



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 N Raziya
Email: Nombulelo.Raziya@dha.gov.za

Tel No: 012 406 4155

HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 9 OF 2017

VACANCIES IN THE DEPARTMENT

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 positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

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 committed on 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 Africa's 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 : 20 February 2017
APPLICATIONS : Applications must be sent in time to the correct address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

NOTE : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test /assessments.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. **Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.**



POST NO 1 : **DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES, REF NO: HRMC 9/17/1 (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in the provision of counter corruption and security within the Department of Home Affairs (DHA).

SALARY : An all-inclusive salary package of **R1 299 501 per to R1 463 892 per annum** (Salary Level 15), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria, Branch: Counter Corruption and Security Services

REQUIREMENTS : • An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Business Management or Public Administration • 8 – 10 years' experience at a senior managerial level in the related field • Knowledge of the Constitution of the Republic of South Africa • Knowledge and understanding of the legislative and regulatory frameworks on Public Service, DHA core business Security and Counter Corruption matters • Knowledge and understanding of business needs and business requirements • Strategic capability and leadership skills • Knowledge of service delivery innovation • Client orientation and customer focus • People management and empowerment skills • Financial management • Honesty and integrity • Programme and project management skills • Change management skills • Communication skills • Knowledge and information management skills • Planning, organising and time management skills • Problem solving and analysis skills • Operations management skills • Business report writing skills • Policy development skills • Knowledge of research methodology and analysis • Strong numerical skills • Ability to deal with pressure and setbacks • Computer literacy • Diplomacy • A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:

- Develop and prepare the strategic plan for the Department of Home Affairs (DHA) • Ensure the development and implementation of the Counter Corruption Strategy, as well as compliance with the legislative and regulatory framework governing Security and Counter Corruption • Provide strategic leadership and expert advice on the interpretation and implementation of the legislation and regulations relating to Counter Corruption and Security • Align and integrate Counter corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery • Ensure the development of preventative strategy or measures in order to mitigate identified trends and risks • Ensure the successful investigation and analysis of all identified criminal, employee relations and law enforcement cases • Oversee liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases • Ensure effective resource management within the business unit • Be accountable for the duties as sub-programme manager in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations • Prepare, monitor and control annual budget so that expenditure is in line with financial requirements and strategy.

ENQUIRIES APPLICATIONS : Ms C Mocke, Tel No: (012) 406 4153 /082 301 8580
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form, which can be downloaded from our website, by the closing date to: **E-mail: CCrecruitment@dha.gov.za**

POST NO 2 : **PROVINCIAL MANAGER, (2 POSITIONS), (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

A service leader, highly skilled in operations management at senior level is needed for this role.

SALARY : An all-inclusive salary package of **R1 068 564 to R1 277 610 per annum** (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Province: North West
REF NO : **HRMC 9/17/2a**

CENTRE : Province: Mpumalanga
REF NO : **HRMC 9/17/2b**

REQUIREMENTS : • An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA • A relevant postgraduate qualification will be an added advantage • 5 years' experience at a senior managerial level in the related field • Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and the Public Service Regulations • Basic knowledge of applicable Human Resources legislation and prescripts • Knowledge and understanding of the Public Finance Management Act • In-depth knowledge and understanding of the Citizenship Act, the Birth, Marriages and Deaths Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act • Knowledge and understanding of the Immigration Act and Regulation, Refugee Act and Regulation • Computer literacy • A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Lead, direct and oversee the quality of service delivery regarding Civic and Immigration service functions at provincial level • Participate in the development of the strategic plan for Civic and Immigration Services • Monitor and report on the performance of the Province • Direct and enable the growth of the Department's footprint • Drive quality and effective delivery of Civic and Immigration services at Provincial level • Identify external trends and patterns that will impact the medium and long-term footprint and channel development • Liaise with internal and external bodies/institutions • Serve as a custodian of project management within the Province and ensure project management implementation • Ensure effective development and management of internal service level agreements • Ensure accurate forecasting, budgeting and allocation of resources within the Province • Provide Civic and Immigration Services leadership and strategic direction within the Province • Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and services.

