



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: 12 May 2023

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 29 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: 26 MAY 2023

APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of each 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>LOCAL OFFICE MANAGER, REF NO: HRMC 29/23/1</u>
<u>SALARY LEVEL</u>	: A basic salary of R527 298 to R617 622 per annum (Level 10). In addition, a range of benefits are offered.
<u>CENTRE</u>	: Limpopo: Medium Office: Groblersdal
<u>REQUIREMENTS</u>	: <ul style="list-style-type: none"> • An undergraduate qualification in Public Management / Administration / Social Sciences 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 of Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Competencies and skills required: 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.
<u>DUTIES</u>	: <ul style="list-style-type: none"> 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.
<u>ENQUIRIES</u>	: Limpopo: Mr J Kgole, Tel No: (015) 287 2802
<u>POST NO 2</u>	: <u>CIVIC SERVICES SUPERVISOR, (3 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R359 517 to R420 402 per annum (Level 8). In addition, a range of benefits are offered.
<u>CENTRE</u>	: KwaZulu-Natal: Large Office: Amajuba (1 Post)
<u>REF NO</u>	: HRMC 29/23/2a
<u>CENTRE</u>	: Limpopo: Medium Office: Mankweng (1 Post)
<u>REF NO</u>	: HRMC 29/23/2b
<u>CENTRE</u>	: Limpopo: Medium Office: Vuwani (1 Post)
<u>REF NO</u>	: HRMC 29/23/2c
<u>REQUIREMENTS</u>	: <ul style="list-style-type: none"> • 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 • Competencies and skills required: 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.

<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003 Limpopo: Mr J Kgole, Tel No: (015) 287 2802
<u>POST NO 3</u>	: <u>CONTROL IMMIGRATION OFFICER: INSPECTORATE, REF NO: HRMC 29/23/3</u>
<u>SALARY LEVEL</u>	: A basic salary of R359 517 to R420 402 per annum (Level 8). In addition, a range of benefits are offered.
<u>CENTRE</u>	: Northern Cape: Large Office: Kuruman
<u>REQUIREMENTS</u>	• An undergraduate qualification in Law / Public Administration / Management at NQF level 6 as recognized by SAQA • 2 years' experience in a law enforcement environment • Knowledge of the South African Constitution • Knowledge of Refugee Act and the Immigration Act • Knowledge of the Public Service Regulatory Framework • Knowledge and understanding of all Acts Administered by the Department • Knowledge of International treaties • Knowledge and understanding of Criminal Prosecution Act • Knowledge of Human Resource Regulatory Framework • Competencies and skills required: 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 • Conflict management and resolution • 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, administer and enforce the detection, tracing, arrest and detention of illegal foreigners within the country • Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, visas, identify documents and theft of face value documents • Administer deportation operations and records of foreigners in the country • Ensure all deportations are conducted humanely • Ensure the implementation of policies and procedures • Maintain relationship with various internal and external stakeholders • Administer human and physical resources within the Unit.
<u>ENQUIRIES</u>	: Northern Cape: Ms S Botha, Tel No: (053) 807 6700
<u>POST NO 4</u>	: <u>CIVIC SERVICES OFFICER, (7 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R294 321 to R343 815 per annum (Level 7). In addition, a range of benefits are offered.
<u>CENTRE</u>	: Limpopo: Medium Office: Lebowakgomo (1 Post)
<u>REF NO</u>	: HRMC 29/23/4a
<u>CENTRE</u>	: Limpopo: TH: Makuya(1 Post)
<u>REF NO</u>	: HRMC 29/23/4b
<u>CENTRE</u>	: Limpopo: Medium Office: Mankweng (1 Post)
<u>REF NO</u>	: HRMC 29/23/4c
<u>CENTRE</u>	: Mpumalanga: Medium Office: Middelburg (1 Post)
<u>REF NO</u>	: HRMC 29/23/4d
<u>CENTRE</u>	: Mpumalanga: PSP: Sabie (1 Post)
<u>REF NO</u>	: HRMC 29/23/4e
<u>CENTRE</u>	: Northern Cape: Large Office: Upington (1 Post)
<u>REF NO</u>	: HRMC 29/23/4f

