



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: 23 June 2023

### VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 37 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. Reasonable accommodation shall be applied for People with Disabilities including where a driver's license is a requirement.

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: 7 JULY 2023

#### APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of the last position, **on or before the closing date**;
- submitted on the **New Application for Employment Form (Z.83)**, obtainable at [www.gov.za](http://www.gov.za); Applicants must fully complete part A,B,C,D,& F of the New Z83 application form.
- 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**, 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 **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications).

#### APPOINTMENT:

Appointed persons will be required to -

- serve a prescribed **probation period**; and
- obtain security clearance appropriate to the post and within the prescribed timeframe.



- POST NO 1** : **LOCAL OFFICE MANAGER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R527 298 to R617 622** per annum (Level 10).
- CENTRE REF NO** : **Eastern Cape: Medium Office: MT Frere (1 Post)**  
: **HRMC 37/23/1a**
- CENTRE REF NO** : **Eastern Cape: Medium Office: Peddie (1 Post)**  
: **HRMC 37/23/1b**
- REQUIREMENTS** : • 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 to 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 • 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**
- POST NO 2** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT, REF NO: HRMC 37/23/2**
- SALARY LEVEL** : A basic salary of **R424 104 to R496 467** per annum (Level 9).
- CENTRE** : **Western Cape: Provincial Manager's Office – Cape Town**
- REQUIREMENTS** : • An undergraduate qualification in Human Resource Management or related at NQF level 6 as recognized by SAQA • Minimum of 3 years' experience as a Senior Personnel Practitioner • Experience in human resource management environment • Supervisory experience • 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 • **Competencies and skills required:** PERSAL administration • Capability and leadership • Client orientation and customer focus • Accountability, business continuity and the ability to meet deadlines • Time management and decision making • Project and programme management • Written and verbal communication skills • Report writing and presentation skills • Problem solving, influencing and networking.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
 • Facilitate and monitor conditions of service and service benefits operations in the Province • Participate in policy development in relation to conditions of service and service benefits • Facilitate and monitor the recruitment and selection processes in the Province • Participate in the resolution of grievances and disputes • Facilitate Performance Management and Development Systems in the Province • Provide expert advice and technical support on PMDS including Performance Moderation • Facilitate and 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 timely and accurate storage / filing of all employee records on the HR Document Management System (HR Registry) • Ensure the implementation of effective risk and compliance management practices • Report on all risk and financial indicators • Interpret and implement all organisational circulars, policy and other communication • Administer human and physical resources in the Unit.
- ENQUIRIES** : **Western Cape:** Mr M Pienaar, Tel (021) 488 1409
- POST NO 3** : **CIVIC SERVICES SUPERVISOR, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R359 517 to R420 402** per annum (Level 8).
- CENTRE REF NO** : **Eastern Cape:** Large Office: Mthatha (1 Post)  
: **HRMC 37/23/3a**
- CENTRE REF NO** : **Gauteng:** District Municipality Office: Tshwane (1 Post)  
: **HRMC 37/23/3b**
- 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 • 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.
- 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  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- POST NO 4** : **CONTROL SECURITY OFFICER, REF NO: HRMC 37/23/4**  
(This is a re-advertisement, Candidates who have previously applied are requested to re-apply).
- SALARY LEVEL** : A basic salary of **R359 517 to R420 402** per annum (Level 8).
- CENTRE** : **North West:** Provincial Manager's Office – Mmabatho
- REQUIREMENTS** : • An undergraduate qualification in Security Studies at NQF level 6 as recognised by SAQA • Minimum of 2 years' experience in a security environment at a supervisory level • PSIRA Grade A Certificate • Knowledge of the South African Constitution • Knowledge of the public Service Regulations Act • Knowledge of the Minimum Information Security Standards (MISS) as well as the Minimum Physical Security Standards (MPSS) • Knowledge of Public Finance Management Act (PFMA) • Knowledge of prescribed security procedures • Knowledge of access control procedures • Knowledge of the relevant legislation related to Public Security and access control • Understanding of Departmental Legislation and Human Resources Legislations and prescripts • **Required skills and competencies:** Leading and supervisory skills • Customer focus and service delivery • Honesty and integrity • Good communication

