



home affairs

Department:  
Home Affairs  
REPUBLIC OF SOUTH AFRICA



We Care!



## 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

### HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 39 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) in line with the Department's Employment Equity targets, 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 to 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 APPLICATIONS

- : **19 JULY 2017**
- : Applications must be sent in time to the correct address as indicated at the bottom of each advert, 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](http://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 license 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.

##### NOTE

- : **Candidates who meet the requirements and reside within close proximity of the office where the post is based, will receive preference.**  
**Candidates who possess a tertiary qualification, as well as those who promote representivity (especially People with Disability), are encouraged to apply. Note that the Departments' working arrangements for all posts within the Civic Services Local Offices includes Saturdays and posts based at the Ports of Entry requires shift work.**



- POST NO 1** : **ASSISTANT DIRECTOR: APPEALS, (4 POSITIONS), (This is a re-advertisement, candidates who previously applied are requested to re-apply.)**
- SALARY LEVEL** : A basic salary **R417 552 to R491 847** per annum (Level 10). In addition a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Immigration Services, Directorate: Appeals
- REF NO** : **HRMC 47/17/1**
- REQUIREMENTS** : • A 3 year tertiary qualification at NQF level 6 in Law /Public Administration /Public Management as recognised by SAQA plus minimum of 2 years' experience in Immigration Services or a Grade 12 Certificate with minimum of 5 years' experience in Immigration Services • Exposure in adjudication of permanent residence permits and temporary residence Visas will be an added advantage • Knowledge of the South African Constitution • Knowledge of the Immigration Act, Refugees Act and the Public Service Regulatory Act • Understanding of the departmental legislation and HR legislations and prescripts • Knowledge of workflow planning and capacity planning • Knowledge of Occupational Health and Safety Act • Computer literacy • Communication, decision making and presentation skills • Client orientation and customer focus • Honesty and integrity • Corruption measures and principles • Business report writing • Problem solving and analysis • Change management, accountability, data analysis, policy analysis and interpretation • Ability to work effectively and develop unit work programme • Ability to operate effectively across organisational boundaries • Ability to produce high quality work under pressure • A valid driver's license and willingness to travel and to work extended hours when required.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks:  
• Consider review and appeal both temporary and permanent residence applications • Verify the authenticity of documentation submitted on appeal • Acknowledgement of receipt of appeal applications to appellants • Review the cases based on information provided by appellant, information from archive files and legislation • Conduct research and /investigation with regard to the appeal case • Make recommendations on the outcomes of the appeal process and develop a submission to be sent to the delegated authority • Make decisions on reviews and appeals as per delegated authority • Facilitate the reviewed appeals of temporary and permanent applications policies and code of practice for the directorate • Implement governance processes, framework and procedures of the reviewed appeals of temporary and permanent applications • Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the Unit • Monitor quality, risk, standards and practices against prescribed framework • Monitor and report on the utilizing of equipment.
- ENQUIRIES** : Head Office: Mr R Marhule, Tel No: (012) 406 4591
- APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular**
- POST NO 2** : **LOCAL OFFICE MANAGER**
- SALARY LEVEL** : A basic salary of **R417 552 to R491 847** per annum (Level 10). In addition, a range of competitive benefits are offered.
- CENTRE** : Eastern Cape: Medium Office: Bizana
- REF NO** : **HRMC 47/17/2**
- REQUIREMENTS** : • A relevant tertiary qualification at NQF Level 6 as recognised by SAQA plus 2-3 years' experience in a Customer Service management environment of which 2 years must be at a supervisory level and/or a Grade 12 Certificate as recognised by SAQA plus 5 years' experience in a Customer Service management environment with 2 years supervisory experience • A post graduate qualification will be added advantage • Knowledge of workflow planning and capacity planning • Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage • Knowledge and understanding of the Public Service prescripts and the South African Constitution • Experience in resource management as well as understanding of Human Resources

legislations and prescripts • Knowledge of the Occupational Health and Safety Act • Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations • Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint • A valid driver's licence • Willingness to work extended hours (including weekends, holidays and shifts) are required.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Manage and oversee the provision of DHA products and services to members of the public.
  - Manage effective operations within a Medium Office
  - Develop and maintain an operational plan complemented by action plans for service delivery in the Office
  - Provide inputs and advice on policy development and ensure the effective implementation thereof
  - Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services
  - Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates
  - Ensure the effective and uniform implementation of Standard Operating Procedures
  - Inform the Regional Manager about work progress, problems and corrective measures applied
  - Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations
  - Provide inputs into the IS infrastructure planning and management and ensure effective implementation
  - Ensure effective risk and compliance management by physically inspecting and conducting office based auditing of procedures and controls
  - Establish and manage relationships with all relevant stakeholders to support service delivery in the office
  - Attend to and ensure resolution of enquiries and/or complaints.

**ENQUIRIES**

- : **Eastern Cape:** Mr Z Damoyi, Tel No: (043) 604 6406/04

**APPLICATIONS**

- : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**

**POST NO 3**

- : **APPLICATION ADMINISTRATOR, (3 POSITIONS)**

**SALARY LEVEL**

- : A basic salary of **R334 545 to R394 065** per annum (Level 9). In addition, a range of competitive service benefits are offered.

**CENTRE**

- : Head Office, Pretoria, Branch: Information Services, Directorate: Application Maintenance and Support

**REF NO**

- : **HRMC 47/17/3**

**REQUIREMENTS**

- : • A 3 year tertiary qualification in Computer Science/ Information Technology at NQF level 6 as recognised by SAQA with 3 – 5 years' experience in Application Maintenance and Support for legacy systems /modernised systems • Solid 3 – 5 years' development experience in at least 3 of the following development languages:- C#, JavaScript, Python, VB6/.Net, ASP or C++, COBOL or NATURAL • Experience and relevant knowledge in maintenance techniques and support tools for SQL, Oracle, etc. database platforms • Experience and knowledge to operate in systems developed using third and fourth generation languages or object oriented programming languages in order to maintain and deliver quality applications and documentation • Knowledge of BABOK and SLDC will be an added advantage • Knowledge of relevant departmental mandates and legislation relating to applications • Understanding of GITO and SITA frameworks and prescripts relating to development or testing • Ability to work in a team and independently, problem solving and analysis, proficient in development environment, Ms Office suite, Visio, and Ms Project • A valid driver's license and willingness to travel • Working extended hours may be required • Perform on-call duties may be required.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Monitor the effectiveness of application administration to prevention measures for system defects
  - Provide recommendation on application changes in accordance with legislation and business changes and ensure the implementation thereof
  - Participate in the release of new systems and changes to current systems
  - Participate in requirements analysis and documentation
  - Maintain and implement applications in accordance to business requirements
  - Collaborate with management regarding application changes

collect information to analyse and evaluate existing programme change requests • Manage new services into production and migration control • Engage in information sharing between development, production, infrastructure services and business owners • Manage and monitor application configurations • Ensure availability of applications in line with Service Level Agreements (SLAs) • Ensure the monitoring of the resolution of system problems and document resolutions for future reference • Implement tools to monitor and track application performance • Resolve system problems and document, interpret and implement all organisational circulars, policy and other communications • Establish and implement quality control, norms and standard frameworks • Report on all risks and financial indicators including e.g. financial losses, overpayment, etc. according to required format • Comply and adhere to regulatory requirements • Participate in training and development needs of the Unit • Comply with the performance management system • Work closely with Specialist Application Administrator.

**ENQUIRIES** : **Head Office:** Ms R Maluleka, Tel No: (012) 406 2551/3  
**APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

**POST NO 4** : **ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT**

**SALARY LEVEL** : A basic salary of **R334 545 to R394 065** per annum (Level 9). In addition, a range of competitive service benefits are offered.

