



The National Development Plan (NDP) 2030 is a compass pointing South Africa in a new direction where poverty is eliminated and inequality is reduced by 2030. This desired destination can be reached by enhancing the capacity of the State, and the Department of Home Affairs is committed to delivering on this goal.

Enquiries: Ms F Kwape

Tel No: 012 406 4258  
Date Issued: 6 May 2022

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 27 OF 2022

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions.

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you are committed to delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.



### DIRECTIONS TO APPLICANTS

**CLOSING DATE: 20 MAY 2022**

#### **APPLICATIONS:**

Applications must be -

- sent to the **correct address** specified at the bottom of each position, **on or before the closing date**;
- submitted on the **new Application for Employment Form (Z.83)**, obtainable at [www.gov.za](http://www.gov.za);
- accompanied by a **comprehensive CV**, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two **contactable employment references** (as recent as possible);
- accompanied by a copy of the Applicant's **ID, valid driver's license** and **relevant highest educational qualifications**. Applicants who possess (a) **foreign qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**); and
- limited to **2.5MB** in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly.

#### **SELECTION:**

- Shortlisted Candidates will be subjected to an **interview** and **technical assessment(s)** (which assesses the Candidates' demonstrated professional and technical competency against the job requirements and duties).
- Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a **competency assessment** (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "**Pre-entry Certificate to Senior Management Services**" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. **Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately.**

**APPOINTMENT:** Appointed persons will be required to -

- enter into an **employment contract**;
- serve a prescribed **probation period**; and
- obtain security clearance appropriate to the post and within the prescribed timeframe..



- POST NO 1** : **SENIOR ADMINISTRATIVE OFFICER, REF NO: HRMC 27/22/1**
- SALARY LEVEL** : A basic salary of **R321 543 to R378 765** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Standing Committee for Refugee Affairs.
- REQUIREMENTS** : • A 3 year tertiary qualification in related field at NQF Level 6 as recognised by SAQA • 1 year experience as Administrative Officer / Chief Administration Clerk • Experience in administration of office budget is required • Extensive knowledge of various filing systems • Knowledge of the Public Service Regulatory Framework, National Treasury Regulations and Public Finance Management Act (PFMA) • Knowledge of Supply Chain Management process and procedures • Knowledge and Understanding of Departmental Legislations and Prescripts • Knowledge of Human Resource Regulatory Framework • Computer literacy, analytical thinking, planning and organizing • Verbal and written communication • Customer focus, financial administration and attention to detail • Clerical and administration • Teamwork and time management • A valid drivers' license, willingness to travel and work extended hours when required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Perform general administrative activities in support of the Unit (travel, venues and accommodation arrangement) • Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the Unit) • Ensure the maintenance of filing system for the Unit • Compile financial and administration reports and documents • Ensure compilation of budget and cash flow projections • Convene and attend meetings and act as Secretary during meetings • Ensure accurate completion of subsistence claims • Keep track of all incoming work and ensure that all deadlines are met • Liaise with all Stakeholders relevant to the Unit • Ensure the flow of information and documents in the Unit • Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the Unit are processed • Provide office administration services in the functional Unit • Booking and confirming appointments, message taking, photocopying, administer petty cash management, mailing type correspondence as and when required • Coordinating of records system ensuring confidentiality of documents • Develop, store and monitor data into relevant data bases and information management systems • Maintain and monitor stationery, office supplies and consumables • Oversee office equipment and organise maintenance and repairs as required • Maintain and improve administrative systems and processes • Ensure innovation and service delivery within the Unit • Coordinate and implement technical expertise within the Unit and keep abreast of technical developments • Provide guidance on the development of practical, responsive solutions related to the office of the Standing Committee for Refugee Affairs • Develop and implement central repositories of documents • Ensure the implementation of effective risk and compliance management practices • Report on all risk and financial indicators including financial losses, overpayment, etc. according to the required format • Comply to regulatory requirements and liaise with all relevant Stakeholders within and external to the organisation to ensure accurate implementation • Ensure compliance with Supply Chain Management and Asset Management policies and regulations • Interpret and implement all organisational circulars, policy and other communications • Monitor human, financial and physical resources • Monitor and co- ordinate leave management and other Human Resources administration requirements within the Unit • Liaise with internal Business Units to ensure that Supply Chain Management and Asset Management are effectively managed • Monitor the budget of the Unit in consultation with the Line Manager and Finance Unit.
- ENQUIRIES** : Ms T Mulibana, Tel No: (012) 323 1012
- POST NO 2** : **MOBILE DRIVER, REF NO: HRMC 27/22/2**
- SALARY LEVEL** : A basic salary of **R261 372 to R307 890** per annum (Level 7). In addition, a range of benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Civic Services, Directorate: Mobile Units, BVR – New Corporation Building.
- REQUIREMENTS** : • A 3 year tertiary qualification in Public Administration / Management or related qualification at NQF Level 6 as recognised by SAQA • 1 year clerical / administration experience in

operations environment • A valid driver's licence (Code 10, C) and Public Driver Permit (PDP) • Knowledge of Public Service Regulations and Civic Services prescripts • Knowledge of National Treasury and Public Finance Management Act • Knowledge of Human Resource Regulatory Framework • Proven client focus and orientation • Communication and sound interpersonal skills • Time management • Problem solving skills • Planning and organizing • Leadership ability • Conflict management skills • Extensive travelling is required.