and problem solving skills • Coaching and interpersonal.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Provide management support with regards to the implementation of security control processes and policies • Ensure that access control procedures with regards to visitors are applied in all offices • Conduct threats and risk assessment and analysis • Oversee the conducting of security investigations • Ensure the implementation of security risk assessment recommendations • Conduct security awareness • Compile reports in all matters concerning physical security • Ensure effective risk and compliance management • Coach and guide staff on all relevant Departmental regulatory, internal and external compliance requirements • Report on all risks • Manage physical, human and financial resources.
- ENQUIRIES** : **North West:** Mr L Appels, Tel No: (018) 397 9908/ 9924
- POST NO 5** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE, REF NO: HRMC 37/23/5**
- SALARY LEVEL** : A basic salary of **R359 517 to R420 402** per annum (Level 8).
- CENTRE** : **Eastern Cape:** Large Office: Gqeberha
- REQUIREMENTS** : • An undergraduate qualification in Financial Administration or related field at NQF level 6 as recognised by SAQA • Minimum of 2 years' experience in Administrative Officer / Chief Administration Clerk • Experience in administration of office budget • Extensive knowledge in filing systems • Knowledge of National Treasury Regulations as well as the Public Finance Management Act • Knowledge and understanding of Departmental legislation and prescripts • Knowledge of Supply Chain Management process and procedures • Knowledge of Human Resources Regulatory Framework • **Competencies and skills required:** Computer literacy • Planning and organising • Analytical thinking and problem solving • Verbal and written communication • Financial and clerical administration, planning and interpersonal skills • Customer focus • Attention to detail • Multi-tasking, team work, results and achievement focus • Time management.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Coordinate and monitor the budget and administrative matters • Ensure compliance to policies and procedures for budget management and control • Administer Provincial adjustment Estimates including submissions regarding roll over funds, as well as other correspondences • Monitor revenue management processes • Examine the Department's operations to identify potential sources of revenue • Monitor asset management in the Province • Administer timeous resolution of audit queries • Monthly reporting on disposals of the region • Ensure the implementation of effective risk and compliance and compliance management practices • Ensure compliance with Supply Chain Management and Asset Management policies and regulations • Manage human, financial and physical resources
- ENQUIRIES** : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
- POST NO 6** : **CIVIC SERVICES OFFICER: HRMC 37/23/6**
- SALARY LEVEL** : A basic salary of **R294 321 to R343 815** per annum (Level 7).
- CENTRE** : **Mpumalanga:** Medium Office: Siyabuswa
- REQUIREMENTS** : • 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 • Good verbal and written communication skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Record and time management.
- 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** : **Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504

**POST NO 7** : **STATE ACCOUNTANT: HRMC 37/23/7**

**SALARY LEVEL** : A basic salary of **R294 321 to R343 815** per annum (Level 7).

**CENTRE** : **Western Cape:** Provincial Manager's Office – Cape Town

**REQUIREMENTS** : • An undergraduate qualification in Financial Management at NQF level 6 as recognised by SAQA • Minimum of 1 year' experience as Accounting Clerk in a finance environment • Knowledge of the Public Service Regulatory Framework • Extensive knowledge in of the Public Finance Management Act, Treasury Regulations and DPSA Regulations • Knowledge and understanding of ledger accounts, PERSAL, LOGIS and BAS systems • **Competencies and skills required:** Problem solving, time management, honesty and integrity • Planning and Organising • Financial reporting and accounting skills • Computer literacy • Travelling and working overtime may be required.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
 • Provide Finance support functions within the Province • Ensure compliance with financial management standards • Assist with provincial financial support services such as Budgeting, Revenue and Personnel • Administer Subsistence and Transport (S&T) claims and other related expenditure • Attend to salaries and queries in the Province • Compile payment reports on regular basis after payments have been processed • Provide record keeping of all financial records and documents • Provide and assist with the implementation of policies and procedures • Implement government 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** : **Western Cape:** Mr M Pienaar, Tel (021) 488 1409

**POST NO 8** : **CLIENT SERVICES OFFICER: HRMC 37/23/8**

**SALARY LEVEL** : A basic salary of **R294 321 to R343 815** per annum (Level 7).

**CENTRE** : **Northern Cape:** Large Office: Kimberley

**REQUIREMENTS** : • An undergraduate qualification in Public Management / Public Administration / Operations Management at NQF level 6 as recognized by SAQA • Minimum of 1 year' experience in Client Service / Customer Relations environment • Knowledge of the South African Constitution • Knowledge of Public Service Act and Regulations • Understanding of Departmental Legislation as well as the Human Resource Legislations and Prescripts • **Competencies and skills required:** Computer literacy • Planning, Organising and Analytical thinking • Problem solving and financial administration • Good verbal and written communication skills • Attention to detail • Clerical and administration • Multi-task and teamwork • Record and time management.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
 • Provide administrative and client support services • Serve as direct point of contact for Clients • Ensure that Clients receive adequate level of service • Provide information in response to inquiries a about products / services • Resolve problems or complaints according to guidelines established by management • Assist Clients with completion of forms • Provide highest level of prompt and friendly Client Service • Direct Clients to relevant service points and make recommendations to ensure that queues run smoothly • Administer individual human and physical resources.