**CENTRE** : Free State: Provincial Manager's Office (Bloemfontein)  
**REF NO** : **HRMC 47/17/4**

**REQUIREMENTS** : • A 3 year tertiary qualification at NQF level 6 in Logistics or Asset Management plus 3-5 years' experience in Asset and Property Management environment or Financial Management • 2 years' experience at a supervisory level • Knowledge of Human Resource Legislations and Prescripts, Public Financial Management Act, Treasury Regulations, Departmental legislations and prescripts and Public Service Regulatory Framework • Knowledge of task planning and allocation, project management, presentation skills, problem solving, strong analytical skills, report writing, influencing and networking, planning and organizing skills • A valid driver's licence and willingness to travel.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
 • Ensure effective management of assets within the Province • Develop, implement and monitor acquisition, maintenance and disposal plans for assets. Ensure proper implementation of the Asset Management strategy within the Province • Oversee regular asset counts and verify results against Asset Register • Verify the accuracy of the data recorded/updated in the asset register • Provide inputs on assets, financials and reconciliations • Facilitate bar-coding, stocktaking, and verification of departmental assets • Ensure successful management of the property in the Province, liaise with DPW on the acquisition of land for the construction of new building and renting of office accommodation • Prepare and manage provincial maintenance, property plans and budget • Facilitate signing of lease agreements on all state owned building and privately owned property • Compile tactical plans aligned to business requirements to ensure effective property management • Oversee successful system and process enhancements, updates and amendments within the Province • Monitor and participate in the implementation of efficiency improvement projects • Manage effective operation of the property management unit • Provide guidance and leadership to the provincial property management staff in the achievement of strategic and operational goals, ensure the effective and uniform implementation of Standard Operating Procedures of Property Management • Ensure efficient and effective application and utilisation of resources within the property management unit, manage leave and other Human Resources administration requirements within the unit • Ensure effective risk and compliance management within asset management unit • Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format • Ensure effective compliance with all duties of the employer in terms of the Occupational Health and Safety Act • Administer and monitoring of contract service level agreements.

**ENQUIRIES** : **Free State:** Mr C Mgwadleka, Tel No: (051) 410 3927  
**APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated**

at the end of the Circular.

<b><u>POST NO 5</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: PERMIT FUNCTIONAL EXPERT, (2 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary <b>R281 418 to R331 497</b> per annum (Level 8). In addition a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria, Branch: Immigration Services, Chief Directorate: Permits, Sub-Directorate: PRP Functional Services.
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/5a</b> (1 Post)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria, Branch: Immigration Services, Chief Directorate: Permits, Sub-Directorate: TRV Functional Services.
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/5b</b> (1 Post)
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A 3 year tertiary qualification in Public Management /Administration or an NQF level 6 qualification as recognised by SAQA, with 2 years' experience in an Immigration environment and/or a Grade 12 Certificate with 3 years' experience in an Immigration environment</li> <li>• Knowledge of the Immigration Act and Refugee Act</li> <li>• Understanding of relevant departmental legislation and prescripts</li> <li>• Computer literacy</li> <li>• Analytical thinking, problem solving, planning and organizing</li> <li>• Verbal and written Communication</li> <li>• Financial administration, customer focus, attention to detail, clerical and administration</li> <li>• Multi-tasking, results and achievement focus</li> <li>• Time management</li> <li>• A valid driver's license and willingness to travel.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> <li>• Render permanent residence functions and ensure compliance with policies and legislation</li> <li>• Handle waivers and withdrawals</li> <li>• Monitor the listing of names in the visa-and entry stop list</li> <li>• Facilitate considerations and withdrawal of applications for exemptions</li> <li>• Communicate with various stakeholders and respond to all correspondence with regard to permanent residence matters</li> <li>• Conduct verification of permanent residence status</li> <li>• Effectively implement all decisions made and reports received</li> <li>• Update and compile statistics.</li> </ul>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p><b>Head Office:</b> Ms M Mafokoane, Tel No: (012) 406 4449</p> <p><b>Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.</b></p>
<b><u>POST NO 6</u></b>	:	<b><u>CIVIC SERVICES SUPERVISOR, (4 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary <b>R281 418 to R331 497</b> per annum (Level 8). In addition a range of competitive benefits are offered.
<b><u>CENTRE REF NO</u></b>	:	<p>Eastern Cape: Medium Office: Butterworth (1 post)</p> <p><b>HRMC 47/17/6a</b></p>
<b><u>CENTRE REF NO</u></b>	:	<p>Eastern Cape: Medium Office: Bizana (1 Post)</p> <p><b>HRMC 47/17/6b</b></p>
<b><u>CENTRE REF NO</u></b>	:	<p>Free State: Large Office: Welkom (1 Post)</p> <p><b>HRMC 47/17/6c</b></p>
<b><u>CENTRE REF NO</u></b>	:	<p>Gauteng: Large Office: Akasia (1 Post)</p> <p><b>HRMC 47/17/6d</b></p>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A relevant 3 year tertiary qualification at NQF level 6 as recognised by SAQA plus 2 years' experience in a Customer Service environment of which 1 year must be at a supervisory level and / or a Grade 12 Certificate as recognised by SAQA with 3 years' experience in a Customer Service environment of which 2 years must be at a supervisory level</li> <li>• A post-graduate qualification will serve as an added advantage</li> <li>• Experience in a Public Administration or Sales Office environment with proven experience in managing a small team is essential</li> <li>• Knowledge of the Immigration Act, Refugee Act as well as the Public Service Act and Regulations</li> <li>• Awareness of the rights within the South African</li> </ul>

Constitution • Understanding of the Departmental legislation and Human Resources policies and prescripts • Leading and supervising skills • Communication skills • Computer literacy and willingness to work extended hours, including weekends and/or holidays are essential • A valid driver's license will be an added advantage.

## **DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Supervise the overall operations within the local office • Monitor service delivery in accordance with internal service level standards and targets and client demands • Monitor service delivery bottlenecks, trends and errors and take corrective action • Ensure processes are executed according to Standard Operating Procedures • Produce quality reports regarding turnaround times, documents processed and error rates • Implement quality assurance measures to ensure quality of service delivery • Manage records / documentation according to DHA requirements • Deal with non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors • Render services in mobile units where required • Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the Unit • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report all risks including e.g. overpayment, etc. according to the required format to Superiors.

## **ENQUIRIES**

- : **Eastern Cape:** Mr Z Damoyi, Tel No: (043) 604 6406/04  
**Free State:** Mr C Mgwadleka, Tel No: (051) 410 3927  
**Gauteng:** Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000

## **APPLICATIONS**

- : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**

## **POST NO 7**

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

## **SALARY LEVEL**

- : A basic salary of **R281 418 to R331 497** per annum (Level 8). In addition, a range of competitive benefits are offered

## **CENTRE REF NO**

- : Limpopo: Large Office: Giyani (1 Post)  
: **HRMC 47/17/7a**

## **CENTRE REF NO**

- : North West: Medium Office: Zeerust (1 Post)  
: **HRMC 47/17/7b**

## **REQUIREMENTS**

- :
  - A relevant 3 year tertiary qualification at NQF level 6 with 1 - 2 years' experience in Client Services • Experience as a Cashier in a medium size organisation is required • Knowledge of task planning and allocation • Knowledge of the South African Constitution and Public Service Regulation Act • Experience in supervising a team • Computer literacy • A valid driver's license and willingness to travel • Working extended hours may be required.

## **DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Implement quality assurance measures to ensure quality of service delivery • Provide advice and action non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals and Service Level Agreements and administer break schedule • Perform end of day duties to ensure effective reporting • Identify issues and capture of financial information • Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Management regarding solutions (capacity planning, training or operational changes) • Control the flow of cash in the front office cashier points including monitor floats, investigating shortages and clearing, ordering and safekeeping of cash • Ensure the neatness of workstations and general housekeeping in and around the office • Assist the District/Regional Office Manager in terms of budget monitoring, monthly reconciliations and reporting • Effective supervision of the financial administration • Produce quality

reports relating to turnaround times, documents processed and error rates • Assist with other financial administration duties within the Office • Conduct daily recons of revenue received through cashier points and records recons according to prescribed format • Ensure that there are cashiers signed on at the beginning of every shift • Constantly observe the operations of each cashier, authorising cancellations and any other queries that cashiers may have at any time • Signs on and off at the change of shift and end of day ensuring that proper procedures are followed at all times • Provide highest level of prompt and friendly client service • Oversee the performance of staff members and identify and address daily performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements • Build and coach an effective team to ensure effective cashier functions • Encourage and recognise client focus, counter corruption efforts and service delivery • Provide on the job training and mentoring to all staff relating to the effective operation of their functions (Including new staff) • Act as a change agent for the implementation of all new processes, policies, systems or practices • Ensure that all team members have the tools, templates and relevant equipment to deliver on daily service requirements • Coach and guide staff on compliance to all relevant compliance requirements • Report all risks to management including e.g. losses, overpayment, etc. according to required format • Keep up to date with new internal policy requirements, regulatory requirements and circulars • Review the working environment and report all Occupational Health and Safety issues to management.