#### **DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Facilitate the provision of client services to service points • Administer and implement the provision of enabling documents to clients • Operate the specialised equipment in the back office as required • Drive the mobile unit to the required service point and ensure that the mobile unit is set up at the required location at the scheduled time • Coordinate and liaise with the schedule and Logistics Manager to ensure that the minor and major vehicle maintenance are carried out as scheduled to limit the impact on service delivery • Operate the assigned mobile unit in a safe and courteous manner • Maintain accurate and up-to-date scheduled trip sheets, to ensure that there is no interruption in services • Perform daily-trip and post-trip vehicle inspections and ensure that the mobile unit is in the best safety condition at all times • Report incidents and accidents timeously and compile vehicle condition reports and other records requested by management • Coordinate 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 • Ensure effective management of queues • Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required • Supervise the management of queues on the daily operation of the office • Provide clients support the allocation of services to be provided on necessary relevant phases to follow • Provide highest level of prompt and friendly client service • Ensure the assigned vehicle is clean inside and outside • Maintain relationship with various stakeholders (Internal and external) • Liaise with stakeholders on matters related to Civic Services • Benchmark with various institutions for best practice • Participate in the implementation to improve Civic Services • Comply with relevant Civic Services frameworks • Ensure compliance to all relevant regulatory, internal and external compliance requirements • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders • Interpret and implement all organisational circulars, policies and standard operating procedures in the mobile unit • Monitor and maintain individual assets against asset management and Supply Chain Management framework • Administer human and physical resources within the unit • Develop and implement workplan for the unit as well as individual PDP in line with PMDS processes • Agree on the training and development needs of the unit • Implement effective talent management processes within the unit (attraction, retention, development) • Administer assets of the employees in line with assets and supply chain management policies and requirements.

#### **ENQUIRIES**

- : Ms Z Makhubu, Tel No: (012) 402 2208

#### **POST NO 3**

- : **ADMIN CLERK, REF NO: HRMC 27/22/3**

#### **SALARY LEVEL**

- : A basic salary of **R211 713 to R249 378** per annum (Level 6). In addition, a range of benefits are offered.

#### **CENTRE**

- : Head Office, Pretoria, Branch: Standing Committee for Refugee Affairs.

#### **REQUIREMENTS**

- : •A Grade 12 / Senior Certificate at NQF level 4 as recognized by SAQA • 1 year internship or experiential learning may be required • Basic Knowledge of the Public Service Regulations • Basic understanding of Departmental legislation as well as Human Resources legislation and prescripts • Interpersonal skills • Problem Solving • Report Writing • Influencing and networking • Planning and organizing • Analytical skills • Computer literacy • Conflict resolution • Overtime may be required occasionally.

#### **DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Provide the Directorate with administrative functions performed • Attend to clients • Handle telephonic and other enquiries received of external and internal stakeholders • Receive and register hand delivered mail/files • Register all received statistics by telephone, fax and e-mail • Record all incoming and outgoing documentation in record register • Update all contact lists within the Operations Centre • Handle procurement matters within the section • Report any dysfunctions machinery (fax, telephone etc.) and follow up on matters or report to the next

shift to follow up • Maintain an effective filing system in the unit • Follow and adhere to the Standing Committee on Refugee Appeals standard operating Procedures • Handle incoming and outgoing correspondence • Receive all mail and acknowledge appeals applications • Sort, register and dispatch mail • Distribute notices on registry issues • Obtain case files and capture on the movement register • Render effective filing and record management services • Opening and close files according to record classification system • Complete index cards for all files • Operate office machine machines in relation postal and dispatch • Open and maintain Franking machine register • Frank post, record money and update register on a daily basis • Undertake spot checks on post to ensure no private post is included • Lock post in postbag for messengers to deliver to Post Office • Open & maintain remittance register • Record all valuable articles as prescribed in the remittance register • Hand delivers and signs over remittances to finance • Send wrong remittances back to sender via registered post and record reference number in register • Keep daily record of amount of letters franked • Ensure effective risk and compliance • Ensure compliance to all relevant regulatory, internal and external compliance requirements • Report all risks including e.g. financial losses, overpayment, etc. according to required format • Keep up to date with new policy requirements, regulatory requirements and circulars • Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly • Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain • Remain abreast with the procedures and processes applicable to the unit.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms T Mulibana, Tel No: (012) 323 1012
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and drivers' license where applicable, together with an Application for Employment Form (**New Z.83**), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to:-

**Head Office:**

Postal Address: Private Bag X114, Pretoria, 0001

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