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

**POST NO 9** : **CIVIC SERVICES CLERK, (20 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R241 485 to R281 559** per annum (Level 6).

**CENTRE** : **Eastern Cape:** PSP: Maclear (1 Post)

**REF NO** : **HRMC 37/23/9a**

**CENTRE** : **Eastern Cape:** Medium Office: Mt Fletcher (1 Post)

**REF NO** : **HRMC 37/23/9b**

- CENTRE REF NO** : **Eastern Cape:** Medium Office: Libode (2 Posts)  
: **HRMC 37/23/9c**
- CENTRE REF NO** : **Eastern Cape:** Large Office: Mthatha (1 Post)  
: **HRMC 37/23/9d**
- CENTRE REF NO** : **Eastern Cape:** Medium Office: Tabankulu (1 Post)  
: **HRMC 37/23/9e**
- CENTRE REF NO** : **Gauteng:** Medium Office: Garankuwa (1 Post)  
: **HRMC 37/23/9f**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: Nongoma (1 Post)  
: **HRMC 37/23/9g**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: Ngotshane (Pongola) (1 Post)  
: **HRMC 37/23/9h**
- CENTRE REF NO** : **KwaZulu-Natal:** Large Office: Umgungundlovu (1 Post)  
: **HRMC 37/23/9i**
- CENTRE REF NO** : **KwaZulu-Natal:** Large Office: Umzimkhulu (1 Post)  
: **HRMC 37/23/9j**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: Tongaat (1 Post)  
: **HRMC 37/23/9k**
- CENTRE REF NO** : **KwaZulu-Natal:** Large Office: Zululand (2 Posts)  
: **HRMC 37/23/9L**
- CENTRE REF NO** : **Mpumalanga:** Large Office: Emerlo (1 Post)  
: **HRMC 37/23/9m**
- CENTRE REF NO** : **Mpumalanga:** Medium Office: Matsulu (Malelane) (1 Post)  
: **HRMC 37/23/9n**
- CENTRE REF NO** : **Northern Cape:** Medium Office: Calvinia (1 Post)  
: **HRMC 37/23/9o**
- CENTRE REF NO** : **Northern Cape:** Medium Office: Colesburg (1 Post)  
: **HRMC 37/23/9p**
- CENTRE REF NO** : **North West:** Medium Office: Vryburg (1 Post)  
: **HRMC 37/23/9q**
- CENTRE REF NO** : **Western Cape:** PSP: Atlantis (1 Post)  
: **HRMC 37/23/9r**
- REQUIREMENTS** : • 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.
- DUTIES** : 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.

**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  
**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  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

**POST NO 10** : **IMMIGRATION OFFICER: INSPECTORATE, (5 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R241 485 to R281 559 per annum** (Level 6).

**CENTRE** : **Eastern Cape:** Large Office: Gqeberha (1 Post)  
**REF NO** : **HRMC 37/23/10a**

**CENTRE** : **Eastern Cape:** Large Office: Lusikisiki (1 Post)  
**REF NO** : **HRMC 37/23/10b**

**CENTRE** : **KwaZulu-Natal:** Large Office: Uthungulu (1 Post)  
**REF NO** : **HRMC 37/23/10c**

**CENTRE** : **Mpumalanga:** Large Office: Mbombela (1 Post)  
**REF NO** : **HRMC 37/23/10d**

**CENTRE** : **Western Cape:** Large Office: Paarl (1 Post)  
**REF NO** : **HRMC 37/23/10e**

**REQUIREMENTS** : • 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.

**DUTIES** : 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  
**KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003  
**Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

**POST NO 11** : **CASHIER, (2 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R202 233 to R235 611** per annum (Level 5).

**CETRE** : **Limpopo:** Medium Office: Lephalale (1 Post)  
**REF NO** : **HRMC 37/23/11a**

**CETRE** : **Limpopo:** Large Office: Jane Furse (1 Post)

- REF NO** : **HRMC 37/23/11b**
- 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 • **Competencies and skills required:** 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 12** : **CLEANER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R125 373 to R145 077** per annum (Level 2).
- CENTRE REF NO** : **KwaZulu-Natal:** Large Office: Uthungulu (1 Post)  
 : **HRMC 37/23/12a** (1 Post)
- CENTRE REF NO** : **Western Cape:** Medium Office: Bellville (1 Post)  
 : **HRMC 37/23/12b** (1 Post)
- 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** : **KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409
- 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](http://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: 3<sup>rd</sup> 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: 4<sup>th</sup> Floor FairCape Building, 56 Barrack Street, Cape Town, 8000