<u>CENTRE REF NO</u>	: North West: Medium Office: Lichtenburg (1 Post) : HRMC 29/23/4g
<u>REQUIREMENTS</u>	: • An undergraduate qualification in Public Management / Administration / Social Sciences 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 • Competencies and skills required: 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Limpopo: Mr J Kgole, Tel No: (015) 287 2802 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504 Northern Cape: Ms S Botha, Tel No: (053) 807 6700 North West: Mr L Appels, Tel No: (018) 397 9900
<u>POST NO 5</u>	: <u>MOBILE OFFICER, REF NO: HRMC 29/23/5</u>
<u>SALARY LEVEL</u>	: A basic salary of R294 321 to R343 815 per annum (Level 7). In addition, a range of competitive benefits are offered.
<u>CENTRE</u>	: Northern Cape: Medium Office: Calvinia
<u>REQUIREMENTS</u>	: • 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Northern Cape: Ms S Botha, Tel No: (053) 807 6700
<u>POST NO 6</u>	: <u>CIVIC SERVICES CLERK, (6 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R241 485 to R281 559 per annum (Level 6). In addition, a range of benefits are offered.
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Pinetown (1 Post) : HRMC 29/23/6a
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Bochum (1 Post) : HRMC 29/23/6b

<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Maruleng (1 Post) : HRMC 29/23/6c
<u>CENTRE REF NO</u>	: Limpopo: Medium Office: Tzaneen (1 Post) : HRMC 29/23/6d
<u>CENTRE REF NO</u>	: Mpumalanga: Medium Office: Barberton (1 Post) : HRMC 29/23/6e
<u>CENTRE REF NO</u>	: Mpumalanga: Medium Office: Mashishing (1 Post) : HRMC 29/23/6f
<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 • Competencies and skills required: 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>	: 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
<u>POST NO 7</u>	: <u>IMMIGRATION OFFICER: INSPECTORATE, (3 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R241 485 to R281 559 per annum (Level 6). In addition, a range of benefits are offered.
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Umzimkhulu (1 Post) : HRMC 29/23/7a
<u>CENTRE REF NO</u>	: Mpumalanga: Medium Office: Nkomazi (1 Post) : HRMC 29/23/7b
<u>CENTRE REF NO</u>	: Northern Cape: Medium Office: Jan Kempdorp (1 Post) : HRMC 29/23/7c
<u>REQUIREMENTS</u>	: • 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 • Competencies and skills required: 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 nightshifts.
<u>DUTIES</u>	: 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

- : **KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003
- Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504
- Northern Cape:** Ms S Botha, Tel No: (053) 807 6700

POST NO 8

- : **CIVIC SERVICES HOSPITAL CLERK, (2 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R202 233 to R235 611** per annum (Level 5). In addition, a range of benefits are offered.

CENTRE REF NO

- : **Eastern Cape:** Large Office: Queenstown (1 Post)
- : **HRMC 29/23/8a**

CENTRE REF NO

- : **Mpumalanga:** Large Office: Witbank (1 Post)
- : **HRMC 29/23/8b**

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

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
- Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504

POST NO 9

- : **CASHIER, (2 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R202 233 to R235 611** per annum (Level 5). In addition, a range of benefits are offered.

CETRE REF NO

- : **Limpopo:** Medium Office: Dzanani (1 Post)
- : **HRMC 29/23/9a**

CETRE REF NO

- : **Limpopo:** Medium Office: Tzaneen (1 Post)
- : **HRMC 29/23/9b**

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

- : **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

POST NO 10

- : **SECRETARY, REF NO: HRMC 29/23/10**

SALARY LEVEL

- : A basic salary of **R202 233 to R235 611** per annum (Level 5). In addition, a range of benefits are offered.