ENQUIRIES : Mr V Mkhize, Tel No: (012) 406 2298
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:
E-mail: NWrecruitment@dha.gov.za (North West)
E-mail: MPrecruitment@dha.gov.za (Mpumalanga)

POST NO 3 : **CHIEF DIRECTOR: ASYLUM SEEKER MANAGEMENT, REF NO: HRMC 9/17/3 (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

We seek a highly experienced law expert for this role - someone able to match his / her exceptional skills with true empathy for the plight of asylum seekers and refugees.

SALARY : An all-inclusive salary package of **R1 068 564 to R1 277 610 per annum** (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria, Branch: Immigration Services

REQUIREMENTS : • An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA • 5 years' experience at a senior managerial level in the related field • A post graduate qualification will be an added advantage • Knowledge of, and ability to apply international conventions and protocols applicable to refugees to which South Africa is a signatory • Knowledge and an understanding of the Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Immigration Act and its regulations, Refugees Act and its regulations, and other applicable legislative frameworks • An understanding of good corporate governance principles • Knowledge and an understanding of sector needs and business requirements • Computer literacy • A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Ensure the effective management and provision of strategic direction and leadership to the Chief Directorate in accordance with the Refugees Act, 1998 (Act No. 130 of 1998) and its Regulations
 - Develop and implement strategic plans to meet the strategic objectives of the Unit
 - Participate in the development of the strategy for the effective and efficient management of asylum seekers and refugees
 - Provide advice in the interpretation of and adherence to the Refugees Act and its regulations, policies and procedures
 - Manage the research and information unit and implement a standardised model for analysing country information to support the work of Refugee Reception Offices
 - Ensure the efficient implementation of agreements with different countries
 - Ensure effective management of litigation matters related to refugee affairs
 - Monitor the performance of Refugee Reception Offices
 - Provide policy direction, general support and develop and amend existing operating procedures to enable and /or enhance the operations at Refugee Reception Offices
 - Manage the implementation of durable solutions for refugees
 - Ensure production and delivery of key products to refugees in line with Departmental turn – around times
 - Interact with various stakeholders to enhance service delivery to asylum seekers and refugees
 - Monitor service delivery at the Standing Committee for Refugee Affairs (SCRA) and the Refugee Appeal Board (RAB)
 - Prepare and manage the Unit's budget
 - Ensure compliance with Human Resources policies and prescripts
 - Identify and manage risks within the Unit and within the asylum seeker and refugee environment.

ENQUIRIES

- : Ms C Mocke, Tel No: (012) 406 4153 /082 301 8580

APPLICATIONS

- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:
E-mail: IMSrecruitment@dha.gov.za

POST NO 4

- : **CHIEF DIRECTOR: PERMITS, REF NO: HRMC 9/17/4, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

SALARY

- : An all-inclusive salary package of **R1 068 564 to R1 277 610 per annum** (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

- : Head Office, Pretoria, Branch: Immigration Services, Chief Directorate: Permits