- ENQUIRIES** : **Limpopo:** Mr LJ Kgole, Tel No: (015) 278 2802  
**North West:** Ms ML Molete, Tel No: (018) 381 8981
- APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**
- POST NO 8** : **SENIOR ADMINISTRATION OFFICER: FINANCE, (3 POSITIONS)**
- SALARY LEVEL** : A basic salary **R281 418 to R331 497** per annum (Level 8). In addition a range of competitive benefits are offered.
- CENTRE REF NO** : Eastern Cape: Large Office: Lusikisiki (1 Post)  
**HRMC 47/17/8a**
- CENTRE REF NO** : Free State: District Municipal Office (Thabo Mofutsanyana) (1 Post)  
**HRMC 47/17/8b**
- CENTRE REF NO** : North West: Provincial Manager's Office (Mafikeng) (1 Post)  
**HRMC 47/17/8c**
- REQUIREMENTS** : • A 3 year tertiary qualification in Financial Management / Accounting or an NQF level 6 qualification in the related field plus 1 -2 years' experience in the Finance environment and / or a Grade 12 Certificate with 3 years' experience in the Finance environment • A post graduate qualification in the related field will serve as an added advantage • Sound supervisory experience • Knowledge of Public Finance Management Act, Treasury Regulations, and knowledge of Basic Accounting System, Logis, Asset Management, Revenue collection, banking, financial administrations and Supply Chain Management • Computer literacy and willingness to work extended hours (including weekends and/or holidays) are essential • A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Support the Regional or District Manager in recording revenue received, including daily reconciliation • Ensure that cash received is deposited timeously • Undertake the management of petty cash as well as the procurement of goods and services in terms of the departmental supply chain management policies and procedures • Ensure that invoices are paid within 30 days, as per Treasury Regulations • Managing assets, including bar coding, verification and disposals • Prepare budget and monitoring same • Undertake monthly reconciliation and financial reporting • File and safeguarding financial records • Identify fruitless, wasteful and irregular expenditure • Oversee Government Garage fleet management, including reporting losses to the Loss Control Committee.
- ENQUIRIES** : **Eastern Cape:** Mr Z Damoyi, Tel No: (043) 604 6406/04  
**Free State:** Mr C Mgwadleka, Tel No: (051) 410 3927

<b><u>APPLICATIONS</u></b>	:	North West: Ms ML Molete, Tel No: (018) 381 8981 <b>Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.</b>
<b><u>POST NO 9</u></b>	:	<b><u>ASSISTANT PROGRAMMER</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary <b>R281 418 to R331 497</b> per annum (Level 8). In addition a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria, Branch: Information Services, Directorate Application Maintenance and Support.
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/9</b>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A 3 year National Diploma /Degree at NQF level 6 in Computer Science /Information Technology as recognized by SAQA</li> <li>• 3-5 years' experience in Application Maintenance and Support environment</li> <li>• 3-5 years' experience in programming with at least two of the development languages;- C#, Java Script, Cobol, VB6/VB.Net, ASP or C++</li> <li>• Knowledge and understanding of system maintenance and support</li> <li>• Demonstrate thorough understanding of system maintenance</li> <li>• Understanding the maintenance and user challenges presented when applications are amended</li> <li>• Knowledge of Ms Office Suite, Visio and Ms Project</li> <li>• Knowledge of relevant departmental mandates and legislation relating to applications</li> <li>• Understanding of GITO and SITA frameworks and prescripts relating to development or testing</li> <li>• A valid driver's license and willingness to travel</li> <li>• Working extended hours may be required</li> <li>• Perform on-call duties may be required.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> <li>• Deliver telephone and physical support to end-user community on application related problems, questions, use and assist with resolution of errors</li> <li>• Track IS solution defects and their resolutions and make recommendations to management in terms of trends</li> <li>• Troubleshoot, maintain and upgrade applications</li> <li>• Connect users to applications and provide initial training on applications where required</li> <li>• Implement implementation services and upgrades for clients in accordance with the appropriate work order</li> <li>• Conduct maintenance of user roles and implement authorisation configurations</li> <li>• Ensure the quality and delivery of application operations supporting the business in accordance with agreed standards</li> <li>• Perform capacity planning to ensure appropriate storage and or processing capability for the specified applications to support present and future initiatives</li> <li>• Perform proactive review of applications and systems performance metrics and alerts to ensure even correlation and trend analysis are performed on a regular basis</li> <li>• Enhancement and development of existing and new systems or applications to meet user needs</li> <li>• Work closely with Application Administrator to understand recurring incidents impacting user population, help identify root cause and resolve problems</li> <li>• Review system logs to identify signs of potential problems</li> <li>• Implement software or system releases as requested</li> <li>• Establish and maintain users in regard to their files, rights, and account restrictions.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	<b>Head Office:</b> Ms R Maluleka, Tel No: (012) 406 2551/3
<b><u>APPLICATIONS</u></b>	:	<b>Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.</b>
<b><u>POST NO 10</u></b>	:	<b><u>ASSISTANT APPLICATION ADMINISTRATOR</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary <b>R281 418 to R331 497</b> per annum (Level 8). In addition a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria, Branch: Information Services, Directorate: Application Maintenance and Support.
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/10</b>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A 3 year Degree/ Diploma in Computer Science or an NQF Level 6 equivalent</li> <li>• 3-5 years' experience in Application Maintenance and Support or Application Support and Maintenance environment</li> <li>• Solid 3-5 years development experience in at least 3 of the following development languages:- C#, JavaScript, Python, VB6/VB.Net, ASP or C++</li> </ul>



Knowledge and application of systems analysis, prioritising changes, reporting services and testing procedures • Basic Project Management, Verbal and Written Communication, Foresight, analysis and logic, systematic and orderly planning, honesty and integrity, Planning and organising, ability to work in a team and independently, problem solving and analysis, proficient in development environment • MS Office Suite, Visio, MS Project., • Extended working hours, travelling and perform on-call duties maybe required • Knowledge of relevant departmental mandates and legislation relating to applications • Understanding of GITO and SITA frameworks and prescripts relating to development or testing • Understanding of the maintenance and user challenges presented when applications are amended • Basic Project Management, Verbal and Written Communication, Foresight, analysis and logic, systematic and orderly planning, honesty and integrity • Planning and organising, ability to work in a team and independently • Problem solving and analysis, proficient in development environment • MS Office Suite, Visio, MS Project • Extended working hours, travelling and perform on-call duties maybe required • Knowledge of relevant departmental mandates and legislation relating to applications • Understanding of GITO and SITA frameworks and prescripts relating to development or testing • A valid driver's license is essential.

#### **DUTIES**

- : The successful candidate will be responsible for amongst others, the following specific tasks:
  - To deliver end user application maintenance and support to ensure effective operation of all business systems within Department of Home Affairs • Provide end user application support relating to specified applications • Deliver telephone and physical support to end user community on application related problems, questions, use and assist with resolution of errors • Tact IS Solution defects and their resolutions and make recommendations to Management in terms of trends, research, plan, install, configure, troubleshoot, maintain and upgrade application • Connect users to applications and provide initial training on applications where required • Perform installation services and upgrades for clients in accordance with the appropriate work order • Conduct maintenance of user roles and implement authorisation configurations • Monitor application performance against Service Level Agreements (SLA) and business requirements • Resolve system problems and document resolutions for future reference • Take actions to ensure prevention of defects. Maintain and implement applications in accordance with business requirements • Collect information to analyze and evaluate existing programme change request • Coordinate the customization and adaptation of existing programmes to meet users' requirements • Ensure effective execution of batch jobs, interface and output services.

