



*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.

Enquires: Ms A Julius

Date Issued: 5 January 2018

Tel No: 012 406 4356

### HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 2 OF 2018

#### 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 January 2018**
- : 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 of the posts, 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 assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job. The logistics of such will be communicated by the Department.

#### NOTE

- : **Candidates who meet the requirements and reside within close proximity of the office where the post is based, will receive preference.**  
**Note that the Department's 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** : **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 REF NO** : Northern Cape: Local Office Medium: De Aar (1 Post)  
**HRMC 2/18/1a**
- CENTRE REF NO** : Limpopo: Local Office Medium: Seshego (1 Post)  
**HRMC 2/18/1b**
- CENTRE REF NO** : Northern Cape: Local Office Medium: Prieska (1 Post)  
**HRMC 2/18/1c**
- REQUIREMENTS** : • A relevant qualification at NQF level 6 in Public Management and Administration or Social Science is required 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 five 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 • 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. Good governance and administration process implementation at the local office(s).
- ENQUIRIES** : **Northern Cape:** Ms S Botha, Tel No: (053) 807 6700  
: **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 2** : **CIVIC SERVICES SUPERVISOR**
- 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** : Gauteng: Local Office Large: Soweto, Branch: Civic Services  
**HRMC 2/18/2**
- REQUIREMENTS** : • A relevant 3 year tertiary qualification in Public Administration or NQF level 6 as recognised by SAQA plus • 2 years' experience in the Immigration environment • A post-graduate qualification will serve as an advantage • Statistical background will be an

advantage • Knowledge of the Constitution of the Republic of South Africa, the Refugees Act and the Immigration Act • Knowledge and understanding of all Acts administered by the Department • Knowledge and understanding of Criminal Procedure Act • Knowledge of International treaties • Advanced knowledge of excel • Liaison and interpersonal skills • Customer orientation, computer literacy, honesty and integrity • Written and verbal communication skills • Service delivery innovation • Shift work will be required • A valid driver's license and willingness to travel.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Supervise staff within the Unit to ensure service delivery
  - Coordinate information and monitor statistics drawn from the departmental systems
  - Resolve queries within the Unit
  - Compile various operational reports and ensure proper circulation to managers
  - Alert senior managers within the Immigration branch of any incident that might have an impact on Immigration Services
  - Supervise resources (Human and Physical)
  - Give directive to the airlines (overrides, boarding, etc)
  - Perform end of day duties to ensure effective handover
  - Check the weekly log reports to identify issues that might impact on the business unit and stakeholders
  - Ensure that appropriate information is provided to various stakeholders
  - Coach and guide staff on compliance to all requirements.

**ENQUIRIES APPLICATIONS**

- : **Gauteng:** Ms T Monyeki/ Ms M Kau, Tel No: (011)242 9000
- : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular**

**POST NO 3**

- : **CONTROL IMMIGRATION OFFICER: INSPECTORATE (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: Local Office Medium: Groblersdal (1 Post)
- : **HRMC 2/18/3a**

**CENTRE REF NO**

- : Gauteng: Local Office Large: Johannesburg (1 Post)
- : **HRMC 2/18/3b**

**REQUIREMENTS**

- : • A 3 year tertiary qualification in Law / Social Science /Policing /Public Management and Administration or an equivalent NQF level 6 qualification, as recognised by SAQA, with 2 years' relevant experience in the Law Enforcement or Immigration environment and/ or a Grade 12 Certificate with 5 years' relevant experience in the Law Enforcement or Immigration environment • A post graduate qualification will be an added advantage • Knowledge of the South African Constitution • Knowledge of all Acts and Regulations administered by the Department, Criminal Prosecution Act and the International Treaties • Knowledge of the Public Service Regulatory Frameworks Regulations • Liaison and interpersonal skills, customer orientation, problem solving, strong investigative and analytical skills • Planning and organizing skills • Computer literate • Good verbal and written communication skills • A valid driver's licence and willingness to travel and work irregular hours.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Investigate syndicates involved in complex crime that involves smuggling of migrants, human trafficking and illegal mass production of enabling documentation such as birth certificates, travel documents, permits, Visas, Identity Documents and the theft of face value documents
  - Interview informants, suspects and witnesses
  - Coordinate investigation efforts and activities of the Immigration Priority Committee at NATJOINTS and participate in joint operations with other law enforcement agencies
  - Follow-up tasks, coordinate inputs, and provide information to analysts to identify patterns, series and trends as quick as possible
  - Prepare necessary investigative reports and documentation for court cases
  - Appear and testify in official proceedings
  - Keep records and background information on criminals
  - The investigators must frequently interact on a professional basis with other law enforcement officials to exchange information and coordinate activities within the NATJOINTS
  - Assume a high degree of accountability for delivering the highest quality on immigration crime investigation
  - Maintain in a state of readiness in all technical equipment assigned vehicles
  - Perform other duties as assigned and