REQUIREMENTS

- :
 - An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA
 - 5 years' experience at a senior managerial level in the related field
 - A postgraduate qualification in the relevant field would be an advantage
 - Knowledge of the Constitution of South Africa
 - Knowledge and understanding of the Immigration Act and its regulations, Refugee Act, Citizenship Act, Travel Document and Passports Act, Identification and Identity Document Act
 - Knowledge of other Department's policies, prescripts and practices
 - Understanding of international conventions
 - Knowledge and understanding of sector needs and business requirements
 - Broad knowledge and understanding of PFMA and Treasury Regulations
 - Strategic capability including strategic management and strategic planning skills
 - Leadership skills
 - Understanding of the Public Service Act
 - Understanding of other relevant legislative frameworks
 - Good corporate governance skills
 - A track record of client account management. Service delivery innovation skills
 - Client orientation and customer focus
 - People management and empowerment skills
 - Honesty and integrity
 - Change management skills. Communication skills. Knowledge and information management skills. Decision-making skills and ability to initiate action. Presentation skills. Problem-solving and analysis skills
 - Business report-writing skills
 - Influencing and networking skills
 - Planning and organising skills. Knowledge of research methodology and analysis. Policy development skills
 - Knowledge of business process practice
 - Intermediate financial management skills as well as programme and project management skills and computer literacy
 - Basic diplomacy
 - A valid drivers' license, willingness to travel extensively and working extended hours is essential.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Lead, monitor, evaluate and control the central adjudication of visas, permit functional services and corporate accounts unit
 - Ensure the strategic positioning of the Chief Directorate through innovation, effective people and resource management and service delivery excellence
 - Ensure effective management of risks and promote good corporate governance practices in compliance with financial policies, legislation and regulations
 - Participate in inter-governmental, bilateral and multilateral forums on behalf of the Immigration Branch and the Department. Ensure the implementation of systems, controls and processes to ensure consistent and uniform application of standard practices in the permits process to improve customer service and reduce the risk of fraud
 - Ensure the implementation and enforcement of Standard Operating Procedures across all DHA offices for permit application receipt, processing and adjudication to support a sound process
 - Ensure that agreed service levels in terms of quality, control and turnaround time are monitored and maintained
 - Ensure the accurate determination of scarce skills in conjunction with Department of Labour and Business Sectors. Ensure the effective and consistent handling of waivers, withdrawals and appeals
 - Ensure compliance with the Immigration Act, Refugee Act, Citizenship Act, Travel Document & Passports Act, and Identification & Identity Document Act in processing of all permits and visas
 - Ensure the monitoring and evaluation of visa matters delegated to Foreign Offices. Ensure effective management regarding the consideration, approval, rejection, review and adjudication of permanent residence applications
 - Ensure the management of the quota permit listings in conjunction with the Department of Labour
 - Ensure effective management of provision of excellent customer services to customers of the Large Accounts Unit
 - Create and build high level partnerships with various internal, external and international stakeholders. Facilitate the development of technical expertise within the unit and keep abreast of technical developments
 - Manage the overall performance of the unit against the agreed service delivery standards
 - Be accountable for the duties as Sub-programme Manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations
 - Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the unit
 - Ensure effective alignment of the unit's budget and reporting to the Department's strategic planning in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations
 - Ensure accurate forecasting, budgeting and allocation of resources within the unit
 - Ensure effective management of external contractors and suppliers within the unit
 - Ensure effective development and management of internal service level agreements
 - Oversee effective management of physical assets within the unit
 - Ensure the development and implementation of a skills development strategy within the unit
 - Ensure effective talent management within the unit (attraction, retention, development)
 - Ensure effective and compliant implementation of performance management within the unit
 - Ensure effective management of grievances, discipline and terminations within the unit
 - Lead and direct staff in the unit so that they are able to meet the objectives set for them
 - Ensure appropriate capabilities and skills in the permitting process
 - Ensure a dedicated, fully qualified and specialised adjudication team
 - Provide leadership and strategic direction within the unit in identifying policy gaps, and determine policy goals and draft policy documents as needed
 - Ensure good governance within the unit in line with the King Reports and other related legislation
 - Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit
 - Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums
 - Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, monthly and weekly reports that are required or delegated by Ministry, DG, DDG or other business units.

ENQUIRIES APPLICATIONS

- : Ms C Mocke, Tel No: (012) 406 4153 /082 301 8580
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: **E-mail: IMSrecruitment@dha.gov.za**

POST NO 5

- : **CHIEF DIRECTOR: PORT CONTROL, REF NO: HRMC 9/17/5, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

CENTER

- : Head Office, Pretoria, Branch: Immigration Services

SALARY

- : An all-inclusive salary package of **R1 068 564 to R1 277 610** per annum, structured as

follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 14)