CENTRE

- : **Northern Cape:** District Manager Operations – Francis Baard District - Kimberley

REQUIREMENTS

- :
 - A Certificate in Secretariat / Office Administration and / or DHA Qualification: Home Affairs Services all at NQF level 5 as recognized by SAQA • Knowledge of Office Administration, Secretariat services as well as various filing systems • Computer literacy • Good telephone etiquette • Planning and organizing • Sound organization skills • Verbal and writing communication • High level of reliability • Planning and coordination • Ability to act with tact and discretion • Customer focus • Good grooming and presentation skills • Time management • Traveling and working extended hours may be required occasionally.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Provide Secretarial / Receptionist Support Services to the Manager • Receive telephone calls and refer calls to the correct role players if not meant for the relevant manager • Record appointment and events in the diary of the Manager • Provide Clerical support services to the Manager • Liaise with travel agencies to make travel arrangement • Process travel and subsistence claims for the Unit • Comply with relevant Public Services and department prescripts / policies and other documents to ensure that the applicable therefor is understood properly • Remain abreast with the procedures and processes that apply in the office of the Manager.

ENQUIRIES

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

POST NO 11

- : **SECURITY OFFICER, REF NO: HRMC 29/23/11**

SALARY LEVEL

- : A basic salary of **R147 036 to R170 598** per annum (Level 3). In addition, a range of benefits are offered.

CENTRE

- : **Gauteng:** Medium Office: Menlyn

REQUIREMENTS

- :
 - Basic Education and Training at NQF level 3 • Basic Security Officer's course with a valid Grade C PSIRA Certificate • National Key Point Training • Firearm training • Knowledge of the Departmental Legislations and Prescripts • Knowledge of Control of Access to Public Premises and Vehicles Act 53 of 1985 • Knowledge of measures for the control and movement of equipment and stores • Knowledge of ammunition • Knowledge of prescribed security procedures (MISS, MPSS, NISA, Protection of Information Act and authority of security officers • Knowledge of National Key Point Act 102 of 1980 • Knowledge of relevant emergency procedures • Planning and organising • Problem solving • Interpersonal and good verbal communication skills • Customer focus and teamwork.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Perform access control functions • Conduct access control for personnel as per physical security standard operating procedures • Conduct visitors access control as per SOPs • Confirm with relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point • Complete or ensure that the admission control register is completed and issue admission control documents / cards • Ensure safety in the building and the premises by undertaking patrols • Plan and register patrol / inspection and patrols / inspect the

assigned area in a thorough and a systematic manner to identify and check • Ensure that doors are locked / unlocked • Apply emergency procedures and alert emergency services and Departmental management • Ensure that equipment documents and stores do not leave or enter premises unauthorised • Inspect vehicles entering and leaving the premises • Monitoring of CCTV close circuit television • Issuing and activating access cards • Report faulty electronic security equipment • Patrolling on all installed electronic security aids, readers, cameras, emergency doors, boom and automatic gates.

- ENQUIRIES** : **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- POST NO 12** : **CLEANER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R125 373 to R145 270** per annum (Level 2). In addition, a range of benefits are offered.
- CENTRE REF NO** : **Gauteng:** Large Office: Germiston (1 Post)
: **HRMC 29/23/12a**
- CENTRE REF NO** : **Gauteng:** Large Office: Randfontein (1 Post)
: **HRMC 29/23/12b**
- REQUIREMENTS** : • ABET • Knowledge of using variety cleaning equipment and products • Knowledge of general hygiene practices • Knowledge of facility layout • Competencies and skills required: 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** : **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- POST NO 13** : **GROUNDSMAN, REF NO: HRMC 29/23/13**
- SALARY LEVEL** : A basic salary of **R125 373 to R145 270** per annum (Level 2). In addition, a range of benefits are offered.
- CENTRE** : **Gauteng:** Medium Office: Mabopane
- REQUIREMENTS** : • ABET • Knowledge of using variety cleaning equipment and products • Basic knowledge of general hygiene practices • Knowledge of facility layout • **Competencies and skills required:** 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:
• Maintain and cleaning premises and surroundings • Empty dirt bins • Maintain the garden • Watering the garden • Prune and trim flowers and trees • Mow the grass • Remove weeds and garden refuse • Apply insecticides • Cultivate the soil for trees and flowers • Cleaning of passage, kitchen and stairs • Maintain gardening and equipment • Detect and report malfunctioning of gardening equipment and tools • Report minor defects of gardening equipment and tools.
- ENQUIRIES** : **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (**New Z.83**), obtainable from any Public Service department or at www.gov.za, by the closing date to:

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

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 Biccarr 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