- required • Must accept scheduled after hours and stand by duty every week • Whilst on standby, must be readily available at all times.
- ENQUIRIES** : **Limpopo:** Mr LJ Kgole, Tel No: 015 287 2802
- APPLICATIONS** : **Gauteng:** Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000
- APPLICATIONS** : **Applications to be directed to the Departments' Head Office, details as indicated at the end of the Circular.**
- POST NO 4** : **SENIOR ADMINISTRATION OFFICER: FINANCE**
- 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** : Western Cape: Medium Office: Mitchell's Plain (1 Post)
- REF NO** : **HRMC 82/17/4**
- REQUIREMENTS** : • A 3 year tertiary qualification in Financial Management / Accounting or an NQF level 6 qualification in a 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 a 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 APPLICATIONS** : **Western Cape:** Ms S Meyer, Tel No: (021) 468 4540
- APPLICATIONS** : **Applications to be directed to the Provincial Manager's office, details as indicated at the end of the Circular.**
- POST NO 5** : **CHIEF ADMINISTRATION CLERK (4 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** : Gauteng: Local Office Large: Akasia, Directorate: Tshwane District Municipality (1 Post)
- REF NO** : **HRMC 2/18/5a**
- CENTRE REF NO** : Gauteng: Local Office Medium: Brakpan (1 Post)
- REF NO** : **HRMC 2/18/5b**
- CENTRE REF NO** : Gauteng: Local Office Medium: Mamelodi (1 Post)
- REF NO** : **HRMC 2/18/5c**
- CENTRE REF NO** : Gauteng: Local Office large: Johannesburg (1 Post)
- REF NO** : **HRMC 2/18/5d**
- REQUIREMENTS** : • A Grade 12 Certificate as recognised by SAQA • 2 years' experience in an Administration environment • A 3 year tertiary qualification in Public Management and Administration /Social Science at NQF level 6 will be an added advantage • Knowledge of Departmental Legislation and prescripts • Knowledge of the Public Service Regulation Act and Human Resource legislation and prescripts • Computer literacy • Verbal and written communication skills • Planning and organising skills • Clerical and financial

administration • Sound interpersonal skills • Honesty and integrity • Time and record management • A valid driver's licence • Willingness to work extended hours, overtime, shifts and weekends are critical.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Monitor delivery of service to internal service level standards and targets and client demands
  - Monitor service bottlenecks, trends and errors and take corrective action
  - Monitor delivery and assist staff where service levels are not being met
  - 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
  - Liaise with various stakeholders (communities, community leaders) and ensure effective stakeholder management
  - Ensure that budget spending is maximized in line with strategic objective
  - Monitor and report on the utilization of equipment
  - Ensure that the preparation of the budget are in line with strategic plan and department objectives
  - Ensure proper implementation of the budget by monitoring, projecting on expenditure
  - Coordinate memorandum of understanding, service level agreement and expenditure review.

**ENQUIRIES**

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

**APPLICATIONS**

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

**POST NO 6**

- : **ADMINISTRATIVE OFFICER**

**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**

- : Western Cape: Provincial Managers Office (1 Post)

**REF NO**

- : **HRMC 2/18/6**

**REQUIREMENTS**

- : • A relevant qualification at NQF level 6 in Administration or related fields is required as recognised by SAQA • A Grade 12 qualification with 2-3 years' relevant experience in office and administrative functions environment • Knowledge of the Public Service Regulatory framework and Departments functions, policies, prescripts and practices • Knowledge of Human Resource Management and Financial administration policy prescripts • Good verbal and written communication skills, planning, numerical and organisational skills as well as problem solving skills • Must be computer literate • Must be able to interpret policy and must have a valid driver's license.

**DUTIES**

- : The successful candidate will be responsible for, amongst, others the following specific tasks:
- Administer effective and efficient operations of the office
  - Perform general administrative activities in the Office
  - Draft submissions, reports, memorandums and minutes for the office
  - Conduct records and document management both manually and electronically
  - Keep track of all incoming work and ensure that all deadlines are met.
  - Administer leave arrangements
  - Ensure efficient and effective application and utilization of resources in the front office
  - Assist staff in the effective utilization of technology and infrastructure within the front office
  - Ensure that all team members have the tools, templates and relevant and relevant equipment to the deliver on service requirements
  - Ensure effective risk and compliance management
  - Report all risk according to required format to the Supervisor
  - Keep up to date with new policy requirements, regulatory requirements and circulars and liaise with team and management to ensure awareness, understanding and accurate implementation.
  - Review the working environment and report all Occupational Health and Safety issues to management
  - Must be able to assist with other duties in the Office.