REQUIREMENTS

- : • An undergraduate qualification (NQF level 7) in Public Administration / Management or the related field, as recognised by SAQA • 5 years' experience at a senior managerial level in the related field • A postgraduate qualification in the relevant field would be an advantage • Knowledge and understanding of the Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Immigration Act and its regulations, Refugees Act and its regulations, and other relevant legislative frameworks • A good understanding of international organisations and international conventions applicable in the border environment to which South Africa is a signatory • Good corporate governance principles • Willingness to work extended hours • Computer literacy • A valid driver's licence and willingness to travel are essential.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Ensure the effective management and provision of strategic direction and leadership to the Chief Directorate
 - Develop and implement strategic and business plans to meet the strategic objectives of the Unit
 - Participate in the development of the strategy of the Immigration Branch
 - Lead, direct and manage the delivery of ports control services of the Department
 - Ensure coordination of effective operations related to border control and security operations at land, rail, air, and maritime ports of entry
 - Monitor service delivery at ports of entry
 - Manage and control international airports reporting directly to the Chief Directorate
 - Establish an effective network and provide strategic advice and guidance to the aviation industry on the facilitation of passengers
 - Liaise with government stakeholders, industry partners and international organisations to enhance border management
 - Provide the interface between the Department and BCOCC
 - Participate effectively in the processes for the establishment of the Border Management Agency (BMA)
 - Monitor statistics, analyse trends of legal and illegal migration into the Republic with a view to mitigate risks and enhance national security
 - Manage the Operational Centre to be able to provide 24-hour support to ports of entry and airlines
 - Participate actively in the development and implementation of an integrated border management system
 - Prepare and manage the Unit's budget
 - Monitor and report on the performance of the Unit
 - Ensure compliance with Human Resources policies and prescripts
 - Identify and manage risks within the Unit and within the border environment.

ENQUIRIES APPLICATIONS

- : Ms C Mocke, Tel No: (012) 406 4153 /082 301 8580
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: **E-mail: IMSrecruitment@dha.gov.za**

POST NO 6

- : **DIRECTOR: DEMAND AND ACQUISITION, REF NO: HRMC 9/17/6, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

The role will be responsible for overseeing the development, maintenance and implementation of Departmental SCM policies, strategies, processes and procedures pertaining to demand, acquisition and logistics management.

SALARY LEVEL

- : An all-inclusive salary package of **R 898 743 to R 1 058 691** per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

- : Head Office: Pretoria, Branch: Finance and Supply Chain Management, Chief Directorate: Supply Chain Management .

REQUIREMENTS

- : • An undergraduate qualification(NQF level 7) in Supply Chain Management /Public Management /Administration or Finance related field, as recognized by SAQA • 5 years' experience at middle/senior managerial level within the Supply Chain Management environment • Knowledge of the Public Finance Management Act (PFMA) • Knowledge and the ability to apply the Preferential Procurement Policy Act and its regulations • Knowledge of Treasury Regulations and other National Treasury Practice and Instructions notes • Understanding of Public Sector Supply Chain Management legislations and

prescripts • Presentation and computer skills • Problem solving and analysis • A valid driver's license and willingness to travel and work extended hours are essential.

DUTIES

- : The successful candidate will be responsible for, amongst, others following specific tasks:
 - Manage and implement strategic objectives and innovation within the directorate
 - Develop the business plan for the Directorate and ensure effective prioritisation and resource planning
 - Provide strategic direction within the directorate
 - Oversee the development, maintenance and implementation of Departmental SCM policies, strategies, processes and procedures pertaining to demand, acquisition and logistics management
 - Coordinate and monitor the delivery of the business plan against the agreed objectives and time frames, develop and manage the implementation of demand management practices, procedures, guidelines and policies with the aim of adding value to the Department
 - Alignment of Departmental needs to strategic plan and budget
 - Ensure effective analysis and guidance on specifications for the departmental needs
 - Ensure effective invitation, evaluation of bids and contract management
 - Ensure provision of secretarial services to the bid adjudication
 - Conduct research and impact analysis pertaining to demand management practices, procedures, processes and policies
 - Ensure effective logistics management including issuing of purchase orders, management of departmental commitments, payment of suppliers within 30 days and management of stores and warehouse
 - Manage the resources within the directorate in an effective and efficient manner
 - Provide inputs into the compilation of the annual budget
 - Administer the budget and monitor that expenditure is in line with financial requirements and the directorate's objectives
 - Manage external contractors and suppliers within the directorate in an effective and efficient manner
 - Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed
 - Manage the implementation of people management strategies, policies and procedures within the directorate
 - Agree on the training and development needs of the directorate and ensure that these are acted on
 - Manage the implementation of the employment equity plan within the directorate
 - Implement effective talent management processes within the directorate (attraction, retention, development)
 - Manage the implementation of compliant performance management within the directorate
 - Ensure effective governance and compliance within the directorate
 - Develop and implement governance processes, frameworks and procedures within the directorate
 - Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate
 - Ensure compliance with all audit requirements within the Directorate
 - Represent the directorate at relevant committees, management forums and other government forums as delegated
 - Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES

