



home affairs  
Department:  
Home Affairs  
REPUBLIC OF SOUTH AFRICA

new  
directions



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

Enquiries: Ms F Kwape

Tel No: 012 406 4258  
Date Issued: 20 May 2022

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 33 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: 3 JUNE 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);
- shortlisted candidates will be required to submit a copy of their **ID document, a valid driver's license** (if specified as a job requirement), as well as the **relevant highest educational qualifications**, on or before the day of the interview. Applicants who possess (a) **foreign qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**); and
- 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** : **HOSPITAL CLERK (29 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R176 310 to 207 681 per annum** (Level 5). In addition, a range of competitive benefits are offered.

**PROVINCE** : **EASTERN CAPE (4 POSITIONS)**

**CENTRE** : Buffalo City, King Williams Town (Bisho Hospital) (1 Post)

**REF NO** : **HRMC 33/22/4a**

**CENTRE** : Buffalo City, East London (Beacon Bay Hospital) (1 Post)

**REF NO** : **HRMC 33/22/4b**

**CENTRE** : OR Tambo, Mthatha (Mthatha General Hospital) (1 Post)

**REF NO** : **HRMC 33/22/4c**

**CENTRE** : Sara Bartman, (Humansdorp Hospital) (1 Post)

**REF NO** : **HRMC 33/22/4d**

**PROVINCE** : **FREE STATE (3 POSITIONS)**

**CENTRE** : Lejweleputswa, Thusanong Hospital Welkom (2 Posts)

**REF NO** : **HRMC 33/22/5a**

**CENTRE** : Mangaung Metro, Pelonomi Hospital Bloemfontein (1 Post)

**REF NO** : **HRMC 33/22/5b**

**PROVINCE** : **GAUTENG (4 POSITIONS)**

**CENTRE** : Tshwane, Mamelodi Day Hospital (1 Post)

**REF NO** : **HRMC 33/22/6a**

**CENTRE** : Tshwane, Pretoria West Hospital (1 Post)

**REF NO** : **HRMC 33/22/6b**

**CENTRE** : Johannesburg, Baragwanath Hospital (1 Post)

**REF NO** : **HRMC 33/22/6c**

**CENTRE** : Sedibeng, Heidelberg Hospital (1 Post)

**REF NO** : **HRMC 33/22/6d**

**PROVINCE** : **KWAZULU-NATAL (4 POSITIONS)**

**CENTRE** : Ethekwini, Prince Mshiyeni Hospital (1 Post)

**REF NO** : **HRMC 33/22/7a**

**CENTRE** : Umgungundlovu, Edendale Hospital (1 Post)

**REF NO** : **HRMC 33/22/7b**

**CENTRE** : Umgungundlovu, Northdale Hospital (1 Post)

**REF NO** : **HRMC 33/22/7c**

**CENTRE** : Zululand, Nkonjeni Hospital (1 Post)

**REF NO** : **HRMC 33/22/7d**

**PROVINCE** : **LIMPOPO (3 POSITIONS)**

**CENTRE** : Mopani, CN Phatudi Hospital (1 Post)

**REF NO** : **HRMC 33/22/8a**

**CENTRE** : Vhembe, Tshilidzini Hospital (1 Post)

**REF NO** : **HRMC 33/22/8b**

**CENTRE** : Waterberg, Mokopane Hospital (1 Post)  
**REF NO** : **HRMC 33/22/8c**

**PROVINCE** : **MPUMALANGA (2 POSITIONS)**

**CENTRE** : Nkangala, Kwa-Mhlanga Hospital (1 Post)  
**REF NO** : **HRMC 33/22/9a**

**CENTRE** : Ehlanzeni, Mashishing Hospital (1 Post)  
**REF NO** : **HRMC 33/22/9b**

**PROVINCE** : **NORTHERN CAPE (3 POSITIONS)**

**CENTRE** : Pixley KA Seme, De Aar Central Karoo Hospital (1 Post)  
**REF NO** : **HRMC 33/22/10a**

**CENTRE** : ZF Mgcawu, Kakamas Hospital (1 Post)  
**REF NO** : **HRMC 33/22/10b**

**CENTRE** : John Taolo Gaetsewe, Tshwaragano Hospital in Batharos (1 Post)  
**REF NO** : **HRMC 33/22/10c**

**PROVINCE** : **NORTH WEST (3 POSITIONS)**

**CENTRE** : Dr Kenneth Kaunda: Potchefstroom Hospital (1 Post)  
**REF NO** : **HRMC 33/22/11a**

**CENTRE** : Dr Kenneth Kaunda: Klerksdorp Hospital (1 Post)  
**REF NO** : **HRMC 33/22/11b**

**CENTRE** : Dr Ruth S Mompati: Vryburg Hospital (1 Post)  
**REF NO** : **HRMC 33/22/11c**

**PROVINCE** : **WESTERN CAPE (3 POSITIONS)**

**CENTRE** : Cape Metro, Somerset Hospital (Cape Town) (1 Post)  
**REF NO** : **HRMC 33/22/12a**

**CENTRE** : Cape Metro, Mitchells Plain MOU (1 Post)  
**REF NO** : **HRMC 33/22/12b**

**CENTRE** : Garden Route, Knysna Hospital (1 Post)  
**REF NO** : **HRMC 33/22/12c**

**REQUIREMENTS** : An undergraduate qualification at NQF Level 6 in Public Management / Administration, or Social Science as recognised by SAQA. Basic understanding of all departmental legislation and prescripts. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of Batho Pele Principles. Computer literacy. Planning and organizing. Problem solving. Verbal and written communication. Basic Financial administration. Interpersonal. Attention to detail. Teamwork. Record and time management. Driver's license will be an added advantage.

**DUTIES** : \*The successful candidate will be responsible for, amongst others, the following specific tasks: Receive notice of birth and relevant supporting documents. Perform online verification of informant or take a full set of fingerprints when online verifications are not available. Capture application on the National Population Register. Confirm informant's details. Print birth certificate. Sign and issue birth certificate as delegated. Ensure that the informant signs the register to acknowledge receipt of the birth certificate. Submit application for quality assurance and dispatch to supervisor. \*\* Receive duly completed notification of death and relevant supporting documents. Perform online verification of informant. Capture application on the National Population Register. Confirm informant's details. Print death certificate. Sign and issue death certificate as delegated. The

informant signs the register to acknowledge receipt of the death certificate. Submit application for quality assurance and dispatch to supervisor. \*\*\*Ensure the safekeeping and safeguarding of assets and face value documents, stamps etc. Check functionality of equipment and report non-functionality. Record and maintain a birth occurrence vs registered births register. Record and register foreign birth occurrences in register. Report all risks according to required format. Keep up to date with 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.

## **ENQUIRIES**

- Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
- Free State:** Ms B Sekonyana, Tel No: (051) 410 3902
- Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
- KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003
- Limpopo:** Mr J Kgole, Tel No: (015) 287 2802
- Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504
- Northern Cape:** Ms S Botha, Tel No: (053) 807 6700
- North West:** Ms M Seleke, Tel No: (018) 397 9904
- Western Cape:** Mr M Pienaar, Tel (021) 488 1409

## **APPLICATIONS**

- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (**New Z.83**), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to:-

### **Direct applications to the Department of Home Affairs Office as follows: -**

#### **Eastern Cape:**

Postal Address: Private Bag 7413, King Williams Town, 5600  
Physical address: 11 Hargreaves Avenue, King William's Town, 5600

#### **Free State:**

Postal Address: Postal address: P.O Box 12262 Brandhof 9324  
Physical Address: 40 Victoria Street Willows Bloemfontein 9301

#### **Gauteng:**

Postal Address: Private Bag X108, Braamfontein, 2017,  
Physical Address: 3<sup>rd</sup> Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

#### **KwaZulu-Natal:**

Postal Address: Private Bag X 09, Pietermaritzburg 3209  
Physical address: 181 Church Street, Pietermaritzburg 3209

#### **Limpopo:**

Postal Address: Private Bag X 9517, Polokwane, 0700  
Physical Address: 89 Biccard Street, Polokwane, 0699

#### **Mpumalanga:**

Postal Address: Private Bag X11264, Nelspruit, 1200,  
Physical Address: 29 Bester Street, Nelspruit, 1200

#### **Northern Cape:**

Postal Address: Private Bag X 6073, Kimberley 8300  
Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

#### **North West:**

Postal Address: Private Bag X 119, Mmabatho, 2735,  
Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

#### **Western Cape:**

Postal Address: Private Bag X 9103, Cape Town, 8000  
Physical Address: 4<sup>th</sup> Floor FairCape Building, 56 Barrack Street, Cape Town, 8000