**ENQUIRIES**

- : **Western Cape:** Ms S Meyer, Tel No: (021) 468 4540

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

**POST NO 7** : **ADMINISTRATION CLERK (19 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** : Gauteng: Local Office Medium: Boksburg  
: HRMC 2/18/7a

**CENTRE REF NO** : Free State: Local Office Medium: Botshabelo  
: HRMC 2/18/7b

**CENTRE REF NO** : Gauteng: Local Office Medium: Carletonville  
: HRMC 2/18/7c

**CENTRE REF NO** : Gauteng: Local Office Medium: Edenvale (2 Posts)  
: HRMC 2/18/7d

**CENTRE REF NO** : Kwazulu-Natal: Local Office Medium: Empangeni  
: HRMC 2/18/6e

**CENTRE REF NO** : Gauteng: Local Office Medium: Ga Rankuwa  
: HRMC 2/18/7f

**CENTRE REF NO** : Gauteng: Local Office Large: Germiston  
: HRMC 2/18/7g

**CENTRE REF NO** : Western Cape: Local Office Large: George  
: HRMC 2/18/7h

**CENTRE REF NO** : Western Cape: PSP: Grabouw  
: HRMC 2/18/7i

**CENTRE REF NO** : Free State: Local Office Medium: Koffiefontein  
: HRMC 2/18/7j

**CENTRE REF NO** : Free State: PSP: Ladybrand  
: HRMC 2/18/7k

**CENTRE REF NO** : Gauteng: Local Office Medium: Mamelodi  
: HRMC 2/18/7l

**CENTRE REF NO** : Gauteng: Local Office Medium: Roodepoort  
: HRMC 2/18/7m

**CENTRE REF NO** : Western Cape: Somerset West (2 Positions)  
: HRMC 2/18/7n

**CENTRE REF NO** : Gauteng: Local Office Large: Springs  
: HRMC 2/18/7o

**CENTRE REF NO** : North West: PSP: Tsidilamolomo  
: HRMC 2/18/7p

**CENTRE REF NO** : Limpopo: Local Office Medium: Tzaneen  
: HRMC 2/18/7q

**REQUIREMENTS** : A Grade 12 Certificate as recognised by SAQA with 1-2 years' experience in an Administrative environment • A 3 year tertiary qualification at NQF level 6 in Public Management and Administration or Social Science is required• Completion of the Cadet

or Internship Program within the Department of Home Affairs will be an added advantage.  
• Knowledge of the Public Service Regulatory Framework • Knowledge of various filing systems • Computer literacy • Sound verbal and Written Communication and Interpersonal Skills • Customer Focus • Teamwork • Planning and Coordination Skills • Clerical and Administration • Analytical thinking and Problem Solving • Willingness to work extended hours including weekends and shifts are critical.

**DUTIES**

- : The successful candidate will be responsible for, amongst others the following specific tasks:
- Provide administrative support to ensure effective and smooth running of operations within the unit • Photocopying and faxing documents. Finalizing of ID Resolution cases • Maintain filing system • Ensure that records are safe and filled in a proper and correct manner • Control, maintain and apply the filing system, • Ensure that the correspondence is filed on correct, protect files against person, fire, heat, water and insects • Maintain registers of files opened, files closed • Provide prompt service to staff and timely dispatch of correspondence, provide reference and search assistance to staff with regard to requests • Responsible for the safe-keeping of files • Opening and archiving of files • Drawing of files requested for the counter (list) • Filing of files when returning • Attending the documents and correspondence receive and dispatched • Assist clients in completing application forms and verifying that they are filled in accordance with DHA requirements, standards and guidelines • Execute Civic Services, Front Office application processes • Resolve problems and complaints within the scope of work environments • Provide highest level of prompt and friendly client service • Render services in Mobile Units where required • Ensure and assist with the rolling and capturing of Fingerprints • Update Track and Trace system • Receive and sort enabling documents.

**ENQUIRIES**

- : **Gauteng:** Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000  
**Free State:** Mr C Mgwadleka, Tel No: (051) 410 3927  
**Western Cape:** Ms S Meyer, Tel No: (021) 468 4540  
**North West:** Ms ML Molete, Tel No: (018) 381 8981

**APPLICATIONS**

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

**POST NO 8**

- : **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**

- : Free State: Local Office Large: Phuthaditjhaba (1 Post)

**REF NO**

- : **HRMC 2/18/8a**

**CENTRE**

- : Western Cape: Local Office Medium: Vredendal (1 Post)

**REF NO**

- : **HRMC 2/18/8b**

**CENTRE**

- : Gauteng: Local Office Large: Johannesburg (1 Post)

**REF NO**

- : **HRMC 2/18/8c**

**REQUIREMENTS**

- : • A Grade 12 Certificate as recognised by SAQA with a minimum of 2 years' work experience • A 3 year tertiary qualification at NQF level 6 in Law/ Policing/Public Management and Administration/ or Operations Management is required • Completion of a 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 conveyors who contravene the Immigration Act are issued with prescribed administrative fines
- Facilitate the prosecution of imposters and people travelling with fraudulent documentation.