APPLICATIONS

- : Ms T Ngcobo, Tel No: (012) 406 2749
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: **E-mail: Financerecruitment@dha.gov.za**

POST NO 7

- : **DIRECTOR: TRAVEL DOCUMENTS AND CITIZENSHIP, REF NO: HRMC 9/17/7, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

The successful candidate will oversee management and administration of the Directorate in the achievement of the strategic and service delivery objectives of the DHA, including managing operations and ensuring timeous issuance of travel and citizen documentation.

SALARY LEVEL

- : An all-inclusive salary package of **R898 743 to R1 058 691 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

- : Head Office, Pretoria, Chief Directorate: Back Office Status Services.

REQUIREMENTS

- : An undergraduate qualification (NQF level 7) in Public Administration/ Management/ Law/Business Management as recognised by SAQA • A post graduate qualification will be an added advantage • 5 years' experience at a middle /senior managerial level in a relevant field • A proven track record in managing a team • 2-3 years' experience in a Civic Services environment will be an added advantage • Knowledge and understanding of the South African Constitution • Proven knowledge and application of the Public

Finance Management Act (PFMA) and Treasury Regulations • In-depth understanding of the South African Citizenship Act, the South African Passport and Travel Documents Act, the Immigration Act as well as the Refugee Act • Knowledge of the Public Service Act and Regulations • An understanding of Human Resources legislation and prescripts (Labour Relations Act, Employment Equity Act) • Computer literacy • Planning and organising skills • Quality control skills • Influencing and networking skills • A valid driver's licence, willingness to travel extensively and work extended hours are essential.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Develop and manage citizenship programmes and initiatives
 - Provide strategic direction and guidance and manage the implementation of strategic objectives within the Directorate
 - Ensure effective prioritisation of resources and monitor the delivery of the operational plan against the agreed objectives and timeframes
 - Ensure achievement of turnaround time for passports, citizenship, etc
 - Develop technical expertise within the Directorate and provide inputs into the legislative developments as well as advise and give guidance on legislative, policy and technology aspects relating to travel documents and citizenship
 - Identify projects and initiatives to improve the processing turnaround times for travel documents and citizenship
 - Establish, implement and maintain operational frameworks regarding the processing of travel documents and citizenship
 - Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations and turnaround times
 - Develop, facilitate, sign-off and manage Service Level Agreements with all relevant stakeholders and manage the performance of the Directorate against agreed Service Level Agreements
 - Ensure the implementation of the e-Passport as well as the security of the passport and citizenship issuing processes
 - Identify service delivery deficiencies and record action plans to mitigate risks and those dependencies
 - Manage the implementation of quality control measures and monitor duplications, error rates and data quality, and identify bottlenecks
 - Compile an annual budget, obtain approval and monitor expenditure against the agreed budget and objectives of the Directorate
 - Ensure compliance with supply chain management and asset management prescripts, policies and procedure
 - Ensure compliance with all audit requirements and monitor and ensure compliance with legislation, regulations and departmental policies and procedures
 - Manage grievance procedures and uphold consistent discipline
 - Coach and motivate subordinates and ensure that employees are equipped with the required skills to perform optimally and are committed to the vision and goals of the Department.

**ENQUIRIES
APPLICATIONS**

- : Mr NN Ramashia, Tel No: (012) 402 2170
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: **E-mail: Civicsrecruitment@dha.gov.za**

POST NO 8

- : **DISTRICT MANAGERS OPERATIONS, (6 POSITIONS), (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

We need a strategic thinker and leader focused on strategy to use his/her influence to lead and manage the overall operations and performance of Civic, Immigration and Support Services.

