) • Basic understanding of all departmental legislation and prescripts • Basic knowledge of the South African Constitution • Basic knowledge of Public Service Act, Regulations as well as the Public Finance Management Act (PFMA) • Knowledge of Cashier services • Knowledge of Accounting processes and procedures • Understanding of departmental legislation and Human Resources legislation and prescripts • Computer literacy • Analytic thinking, planning and organizing • Problem solving, verbal and written communication skills • Financial administration • Planning and skills • Interpersonal • Attention to detail • Clerical and administration • Multi-task, teamwork, record and time management.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Provide an effective cashier service to all Departmental clients • Capture the transaction details onto the receipting solution • Receive cash and issues the receipt / invoices to all applicants • Endorse all applications where cash was received • Perform the cashing up procedure at the change of shift and end of day under the cashier's supervisor • Ensure the implementation of effective risk and compliance in line with Labour Relations Act • Keep up to date with regulatory requirements and liaise with all relevant stakeholders within and external to the organisation • Remain up to date with regard to the applicable prescripts / policies and procedures that apply to his / her work terrain • Remain abreast with the procedures and processes applicable to the Unit.

ENQUIRIES

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418

POST NO 13

- : **CIVIC SERVICES HOSPITAL CLERK, REF NO: HRMC 6/23/13**

SALARY LEVEL

- : A basic salary of **R181 599** to **R213 912** per annum (Level 5). In addition, a range of benefits are offered.

CENTRE

- : **Gauteng:** Medium Office: Edenvale Hospital

REQUIREMENTS

- : • An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5) • An undergraduate qualification in Public Management / Administration / Social Sciences or related field at NQF level 6 will be an added advantage • Basic understanding of all departmental legislation and prescripts • Basic Knowledge of the Public Service Regulatory Framework • Basic knowledge of Batho Pele Principles • Computer literacy • Planning and organizing • Problem solving • Verbal and written communication • Basic Financial administration • Interpersonal • Attention to detail • Teamwork • Record and time management • A driver's license will be an added advantage.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Render birth registration services to clients • Receive notice of birth and relevant supporting documents • Perform online verification of informant or take a full set of fingerprints when

online verifications are not available • Capture application on the National Population Register • Provide death registration to clients • Receive duly completed notification of death and relevant supporting documents • Submit application for quality assurance and dispatch to supervisor • Ensure the safekeeping and safeguarding of assets and face value documents, stamps etc • Record and maintain a birth occurrence vs registered births register • Record and register foreign birth occurrences in register • Report all risks according to required format • Ensure good governance and compliance • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements.

ENQUIRIES

: **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039

POST NO 14

: **CLEANER, (3 POSITIONS)**

SALARY LEVEL

: A basic salary of **R107 196 to R126 270** per annum (Level 2). In addition, a range of benefits are offered.

**CENTRE
REF NO**

: **Eastern Cape:** Medium Office: Qumbu (1 Post)
: **HRMC 6/23/14a**

**CENTRE
REF NO**

: **KwaZulu-Natal:** Medium Office: Eshowe (1 Post)
: **HRMC 6/23/14b**

**CENTRE
REF NO**

: **North West:** Provincial Manager's Office: Mafikeng (1 Post)
: **HRMC 6/23/14c**

REQUIREMENTS

: • ABET • Knowledge of using variety cleaning equipment and products • Knowledge of general hygiene practices • Knowledge of facility layout • Proven client focus and orientation • Interpersonal and service hygiene skills • Basic literacy and numeracy • Communication • Overtime may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
• Perform general cleaning services in the Department as per outlined standards • Ensure maintenance of storage areas • Operate machinery as and when required • Maintain good relationship with employees in the Department • Ensure compliance to regulatory requirements • Ensure compliance with relevant regulations • Perform duties within the relevant legislation, policies and procedures • Attend training courses as identified and agreed for appropriate development.

ENQUIRIES

: **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003
North West: Ms M Seleke, Tel No: (018) 397 9904

Direct applications to the Department of Home Affairs Office as follows:-

Eastern Cape:

Postal Address: Private Bag 7413, King Williams Town, 5600
Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State:

Postal Address: Postal address: P.O Box 12262 Brandhof 9324
Physical Address: 40 Victoria Street Willows Bloemfontein 9301

Gauteng:

Postal Address: Private Bag X108, Braamfontein, 2017,
Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal:

Postal Address: Private Bag X 09, Pietermaritzburg 3209
Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo:

Postal Address: Private Bag X 9517, Polokwane, 0700
Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga:

Postal Address: Private Bag X11264, Nelspruit, 1200,
Physical Address: 29 Bester Street, Nelspruit, 1200

Northern Cape:

Postal Address: Private Bag X 6073, Kimberley 8300
Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

North West:

Postal Address: Private Bag X 119, Mmabatho, 2735,
Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Western Cape:

Postal Address: Private Bag X 9103, Cape Town, 8000
Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000