#### **ENQUIRIES APPLICATIONS**

- : **Head Office:** Ms R Maluleka, Tel No: (012) 406 2551/3
- : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

#### **POST NO 11**

- : **CONTROL SECURITY OFFICER**

#### **SALARY LEVEL**

- : A basic salary **R281 418 to R331 497** per annum (Level 8). In addition a range of competitive benefits are offered.

#### **CENTRE REF NO**

- : Head Office, Pretoria, Branch: Counter Corruption, Directorate: Physical Security
- : **HRMC 47/17/11**

#### **REQUIREMENTS**

- : • A relevant 3 year tertiary qualification at NQF level 6 as recognized by SAQA with 3 years' experience in a Supervision on Security environment • A postgraduate qualification will serve as an added advantage • State Security Advisor (SSA) course will be an added advantage • Supervisory experience • A valid driver's license and Grade A security training • Knowledge of prescribed Physical Security and access control procedures • Knowledge of the Public Service Regulatory Framework • Knowledge of Public Finance Management Act (PFMA) • Knowledge of the South African Constitution and legislation related to Public Security and access control • Knowledge of the Minimum Information Security Standards Act (MISS and Minimum Physical Security Standards (MPSS) • Shift work may be required • Good report writing skills.

#### **DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Improve physical security conducting security evaluations • Provide recommendation and monitor implementation • Improve information security at Head Office by conducting

information security audits • Provide recommendation and monitor implementation • Facilitate training of physical and information security staff on procedures and guidelines. Support the identification of physical and information security trends, risks and security threats at head office • Support the conducting of security investigations and the development of physical security related tender specification • Facilitate the development of physical and information security related financial processes • Oversee the maintenance of security risk assessment and the compilation of security related submissions and reports on the progress of security contracts in relation to compliance • Supervise the implementation and practice of planned and unplanned physical security inspections • Implement physical security uniformity guidelines for the entire head office units • Ensure efficient and effective application and utilisation of resources within the unit • Ensure effective risk and compliance management • May be registered as a shift worker upon appointment.

**ENQUIRIES** : **Head Office:** Mr W Makokomale, Tel No: (012) 406 4330  
**APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

**POST NO 12** **PERSONNEL PRACTITIONER**

**SALARY LEVEL** : A basic salary of **R226 611 to R266 943** per annum (Level 7). In addition, a range of competitive benefits are offered.

**CENTRE** : Gauteng: Provincial Manager's Office: Braamfontein  
**REF NO** : **HRMC 47/17/12**

**REQUIREMENTS** : • A 3 year tertiary qualification at an NQF level 6 in Human Resource Management or related field, as recognised by SAQA, with 2 years' experience in Human Resource Management environment and/or a Grade 12 Certificate plus 4 years' experience within Human Resource Management environment • Knowledge of the Recruitment and Selection, Performance Management processes and procedures • Knowledge of employment practices and contracts • Knowledge of HR systems and HR related legislations including the Employment Equity Act and Skills Development Act • Knowledge of the Public Service Regulatory Framework and the South African Constitution • Knowledge of task planning and allocation, Knowledge of Policy Development and Analysis, Business Process Mapping and Organisational Development • Advanced Computer literacy • Willingness to work extended hours • A valid driver's license and willingness to travel extensively are essential.

**DUTIES** : The successful candidate will be responsible for amongst others, the following specific tasks:  
 • Administer the operations of Human Resources services and functions within the Province to ensure the achievement of the daily delivery objectives of the Province • Assist in the provision of generalist human resources advise and support to the Province so that policies, procedures, and tools are in place to enable managers to manage their staff • Assist in the facilitating of the implementation of HR policies and procedures so that the understanding, implementation and practice of policies and procedures across the Province is consistent and standard • Administering of all Service Benefits functions of employees in the Province, Administer logistical support to the Recruitment and Selection function • Facilitate Recruitment and Selection and Performance Management in the Province • Produce quality reports regarding turnaround times, documents processed and error rates • Maintain the filling and record/documented system according to DHA requirements • Provide advice and assistance to managers and staff members regarding all human resources functions • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics.

**ENQUIRIES** : **Gauteng:** Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000  
**APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**

<b><u>POST NO 13</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK, (9 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary of <b>R226 611 to R266 943</b> per annum (Level 7). In addition, a range of competitive benefits are offered.
<b><u>CENTRE REF NO</u></b>	:	Eastern Cape: PSP: Elliotdale (1 Post) <b>HRMC 47/17/13a</b>
<b><u>CENTRE REF NO</u></b>	:	Eastern Cape: Large Office: King William's Town (1 Post) <b>HRMC 47/17/13b</b>
<b><u>CENTRE REF NO</u></b>	:	Free State: Medium Office: Koffiefontein (1 Post) <b>HRMC 47/17/13c</b>
<b><u>CENTRE REF NO</u></b>	:	Gauteng: Large Office: Vereeniging (2 Posts) <b>HRMC 47/17/13d</b>
<b><u>CENTRE REF NO</u></b>	:	Northern Cape: Large Office: Upington (1 Post) <b>HRMC 47/17/13e</b>
<b><u>CENTRE REF NO</u></b>	:	North West: Medium Office: Brits (1 Post) <b>HRMC 47/17/13f</b>
<b><u>CENTRE REF NO</u></b>	:	North West: Medium Office: Mankwe (1 Post) <b>HRMC 47/17/13g</b>
<b><u>CENTRE REF NO</u></b>	:	Limpopo: Medium Office: Tzaneen (1 Post) <b>HRMC 44/17/13h</b>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A Grade 12 Certificate as recognised by SAQA with 2-3 years' experience in a Customer Service environment</li> <li>• A relevant tertiary qualification at NQF level 6 as recognised by SAQA will serve as an added advantage</li> <li>• Proven client focus, records management, filing and orientation experience</li> <li>• Supervisory experience will be an added advantage</li> <li>• Sound interpersonal skills</li> <li>• Honesty and integrity</li> <li>• Basic computer literacy and numeracy</li> <li>• Good written and verbal communication skills</li> <li>• Willingness to work extended hours including overtime, weekends and shifts are critical</li> <li>• A valid drivers' license will be an added advantage.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> <li>• Supervise the daily operations effectively within the front office</li> <li>• Ensure efficient and effective application and utilisation of resources</li> <li>• Ensure effective risk and compliance Management</li> <li>• Serve as a direct point of contact for clients</li> <li>• Assist clients in completing application forms and verifying that they are filled in appropriately in accordance with DHA requirements, standards and guidelines</li> <li>• Execute Civic Services, Front Office application processes and resolve problems or complaints within scope of the work</li> <li>• Assist with any duties required by management in the quest for client service excellence</li> <li>• Provide highest level of prompt and friendly client service</li> <li>• Render services in Mobile Units where required</li> <li>• Ensure and assist with the rolling and capturing of fingerprints</li> <li>• Update the Track and Trace system</li> <li>• Receive and sort enabling documents</li> <li>• Assist with the verification and processing of clients application forms in accordance with DHA requirements, standards and guidelines</li> <li>• Execute Civic Services and Back Office application processes.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	<p><b>Eastern Cape:</b> Mr Z Damoyi, Tel No: (043) 604 6406/04  <b>Free State:</b> Mr C Mgwadleka, Tel No: (051) 410 3927  <b>Gauteng:</b> Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000  <b>Limpopo:</b> Mr LJ Kgole, Tel No: (015) 278 2802  <b>Northern Cape:</b> Ms S Botha, Tel No: (053) 807 6700  <b>North West:</b> Ms ML Molete, Tel No: (018) 381 8981</p>
<b><u>APPLICATIONS</u></b>	:	<b>Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.</b>