**ENQUIRIES**

: **Free State:** Mr C Mgwadleka, Tel No: (051) 410 3927  
**Western Cape:** Ms S Meyer, Tel No: (021) 468 4540  
**Gauteng:** Ms T Monyeki/ 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 9**

: **CASHIER**

**SALARY LEVEL**

: A basic salary of **R 152 862 to R 180 063** per annum (level 5). In addition, a range of competitive benefits are offered.

**CENTRE**

: Limpopo: Local Office Large: Jane Furse (1 Post)

**REF NO**

: **HRMC 2/18/9**

**REQUIREMENTS**

: • A Grade 12 Certificate as recognized by SAQA with relevant experience in a Customer Service environment • A 3 year tertiary qualification at NQF level 6 in Public Management and Administration or Social Science is required • 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**

: **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 10**

: **ADMINISTRATION CLERK: HOSPITAL (2 POSITIONS)**

**SALARY LEVEL**

: A basic salary of **R 152 862 to R 180 063** per annum (Level 5). In addition, a range of competitive benefits are offered.

**CENTRE**

: North West: Local Office Large: Klerksdorp (1 Post)

**REF NO**

: **HRMC 2/18/10a**

**CENTRE**

: Limpopo: Local Office Medium: Mankweng (1 Post)

**REF NO**

: **HRMC 2/18/10b**

**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 (BI-14) and hand over to informant.

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

**SALARY LEVEL** : A basic salary of **R 152 862 to R 180 063** per annum (Level 5). In addition, a range of competitive benefits are offered.

**CENTRE** : Limpopo: Giyani Local Office (1 Post)

**REF NO** : **HRMC 2/18/11**

**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** : **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 12** : **CLEANER (4 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R107 886 to R127 086** per annum (Level 3). In addition, a range of competitive benefits are offered.

**CENTRE** : Gauteng: Local Office Medium: Bronkhorstspuit

**REF NO** : **HRMC 2/18/12a**

**CENTRE** : Gauteng: Local Office Large: Johannesburg (3 Posts)

**REF NO** : **HRMC 2/18/12b**

**REQUIREMENTS** : • 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.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks:  
• 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.

**ENQUIRIES** : **Gauteng:** Ms T Monyeki/ 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 13** : **GROUNDSMAN**

**SALARY LEVEL** : A basic salary of **R107 886 to R127 086** per annum (Level 3). In addition, a range of competitive benefits are offered.

**CENTRE** : North West: Local Office Large: Mmabatho

**REF NO** : **HRMC 2/18/13**

**REQUIREMENTS** : • ABET qualification with 6 months – 1 year experience in a cleaning environment, a Grade 12 qualification will be an added advantage • Knowledge of health and safety precaution measures • Basic literacy and communication skills • Understanding of Departmental policies and procedures • Willingness to work extended hours • A valid driver's license will be an added advantage

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Perform routine activities in respect of grounds, which amongst other, include the following: • Irrigation and watering of plants/lawns • Weeding of the garden and mowing lawns • Pruning and trimming of plants, cutting, seeding and transplanting • Digging up compost, maintain flower beds and edges • Cleaning light fittings, painting buildings, sweeping and unblocking drains • Empty and clean waste collection bins • Cleaning and maintenance of pavements and roads • Responsible for equipment (i.e cleaning, sharpening etc), loading / off loading • Moving furniture, co-ordinate courier services and deliveries.

**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 14** : **SECURITY GUARD**

**SALARY LEVEL** : A basic salary of **R107 886 to R127 086** per annum (level 3). In addition, a range of competitive benefits are offered.

**CENTRE** : North West: Provincial Managers Office: North West

**REF NO** : **HRMC 2/18/14**

**REQUIREMENTS** : • An ABET qualification with 6 months to 1 year' experience in cleaning environment is required • A Grade 12 Certificate will be an added advantage • Knowledge of the

departmental legislations and prescripts • Knowledge of Access Control Act No. 53 of 1985 • Knowledge of safety drills • Communication, literacy and interpersonal skills.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Execute access control
  - Search vehicles on arrival and departure at the Border Post
  - Manning of boom gates at Border Post
  - Exercise control over individuals / persons regarding to entry and departure
  - Escort visitors to relevant employees/ venues where required
  - Identify suspicious conduct
  - Follow- up on incident.

**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.**

## **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 as follows:

### **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

### **Free State Province:**

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

Physical Address: 40 Victoria Road Willows Bloemfontein 9301

### **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

### **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

### **Western Cape Province:**

Postal Address: Private Bag X 9103, Cape Town, 8000

Physical Address: 4th Floor, Faircape Building, 56 Barrack Street, Cape Town, 8001