SALARY

- : An all-inclusive salary package of **R898 743 to R1 058 691 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REF NO**

- : Eastern Cape: Cacadu District Municipality
- : **HRMC 9/17/8a**

**CENTRE
REF NO**

- : Limpopo: Waterberg District Municipality
- : **HRMC 9/17/8b**

**CENTRE
REF NO**

- : Northern Cape: Pixley Ka Seme District Municipality
- : **HRMC 9/17/8c**

**CENTRE
REF NO**

- : Northern Cape: Siyanda District Municipality
- : **HRMC 9/17/8d**

CENTRE : Western Cape: Cape Town District Municipality
REF NO : **HRMC 9/17/8e**

CENTRE : Western Cape: Cape Winelands District Municipality
REF NO : **HRMC 9/17/8f**

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Social Science or related field as recognised by SAQA • A relevant postgraduate qualification will be an added advantage • 5 years' experience in middle /senior management level in Civic and Immigration services or Operations Management • Knowledge of the Human Resource Plan, relevant legislation and prescripts as well as the Public Service Regulatory Framework • Knowledge and information management skills • Confidence to make decisions and solve problems • Business report writing skills • Programme and project management skills • Computer literacy • Financial management skills • Communication including presentation skills • Planning and organising, policy development, operations and logistics management skills • Competence in research methodology and analysis • A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:

- Manage operations of the Civic and Immigration Services in the District / Metro Municipality in accordance with the service standards • Manage Civic Services operations on the issuing of enabling documents (eg. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc) • Manage Immigration operations (eg. port of entry, law enforcement, deportations and inspectorate functions) • Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery • Ensure the accessibility of DHA services by the public and management of outreach programmes • Ensure the delivery against the mandates derived from the Government's Programme of Action (POA) • Provide inputs in the development of Civic and Immigration Services strategies • Oversee operations and activities of all local offices and Ports of Entry to meet the needs of the clients in line with the departmental service standards • Oversee the integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems • Identify external trends and patterns that will impact the medium and long term footprint and channel development as well as Immigration Services • Facilitate the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and Mobile Offices • Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution • Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs • Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district • Recommend and implement performance improvement initiatives • Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices and Port of Entry (POE) that adhere to set requirements • Serve as a project leader within the District Municipality to ensure effective project management implementation • Identifying policy gaps, provide inputs and comments on drafting policy documents • Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework • Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit • Manage the delivery of the Operational plan against the agreed objectives and timeframes • Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager • Develop technical expertise within the District Municipality and keep abreast of technological advancements • Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units • Develop quality and risk management frameworks, standards and practices • Ensure effective management of external contractors and suppliers within the Unit • Ensure effective development and management of internal Service Level Agreements • Ensure effective alignment of Civic and Immigration Service's budget and reporting to the Department's Strategic Planning in terms of the Treasury Regulations and PFMA of 1999 • Ensure effective talent management within the unit (attraction, retention, development) • Ensure effective and compliant implementation of performance management within the Province • Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions • Recommend stakeholder development patterns within the District Municipality • Ensure that the DHA services and plans are in line with the

Integrated Development Plan (IDP) of the Metro- Municipality • Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA) • Represent the Province at management and other government forums • Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations • Manage key stakeholder relationships related to the delivery of services • Manage external contractors and suppliers in an efficient manner • Interaction with Provincial and Local government • Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit • Ensure compliance with all audit requirements within the Province/ District/Metro • Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit • Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA • Ensure the management of grievances, discipline and terminations in the District Municipality • Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES

- : Eastern Cape: Mr G Mabulu, Tel No: (043) 642 2168 / 2178
- Limpopo: Ms F Motsitsi, Tel No: (015) 297 5803/4
- Northern Cape: Mr A Mvula, Tel No: (053) 807 6700
- Western Cape: Mr Y Simons, Tel No: (021) 488 1409

APPLICATIONS

- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:

E-mail:

- ECrecruitment@dha.gov.za (Eastern Cape)
- LIMrecruitment@dha.gov.za (Limpopo)
- NCrecruitment@dha.gov.za (Northern Cape)
- WCrecruitment@dha.gov.za (Western Cape)

POST NO 9

DIRECTOR: COMMERCIAL CONTRACTS, HRMC NO: 9/17/9, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)

SALARY LEVEL

- : An all-inclusive salary package of **R898 743** to **R1 058 691** per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

- : Head Office, Pretoria, Branch: Institutional Planning and Support, Chief Directorate: Legal Services.