- POST NO 14** : **MOBILE DRIVER, (3 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R226 611 to R266 943** per annum (Level 7). In addition, a range of competitive benefits are offered.
- CENTRE REF NO** : Eastern Cape: Medium Office: Alice (1 Post)  
: **HRMC 47/17/14a**
- CENTRE REF NO** : Gauteng: Large Office: Johannesburg (1 Post)  
: **HRMC 47/17/14b**
- CENTRE REF NO** : KwaZulu-Natal: Large Office: UGU (1 Post)  
: **HRMC 47/17/14c**
- REQUIREMENTS** : • A Grade 12 Certificate as recognised by SAQA with 1-2 years' experience • A relevant tertiary qualification at NQF level 6 will be an added advantage • Ability to work in a mobile working environment • Knowledge of DHA front office systems • Sound interpersonal skills • Honesty and integrity • Basic computer literacy and numeracy • Good written and verbal communication skills • A valid Code 10 (C) driver's license • A Public Driver's Permit (PDP) as well as willingness to travel extensively for consecutive days is required • Willingness to work extended hours including overtime, weekends, public holidays and shifts may be required • Appointed candidates will be exposed to environmental factors (rain, sun, cold etc).
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Facilitate the provision of client services to service points • Operate the assigned Mobile Unit in a safe and courteous manner • Drive the Mobile Office to the required service point and ensure that it's set up at the required location at the scheduled time • Effectively operate the assigned mobile office and the specialised equipment in the back office safely and courteously • Assist clients to embark and disembark (i.e. disabled clients) the mobile office where required • Assist in managing the queues • Provide clients with assistance in terms of where to go and necessary steps to follow • Provide highest level of prompt and friendly client service • Ensure the assigned vehicle is clean inside and outside • Maintain accurate and up-to-date scheduled trip sheets • Ensure that there are no interruption in services • Coordinate and liaise with the Schedule and Logistics Manager to ensure that minor and major vehicle maintenance is carried out as scheduled and to limit impact on service delivery • Perform daily-trip and post-trip vehicle inspections and ensure that the mobile unit is in a safe condition at all times • Report incidents and accidents timeously and compile vehicle condition reports and other records requested by management • Assist with any duties required by management in the quest for client service excellence • Adhere to the disciplinary code, code of conduct and all operational manuals provided by DHA • Resolve problems or complaints according to guidelines established by the management • Deal with non-standard requests and issues from staff in the execution of their duties • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Perform overall supervisory functions of the Unit.
- ENQUIRIES** : **Eastern Cape:** Mr Z Damoyi, Tel No: (043) 604 6406/04  
**Gauteng:** Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000  
**KwaZulu-Natal:** Ms Z Zondi (033) 845 5002/ 5004
- APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**
- POST NO 15** : **CHIEF ADMINISTRATION CLERK**
- SALARY LEVEL** : A basic salary of **R226 611 to R266 943** per annum (Level 7). In addition, a range of competitive benefits are offered.
- CENTRE REF NO** : Head Office, Branch: Civic Services, Directorate: Travel Documents and Citizenship.  
: **HRMC 47/17/15**
- REQUIREMENTS** : • A Grade 12 Certificate with 2-3 years' experience in Office and Administrative functions within the Civics Services Citizenship (Foreign Births Regulations) environment • A

relevant tertiary qualification at NQF level 6 will be an added advantage • Experience in filing and document management • Knowledge of Civic Services, Citizenship, Office and Business Administration • Knowledge of Public Service Regulatory Framework • Knowledge of various filing systems and the National Archives Act • Knowledge of the Public Service Act and Regulations • Computer literacy • Verbal and written communication • Teamwork • Record management • Customer focus • Attention to detail • A valid driver's license and willingness to travel and work extended hours.

<b><u>DUTIES</u></b>	: The successful candidate will be responsible for amongst others, the following specific tasks: • Attend to all Civics related enquiries (Foreign and Local) • Provide status report on queries of the section • Compile daily and monthly birth registration and passport statistics • Manage and supervise determination of citizenship status, citizenship renunciations, resumption and retention • Perform general administrative activities in support of the Unit • Draft submissions, reports, memorandums and minutes for the Unit • Conduct records and document management both manually and telephonically • Arrange and coordinate meetings and workshops • Provide logistic support functions • Keep track of all incoming work and ensure that all deadlines are met • Liaise with stakeholders relevant to the Unit • Administer leave arrangements • Process forms and documents related to claims, payments, invoices and consultant fees relevant to the Unit.
<b><u>ENQUIRIES</u></b>	: <b>Head Office:</b> Mr R Sikakane Tel: (012) 402 2010
<b><u>APPLICATIONS</u></b>	: <b>Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.</b>
<b><u>POST NO 16</u></b>	: <b><u>ADMINISTRATION CLERK (24 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	: A basic salary of <b>R183 558 to R216 216</b> per annum (Level 6). In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	: Eastern Cape: Provincial Manager's Office: King William's Town (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16a</b>
<b><u>CENTRE</u></b>	: Eastern Cape: Medium Office: Cofimvaba (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16b</b>
<b><u>CENTRE</u></b>	: Eastern Cape: PSP: Cala (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16c</b>
<b><u>CENTRE</u></b>	: Eastern Cape: PSP: Cradock (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16d</b>
<b><u>CENTRE</u></b>	: Eastern Cape: Medium Office: Mdantsane (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16e</b>
<b><u>CENTRE</u></b>	: Eastern Cape: Medium Office: MT Ayliff (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16f</b>
<b><u>CENTRE</u></b>	: Eastern Cape: Medium Office: Mount Frere (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16g</b>
<b><u>CENTRE</u></b>	: Eastern Cape: Large Office: Lusikisiki (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16h</b>
<b><u>CENTRE</u></b>	: Eastern Cape: PSP: Elliot (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16i</b>
<b><u>CENTRE</u></b>	: Free State: Medium Office: Botshabelo (1 Post)
<b><u>REF NO</u></b>	: <b>HRMC 47/17/16j</b>

<b><u>CENTRE</u></b>	:	Gauteng: Medium Office: Benoni (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16k</b>
<b><u>CENTRE</u></b>	:	Gauteng: Medium Office: Bronkhortspruit (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16l</b>
<b><u>CENTRE</u></b>	:	Gauteng: Large Office: Germiston (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16m</b>
<b><u>CENTRE</u></b>	:	Gauteng: Medium Office: Kempton Park (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16n</b>
<b><u>CENTRE</u></b>	:	Gauteng: Large Office: Johannesburg (2 Posts)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16o</b>
<b><u>CENTRE</u></b>	:	Gauteng: Medium Office: Roodepoort (2 Posts)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16p</b>
<b><u>CENTRE</u></b>	:	KwaZulu-Natal: Medium Office: Ladysmith (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16q</b>
<b><u>CENTRE</u></b>	:	KwaZulu-Natal: Medium Office: Ingwavuma (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16r</b>
<b><u>CENTRE</u></b>	:	Limpopo: Medium Office: Lebowakgomo (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16s</b>
<b><u>CENTRE</u></b>	:	Mpumalanga: Large Office: Witbank (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16t</b>
<b><u>CENTRE</u></b>	:	Northern Cape: TH: Colesberg (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16u</b>
<b><u>CENTRE</u></b>	:	North West: Medium Office: Atamelang (1 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/16v</b>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A Grade 12 Certificate as recognised by SAQA with relevant experience in a Customer Service environment</li> <li>• A relevant tertiary qualification at NQF level 6 will be an added advantage</li> <li>• Completion of Cadet or Internship programme within the Department of Home Affairs will be an added advantage</li> <li>• Proven client focus and orientation experience</li> <li>• Sound interpersonal skills</li> <li>• Honesty and integrity</li> <li>• Basic computer literacy and numeracy</li> <li>• Good written and verbal communication skills</li> <li>• Willingness to work extended hours including overtime weekends and shifts are critical</li> <li>• Applicants appointed to work in Mobile Units may be exposed to environmental factors (rain, sun, cold etc)</li> <li>• A valid driver's license will be an added advantage.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> <li>• Serve as a direct point of contact for clients</li> <li>• Assist clients in completing application forms and verifying that they are filled in appropriately in accordance with DHA requirements, standards and guidelines</li> <li>• Execute Civic Services Front Office application processes</li> <li>• Resolve problems or complaints within scope of the work area</li> <li>• Assist with any duties required by management in the quest for client service excellence</li> <li>• Provide highest level of prompt and friendly client service</li> <li>• Render services in mobile units where required</li> <li>• Ensure and assist with the rolling and capturing of Finger-prints</li> <li>• Update the Track and Trace system</li> <li>• Receive and sort enabling documents</li> <li>• Serve as a point of contact for clients</li> <li>• Assist with the verification and processing of clients application forms in accordance with DHA requirements, standards and guidelines</li> <li>• Execute Civic Services back office application processes.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	<p><b>Eastern Cape:</b> Mr Z Damoyi, Tel No: (043) 604 6406/04</p> <p><b>Free State:</b> Mr C Mgwadleka, Tel No: (051) 410 3927</p>