REQUIREMENTS

- : • An undergraduate qualification (NQF level 7) in Law or an equivalent NQF level 7 qualification as recognized by SAQA • A post graduate qualification will be an added advantage • 5 years' experience at a middle /senior managerial level in the related field • • Knowledge of the Public Service Act and Regulations • Knowledge of the Public Finance Management Act and Regulations • Knowledge of the South African Constitution • An understanding of departmental legislation as well as Human Resources legislation and prescripts • Strategic capability and leadership skills • Service delivery innovation • Client orientation and customer focus • People management and empowerment skills • Financial management skills • Honesty and integrity • Programme and project management skills • Change management skills • Communication skills • Knowledge management skills • Decision-making skills • Presentation skills • Problem-solving and analysis skills • Business report-writing skills • Influencing and networking skills • Planning and organising skills • Interpersonal skills • Technical skills • Commercial skills • Computer literacy • Negotiation skills • Travel may be required.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Ensure operational efficiency and service delivery improvement within the Directorate •
 - Manage the drafting and vetting of commercial contracts and service level agreements •
 - Manage the provisioning of timeous, high quality legal opinions pertaining to commercial contracts and service level agreements •
 - Draft and scrutinize commercial contracts and service level agreements •
 - Manage the escalation of legal issues where appropriate •
 - Participate in mediation on commercial contracts and service level agreements •
 - Manage and implement strategic objectives and innovation within the Directorate •
 - Develop the

operational plan for the Directorate and ensure effective prioritization and resource planning • Provide strategic direction within the Directorate • Coordinate, monitor and report on the delivery of the operational plan against the agreed objectives and timeframes • Report on the performance of the Directorate against the operation plan to the Chief Director • Develop technical expertise within the Directorate and keep abreast of technical developments • Ensure the implementation of innovation initiatives • Provide advice and guidance on commercial contract aspects and matters • Identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery • Provide strategic direction within the Directorate • Develop and implement policies and procedures, directives, Acts and regulations • Develop and review communications policies and codes of practice for the Directorate • Implement governance processes, frameworks and procedures • Build relationships with external auditors and other assurance providers • Ensure compliance with policies, procedures, and prescripts • Determine appropriate resources to achieve objectives • Monitor progress on execution of operational plans • Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures • Monitor and ensure compliance with legislation, regulations and DHA policies and procedures • Manage resources (physical, human and financial) • Ensure that budget spending is maximised in line with strategic objectives • Monitor and report on the utilisation of equipment • Ensure that the preparations of the budget are in line with strategic plans and departmental objectives • Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure • Coordinate memoranda of understanding, service level agreements and expenditure review • Ensure building of capacity and development of staff • Enhance and maintain employee motivation and cultivate a culture of performance management • Ensure that the Directorate is adequately staffed • Evaluate and monitor performance and appraisal of employees • Ensure effective governance and compliance within the Directorate • Develop and implement governance processes, frameworks and procedures within the Directorate • Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Directorate • Ensure compliance with all audit requirements within the Directorate • Represent the Directorate at management and other government forums • Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES

: Adv D Erasmus, Tel No: (012) 406 4259

APPLICATIONS

: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:
E-mail: Legalrecruitment@dha.gov.za

POST NO 10

: **DIRECTOR: FINANCE ADMINISTRATION AND SUPPORT SERVICES. (3 POSITIONS)**

Confident financial management leaders are invited to apply for this role, which will manage financial operations and the implementation of financial administration and support services functions. The role requires a person who will be able to keep his/her finger on the pulse with regard to legislative requirements and policies.

SALARY

: An all-inclusive salary package of **R898 743 to R1 058 691 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REF NO

: Head Office, Pretoria, Chief Directorate: Immigration Support Services
 : **HRMC 9/17/10a**

CENTRE REF NO

: Provincial Manager's Office: Eastern Cape
 : **HRMC 9/17/10b**

CENTRE REF NO

: Provincial Manager's Office: Western Cape
 : **HRMC 9/17/10c, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