**Gauteng:** Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000

**KwaZulu-Natal:** Ms Z Zondi (033) 845 5002/ 5004

**Limpopo:** Mr LJ Kgole, Tel No: (015) 278 2802

**Mpumalanga:** Ms NA Phiri, Tel No: (013) 752 2504

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

**North West:** Ms ML Molete, Tel No: (018) 381 8981

**APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**

**POST NO 17** : **ADMINISTRATION CLERK (2 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.

**CENTRE** : Head Office, Pretoria, Branch: Civic Services, Directorate: Application Processing, Sub-directorate: Duplicates

**REF NO** : **HRMC 47/17/17**

**REQUIREMENTS** :  
• A Grade 12 Certificate as recognised by SAQA with minimum of 1 years' work experience in an administrative environment • A relevant tertiary qualification at NQF level 6 will be an added advantage • Completion of Cadet or Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of the Public Service Regulatory framework • Computer literacy • Sound verbal and written communication and interpersonal skills • Customer focus • Teamwork, planning and coordination skills • Analytical thinking and problem solving • Willingness to work extended hours with and without overtime • Honesty and integrity • Problem solving • Willingness to work extended hours with or without overtime.

**DUTIES** : The successful candidate will be responsible for, amongst others the following specific tasks:  
• Receive applications on track and trace for investigation of possible duplicate case, BRC errors, Fingerprint swop, sticker error or misidentification by following information on NPR on various functions • Create file of new identified duplicate cases or request existing file and request all relevant documents/ records relating to the case, from various sections, birth, fingerprint, marriage records • Sort received records according to the relevant identity number • Duplicate case to be investigated by, sorting and comparing documents and records on files, to reflect information of each applicant • Ensure that all copies of fingerprint records and supporting documents are verified against one another • Ensure that renouncement letter signed by the applicant is filled for the record purpose • Knowledge of various filing systems • Clerical and administration including verification of assets.

**ENQUIRIES** : **Head Office:** Ms RM Makokga, Tel No: (012) 402 2231

**APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

**POST NO 18** : **ADMINISTRATION CLERK, (2 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.

**CENTRE** : Head Office, Pretoria: Branch Civic Service, Chief Directorate: Back Office Status Service, Division: Births and Deaths.

**REF NO** : **HRMC 47/17/18**

**REQUIREMENTS** :  
• A Grade 12 Certificate as recognised by SAQA with minimum of 1 years' work experience in an administrative environment • A relevant tertiary qualification at NQF level 6 will be an added advantage • Knowledge of records management • Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Supply Chain Management processes • Knowledge and understanding of Departmental policies and procedures • Acceptable written and verbal communication skills • Administration experience with specific experience in filing and record keeping • Knowledge of Civic Services Standard Operating Procedures (SOPs) will be an added advantage • Computer literacy •

Willingness to work irregular hours, weekends and overtime.

- DUTIES** : The successful candidate will be responsible for amongst others the following specific tasks:  
• Receiving, opening, sorting and despatching of Birth and Deaths mail received from front offices • Retrieval of records manually and electronically • Filling of records • Capturing of Birth and Deaths applications on the Track and Trace system • Handling of courier services • Creating and tracing of amendments files • Adhere to agreed service standards, ensure and maintain a high quality level in records keeping • Hand over non-standards queries, requests and take special cases to supervisors • Assist with any duties as may be required by management in the quest for service delivery excellence • Adhere to disciplinary code, code of conduct and all operational manuals provided by the Department • Compile daily statistics and submit to supervisors as and when required.
- ENQUIRIES** : **Ms M Motau**, Tel No: (012) 402 2150
- APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

**POST NO 19** : **ADMINISTRATION CLERK**

**SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.

**CENTRE** : Head Office, Pretoria. Branch: Immigration Services, Directorate: Permits, Sub-Directorate: TRV Functional Services.

**REF NO** : **HRMC 47/17/19**

**REQUIREMENTS** : • A Grade 12 Certificate as recognised by SAQA with minimum of 1 years' work experience in an administrative environment • A relevant tertiary qualification in NQF level 6 will be an added advantage • Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage • Understanding of the Immigration Act and Refugees Act • Knowledge of the Public Service Regulatory Framework • Knowledge of the South African Constitution • Understanding of Departmental legislations and prescripts • Knowledge of customer service environment • Willingness to work extended hours • Strong analytical skills and good interpersonal skills • Good writing skills • Understanding of Visa or permit environment will be an added advantage.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Coordinate information and monitor statistics with regards to the issuing of residence permits • Ensure constant updating of the listing of names in the Visa and Entry stop list with regard to former temporary residents • Ensure effective and efficient consideration of appeal against administrative penalties imposed on persons who departed from RSA after expiry of the temporary residence permits • Monitor and evaluate compliance with the purpose for which temporary residence permits were granted to foreigners • Facilitate the waivers of prescribed requirements that cannot be complied with • Maintain records /documentation according to DHA requirements • Perform administrative work in support of the Unit functions and operations • Update and maintain an up-graded manual and electronic filing system of documents to ensure proper administration and easy access of such information • Ensuring that the Unit has processes to manage performance information and reporting.

**ENQUIRIES** : **Head Office:** Mr K Mahlangu, Tel No: (012) 406 4494

**APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

**POST NO 20** : **ADMINISTRATION CLERK, (2 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.

**CENTRE** : Head Office, Pretoria, Branch: Civic Service, Sub-Directorate: Amendment and Rectification

**REF NO** : **HRMC 47/17/20**



- REQUIREMENTS** :
- A Grade 12 Certificate as recognised by SAQA with minimum of 1 years' work experience in an administrative environment • A relevant tertiary qualification at NQF level 6 will be an added advantage • Knowledge of the Public Service Regulatory Framework • Knowledge of Basic Application of the Passport Act 1994 (Act No.4 of 1994) • Birth and Death Registration Act No 51 of 1992 as amended • Adoption matters amendment Act no 56 of 1998 • Alteration of Sex description and Sex Status Act No.1 of 2003 • Application of procedural manuals • Basic knowledge of the South African Constitution • Basic understanding of Departmental legislation and Human Resources legislation and prescripts • Basic knowledge of the Public Service Regulations Act • Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management processes • Computer literacy • Sound verbal and written communication and interpersonal skills • Proven customer focus • Time management • Honesty and Integrity • Clerical and administration • Analytical thinking skills • Willingness to work extended hours.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
    - Request records from various sections • Separate the ID numbers from new requests to various sections (Minor and Major applications) • Verification of particulars • Posting thereof: Re-registration of surname, Date of birth, Surname Change for minor and major applications • Register false applications • Trace and register adoptions • Rectify surnames • Draft confirmation letters • Handle telephone enquiries and faxes • Implement relevant controls to ensure accuracy and compliance on the rectifications and amendments • Adhere to the disciplinary code, code of conduct, regulations and all operational manuals provided by the Department • Strive to meet daily targets provided by management.
- ENQUIRIES APPLICATIONS** :
- Head Office:** Mr C Moholo, Tel No: (012) 402 2268
  - Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**
- POST NO 21** :
- ADMINISTRATION CLERK, (2 POSITIONS)**
- SALARY LEVEL** :
- A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE** :
- Head Office, Pretoria, Branch Civic Service, Directorate: Marriages
- REF NO** :
- HRMC 47/17/21**
- REQUIREMENTS** :
- A Grade 12 Certificate as recognised by SAQA with a minimum of 1 years' relevant work experience in an administration environment • A relevant tertiary qualification at NQF Level 6 will be an added advantage • Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage • Understanding of the Departmental legislation, Public Service Regulations Act, Human Resources legislations and prescripts • Knowledge of Public Finance management Act (PFMA), Treasury Regulations and Supply Chain Management processes • Knowledge of the South African Constitution • Computer literacy • Verbal and written communication skills • Financial administration, attention to detail, clerical and administration • Willingness to work extended hours without overtime.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
    - Receiving, opening, sorting and despatching of marriages mail received from front offices • Retrieval of records manually and electronically • Filing of records, capturing of marriages registers • Template marriage registers received from offices • Retrieval of marriage registers from archives • Adhere to agreed service standards, ensure and maintain a high quality records keeping • Hand over non-standard queries, requests and special cases to supervisors • Assist with any duties as may be required by management in the quest of service delivery excellence • Adhere to disciplinary code, code of conduct and all operational manuals provided by the Department • Compile daily statistics and submit to the supervisors as and when required.
- ENQUIRIES** :
- Head Office:** Mr SD Mphokane, Tel No: (012) 402 2248

- APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**
- POST NO 22** : **ADMINISTRATION CLERK**
- SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE REF NO** : Head Office, Pretoria, Branch: Civic Service, Sub-directorate: Log Scanning and Storing  
: **HRMC 47/17/22**
- REQUIREMENTS** :   
• A Grade 12 Certificate as recognised by SAQA with a minimum of 1 years' relevant work experience in an administration environment • A relevant tertiary qualification at NQF level 6 will be an added advantage • Understanding of the Immigration Act, Refugees Act and Public Service Regulatory Framework • Knowledge of the South African Constitution • Understanding of the Departmental legislations and prescripts • Knowledge of customer service environment • Strong analytical skills and good interpersonal skills • Good writing skills • Computer literacy • Willingness to work extended hours.
- DUTIES** :   
The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Receiving, opening, sorting and despatching of Birth, Marriages and Deaths mail received from front offices • Retrieval of records manually and electronically • Filing of records, capturing of Birth, Marriages and Deaths applications on the Track and Trace system • Handling of courier services • Creating and tracing of amendment files • Adhere to agreed service standards, ensure and maintain a high quality level in records keeping • Hand over non-standards queries, requests and special cases to supervisors • Assist with any duties as may be required by management in the quest for service delivery excellence • Adhere to disciplinary code, code of conduct and all operational manuals provided by the Department • Compile daily statistics and submit to supervisors as and when required.
- ENQUIRIES APPLICATIONS** : **Head Office:** Mr SD Mphokane, Tel No: (012) 402 2248  
: **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**
- POST NO 23** : **IMMIGRATION OFFICER: INSPECTORATE, (3 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE REF NO** : Eastern Cape: Medium Office: Mount Fletcher (1 Post)  
: **HRMC 47/17/23a**
- CENTRE REF NO** : Eastern Cape: Large Office: Port Elizabeth (1 Post)  
: **HRMC 47/17/23b**
- CENTRE REF NO** : Limpopo: Large Office: Thohoyandou (1 Post)  
: **HRMC 47/17/23c**
- REQUIREMENTS** :   
• A Grade 12 Certificate as recognised by SAQA with a minimum of 1 years' work experience • A relevant 3 year tertiary qualification as recognised by SAQA as well as Military or law enforcement experience will serve as an added advantage • Completion of Cadet or Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of the requirements and benefits of the migration control, patrol and inspection activity in a hostile environment will be an advantage • Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Public Service Act and Regulations, Public Finance Management Act as well as the South African Constitution • Understanding of International treaties • Computer literacy • Client innovation and service delivery improvement orientation, within the context of legal frameworks • Sound problem solving, data collation, analysis, trend identification and report writing skills • Good written and verbal communication skills • Proven business partnering and stakeholder engagement • Patriotic, Honesty and Integrity and interrogation skills • Security

oriented • A valid drivers' license.

**DUTIES**

- : The successful candidate will be responsible for amongst others, the following specific tasks:
- Trace, arrest and detain illegal foreigners within the Republic
  - Process the deportation of illegal foreigners
  - Execute inspections in loco without a warrant if allowed by law
  - Execute investigations in loco search warrants
  - Enable prosecution of transgressors of the legislation
  - Issue notices to appear in front of Director General to transgressors
  - Process and present evidence in court
  - Issue the admission of guilt fines to transgressors
  - Conduct interviews and investigation of foreigners who are suspected to be illegal in the country
  - Issue orders to illegal foreigners to depart from the country
  - Process application for the extension of detention warrants
  - Monitor the records of all cases
  - Execute operations with internal and external stakeholders
  - Retrieve expenses incurred from illegal foreigners in relation to their deportation, detention, maintenance and custody
  - Must accept to be scheduled after hours stand by duty every week
  - Whilst on standby, must be readily available at all times at any hour of the day or night or weekend to attend to requests for services on call.

**ENQUIRIES**

- : **Eastern Cape:** Mr Z Damoyi, Tel No: (043) 604 6406/04  
**Limpopo:** Mr LJ Kgole, Tel No: (015) 287 2802

**APPLICATIONS**

- : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**

**POST NO 24**

- : **IMMIGRATION OFFICER: PORT OF ENTRY**

**SALARY LEVEL**

- : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.

**CENTRE**

- : KwaZulu-Natal: Border Post: Golela

**REF NO**

- : **HRMC 47/17/24**

**REQUIREMENTS**

- : • A Grade 12 Certificate as recognised by SAQA with minimum of 1 years' work experience • A relevant 3 year tertiary qualification recognised by SAQA will serve as an added advantage • Completion of the Cadet or Internship Programme within the Department of Home Affairs will be an added advantage • Knowledge of the South African Constitution, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Criminal Prosecution Act • Knowledge of International and Regional agreements and instruments • Computer literacy • Customer orientation and service delivery improvement orientation, within the context of legal frameworks • Good written and verbal communication • Proven business partnering and stakeholder engagement • Patriotic • Honesty and Integrity • Interrogation skills • Security oriented, Team player, Decisive • Shift work and willingness to work irregular hours • A valid driver's license and willingness to travel • Candidates should be prepared to relocate to other Ports of Entry should operational requirements necessitate.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Exercise control over the admission and departure of persons to and from the Republic through the Port of Entry
  - Conduct clearance of travellers and signing in of crew members on arrival and departure
  - Ensure effective processing of asylum seekers in terms of the Refugees Act
  - Clear out conveyers upon arrival and before departure
  - Ensure effective processing of inadmissible, undesirable and prohibited persons
  - Ensure effective processing of stowaways
  - Ensure that conveyers who contravene the Immigration Act are issued with prescribed administrative fines
  - Facilitate the prosecution of imposters and people travelling with fraudulent documentation.