REQUIREMENTS

: An undergraduate qualification (NQF level 7) in Financial Management or Accounting in a related field as recognised by SAQA • A post graduate qualification will be an added advantage • 5 years' experience in a middle /senior managerial level in a related field • Previous experience with the management of operational budgets, reconciliations and financial compliance under the Public Finance Management Act (PFMA) • Knowledge of relevant legislation and prescripts as well as how this post contributes to the

implementation of National Development Plan • Experience in managing Human Resources, IT Services and other support functions • Computer literacy • A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Provide guidance on financial administration and support services
 - Identify and develop projects and initiatives to improve business processes and procedures
 - Effectively manage projects in accordance with best practice standards, time, quality and budget
 - Create and build partnerships with various stakeholders
 - Participate within departmental forums on audit, performance management, asset control, risk management and administrative compliance
 - Monitor and evaluate expenditure according to budget allocation
 - Ensure the administration of the integrated financial administration systems
 - Provide input into the compilation and administration of the annual budget
 - Liaise with internal business units to ensure effective Supply Chain and Asset Management
 - Agree and act on the training and development needs of the Directorate
 - Manage the implementation of the Employment Equity Plan and implement effective talent management processes
 - Develop and implement governance processes, frameworks and procedures
 - Monitor and ensure compliance with legislation, regulations, policies and procedures
 - Ensure compliance with all audit requirements
 - Represent the Province at management and other government forums.

ENQUIRIES APPLICATIONS

- : Ms P Reddy, Tel No: (012) 406-7263
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:
E-mail:
IMSrecruitment@dha.gov.za (Head Office)
ECrecruitment@dha.gov.za (Eastern Cape)
WCrecruitment@dha.gov.za (Western Cape)

POST NO 11

- : **DIRECTOR: IMMIGRATION SERVICES (PORTS OF ENTRY), REF NO: HRMC 9/17/11, (This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)**

This role will see the appointee responsible for managing the Immigration operations and overseeing the implementation of services at the Port of Entry (PoE). A key focus will be ensuring effective development and alignment of the Port of Entry functions with the business unit's plan and strategic objectives.

SALARY LEVEL

- : An all-inclusive salary package of **R898 743 to R1 058 691 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

- : O.R Tambo International Airport, Branch: Immigration Services, Chief Directorate: Port Control, Directorate: Ports of Entry

REQUIREMENTS

- : • An undergraduate qualification (NQF Level 7) in Operations Management, Law/Public Administration/Social Sciences or related field as recognised by SAQA • A post graduate qualification will be an added advantage • 5 years' experience at a middle /senior managerial level in the relevant field • Experience in Border Control and Security environment • Extensive knowledge of the Immigration Act, Refugees Act and regulations • Extensive knowledge of ports of Entry and Inspectorate Operations and procedures • The South African Constitution and related legislation, Public Service Act and Regulations, Public Finance Management Act (PFMA), and the South African Passports and Travel Documents Act • An understanding of departmental legislation as well as Human Resources legislation and prescripts • An understanding of international and regional agreements and instruments relating to the PoE • People management and empowerment • Knowledge management • Programme and project management • Computer literacy • A valid driver's licence and willingness to travel and work extended hours are essential.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Develop the business plan for the unit and ensure effective prioritisation and resource

planning • Provide leadership with regard to the control over the admission of persons and facilitation of movement at the Port of Entry (PoE) • Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the unit • Develop technical expertise and ensure the implementation of innovation initiatives • Provide strategic advice and guidance on matters relating to Ports of Entry • Oversee the effective implementation of processes and systems enhancement initiatives • Ensure effective and efficient service delivery within the Directorate • Ensure effective improvement on operations and security at the Port of Entry • Ensure that there is compliance with legislation, regional and international agreements and instruments at the port of entry • Represent DHA at stakeholder forums • Ensure effective data quality management and reporting on statistics, trends and turnaround times • Ensure the implementation of standardised operating procedures, policy, structures and frameworks at the Port of Entry • Interpret legislation, international agreements and other related documentation and communicate that for implementation and compliance • Engage with operators of conveyances on operational issues • Ensure effective and efficient management of resources and the implementation of people management strategies, policies and procedures within the Unit • Ensure good governance and compliance within the Directorate.

ENQUIRIES
APPLICATIONS

- : Ms R Anker, Tel No: (012) 406 4126
- : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:
E-mail: IMSrecruitment@dha.gov.za

NB

- : **No faxed, hand delivered, couriered or posted applications will be accepted.**