**ENQUIRIES**

- : **Head Office:** Ms M Becker, Tel No: (012) 406 4589

**APPLICATIONS**

- : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**

- POST NO 25** : **FINGERPRINT OFFICER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R183 558 – R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE REF NO** : Brits Storage Facility, Branch: Civic Services, Division: Verification & Capture  
: **HRMC 47/17/25a** (1 Post)
- CENTRE REF NO** : Brits Storage Facility, Branch: Civic Services, Division: Special Functions  
: **HRMC 47/17/25b** (1 Post)
- REQUIREMENTS** : • A Grade 12 Certificate as recognised by SAQA with minimum of 1 years' work experience • A relevant 3 year tertiary qualification recognised by SAQA will serve as an added advantage • Completion of Cadet or Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of task planning and allocation • Knowledge of the Identification Act and Regulations, the South African Constitution, the Public Service Act and Regulations • Understanding of Departmental Human Resources Legislation and Prescripts • Computer literacy (Microsoft Word and Excel) • Willingness to work extended hours including, overtime, weekend and shifts is essential.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks:  
• Drawing, photocopying and scanning of records • Filing of fingerprints records in drawers • Perform end of day duties and produce daily reports/statistics regarding turnaround times, documents processed and error rates • Deal with telephonic enquiries from front office, back office NIB and other parties regarding feedback and status of applications and verifications • Ensure efficient and effective application and utilisation of resources within the Fingerprint Verification Unit • Asset management and Quality Control.
- ENQUIRIES APPLICATIONS** : **Head Office:** Mr RP Mogane, Tel No: (012) 406 7008  
: **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**
- POST NO 26** : **SECURITY OFFICER**
- SALARY LEVEL** : A basic salary of **R183 558 to R216 216** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE REF NO** : Head Office, Pretoria, Branch: Counter Corruption, Directorate: Physical Security.  
: **HRMC 47/17/26**
- REQUIREMENTS** : A Grade 12 Certificate as recognised by SAQA, National Key Point Training, and minimum Grade B PSIRA certificate with extensive experience in physical security and access control • Grade A and/or relevant post matric qualification will serve as an added advantage • Knowledge of the Departmental legislations and prescripts, Access Control Act No.53 of 1985, safety drills and Minimum Information Security Standards (MISS) • Adaptation to work schedule in accordance with the Department's requirements • Successful candidates will be appointed as shift workers • Must be computer literate • A valid driver's licence and willingness to travel will be added advantage • Appointment is subject to positive security clearance.
- DUTIES** : The successful candidate will be responsible for, amongst others the following specific tasks:  
• To provide an effective and efficient protection services within the Department • Effectively execute access control • Ensure that all access control measures are adhered to • Ensure that buildings/ fenced areas are patrolled and report all security breaches • Search vehicles; incoming and outgoing parcels in the premises • Operate and maintain electronic systems, such as X-ray machines and walk through metal detectors • Operate security surveillance and control rooms by keeping records • Enforce all security regulations, directives and policies of the Department • Check and maintain proper functioning of all security registers • Execute proper administration of registering and handling of firearms • Ensure efficient and effective application and utilisation of resources within the Physical Security Unit • Encourage and recognise customer focus, counter corruption and service delivery.

- ENQUIRIES** : **Head Office:** Mr W Makokomale, Tel No: (012) 406 4330
- APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**
- POST NO 27** : **CASHIER**
- SALARY LEVEL** : A basic salary of **R1152 862 to R177 408** per annum (level 5). In addition, a range of competitive benefits are offered.
- CENTRE** : North West: Large Office: Klerksdorp
- REF NO** : **HRMC 47/1727**
- REQUIREMENTS** : • A Grade 12 Certificate as recognized by SAQA with relevant experience in a Customer Service environment • A post matric qualification will be an advantage • Completion of Cadet and Internship programme within the Department of Home Affairs will be an added advantage • Good numeracy (ability to count) and literacy skills • Ability to communicate fluently in English and a second language inherent to the region/district, • Knowledge of basic accounting principles would be an advantage • Willingness to work extended hours including overtime, weekends and shifts are critical • Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint • Preference will be given to candidates from local area where the position and/or office will be based .
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• 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 • Bank the cash into the ACHD under the Cashier Supervisor's supervision • Count float before each shift and keep drawer secure at all times • Accurately handle client cash, credit payments and change • Follow all front end procedures and policies • Adhere to requests from management to assist in other front office functions where required • Provide advice to clients and route clients to required service points where required • Provide highest level of prompt and friendly client service.
- ENQUIRIES** : **North West:** Ms ML Molete, Tel No: (018) 381 8981
- APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**
- POST NO 28** : **ADMINISTRATION CLERK: HOSPITAL**
- SALARY LEVEL** : A basic salary of **R152 862 to 180 063** per annum (Level 5). In addition, a range of competitive benefits are offered.
- CENTRE** : KwaZulu-Natal: Medium Office: Tongaat
- REF NO** : **HRMC 47/1728**
- REQUIREMENTS** : • A Grade 12 Certificate with relevant experience in a Customer Service environment • Completion of Cadet or Internship programme within the Department of Home Affairs will be an added advantage • Proven client focus and orientation experience • Sound interpersonal skills • Honesty and integrity • Basic computer literacy and numeracy • Good written and verbal communication skills • Willingness to work extended hours including overtime, weekends and shifts are critical • A valid driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for amongst others, the following specific tasks:  
• Serve as a direct point of contact for clients at the Health Facilities • Receive DHA 24 Notice of Birth • Receive BI-1663 Notice of Birth and relevant supporting documents • Obtain informants ID, verify ID with DHA 24 and perform online verification of informant • Submit for approval and capturing • Issue Certificate and hand over to client • Update track and track system, verify informant and make copies of informants' and applicant's ID books and attach to BI 1663 • Complete handwritten death certificate (BI-20) • Register death/ late registration of death and print certificate (BI-5) • Issue removal order

<b><u>ENQUIRIES</u></b>	:	(BI-14) and hand over to informant.
<b><u>APPLICATIONS</u></b>	:	<b>KwaZulu-Natal:</b> Ms Z Zondi (033) 845 5002/ 5004
	:	<b>Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.</b>
<b><u>POST NO 29</u></b>	:	<b><u>CLEANER, (2 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary of <b>R107 886 to R127 086</b> per annum (Level 3). In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	KwaZulu-Natal: Large Office: Umgungundlovu
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/29a</b>
<b><u>CENTRE</u></b>	:	North West: Provincial Manager's Office
<b><u>REF NO</u></b>	:	<b>HRMC 47/17/29b</b>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• ABET qualification with 6 months – 1 year experience in a cleaning environment • A Grade 12 Certificate will be an added advantage • Basic knowledge of general hygiene practices • Knowledge of facility layout • Knowledge of cleaning products and applications • Ability to use a variety of cleaning equipment and products • Basic literacy and communication skills • Understanding of departmental policies and procedures • Willingness to extended hours including overtime, weekends and public holidays.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>The successful candidates will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> <li>• Proper cleaning of toilets, equipment, offices, state property and assets • Ensure effective use of cleaning materials and equipment • Clean the Reception area and offices on a daily basis • Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection • Collect paper waste in the specially marked bins for collection by the Recycling Company • Check bathrooms twice a day and clean accordingly • Dust office furniture timeously • Vacuum all carpets at least twice per week • Clean windows on the inside at least quarterly on a rotational basis • Store all cleaning equipment and products neatly in the designated cupboards on each floor • Provide assistance in the preparation of meetings in the boardroom.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	<b>KwaZulu-Natal:</b> Ms Z Zondi (033) 845 5002/ 5004
	:	<b>North West:</b> Ms ML Molete, Tel No: (018) 381 8981
<b><u>APPLICATIONS</u></b>	:	<b>Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular</b>

### **APPLICATION INSTRUCTIONS AND ADDRESS:**

Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, ID and drivers' license where applicable, together with a completed Z83 application form, which can be downloaded from our website, by the closing date to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:

#### **Head Office:**

Postal Address: Private Bag X114, Pretoria, 0001

Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

#### **Eastern Cape Province:**

Postal Address: Private Bag 7413, King Williams Town, 5600

Physical address: 11 Hargreaves Avenue, King William's Town, 5600

#### **Free State Province:**

Postal Address: Postal address: P.O Box 12262 Brandhof 9324

Physical Address: 40 Victoria Road Willows Bloemfontein 9301

#### **Gauteng Province:**

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 Province:**

Postal Address: PO BOX 09, Scottsville 3209

Physical address: 181 Church Street, Pietermaritzburg 3200

**Limpopo Province:**

Postal Address: Private Bag X9517, Polokwane, 0700

Physical Address: 89 Biccard Street, Polokwane

**Mpumalanga Province:**

Postal Address: Private Bag X11264, Nelspruit, 1200,

Physical Address: 29 Bester Street, Nelspruit, 1200

**Northern Cape Province:**

Postal Address Private Bag x 6073, Kimberley 8300

Physical Address: 2<sup>nd</sup> Floor Absa CBD Building, 69 Du toit, Span Road, Kimberley, 8300

**North West Province:**

Postal Address: Private Bag X 119, Mmabatho, 2735

Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745