



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 34 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;
- 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 **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications).

APPOINTMENT: Appointed persons will be required to serve a prescribed **probation period**.

POST NO : **CIVIC SERVICES CLERK – (138 POSITIONS)**

SALARY LEVEL : A basic salary of **R 211 713 to R 249 378 per annum** (Level 6). In addition, a range of competitive benefits are offered.

PROVINCE : **EASTERN CAPE (16 POSITIONS)**

CENTRE : Nelson Mandela Bay, Port Elizabeth (1 Post)
REF NO : **HRMC 34/22/1a**

CENTRE : Nelson Mandela Bay, Port Elizabeth (1 Post)
REF NO : **HRMC 34/22/1b**

CENTRE : Nelson Mandela Bay, Cleary Park (1 Post)
REF NO : **HRMC 34/22/1c**

CENTRE : Nelson Mandela Bay, Motherwell (1 Post)
REF NO : **HRMC 34/22/1d**

CENTRE : Nelson Mandela Bay, Motherwell (1 Post)
REF NO : **HRMC 34/22/1e**

CENTRE : Nelson Mandela Bay, Motherwell (1 Post)
REF NO : **HRMC 34/22/1f**

CENTRE : OR Tambo, Ngqeleni (1 Post)
REF NO : **HRMC 34/22/1g**

CENTRE : OR Tambo, Libode (1 Post)
REF NO : **HRMC 34/22/1h**

CENTRE : Alfred Nzo, Ntabankulu (1 Post)
REF NO : **HRMC 34/22/1i**

CENTRE : Chris Hani, Queenstown (1 Post)
REF NO : **HRMC 34/22/1j**

CENTRE : Chris Hani, Tsomo (1 Post)
REF NO : **HRMC 34/22/1k**

CENTRE : Chris Hani, Middleburg (Cape) (1 Post)
REF NO : **HRMC 34/22/1l**

CENTRE : Joe Gcabi, Sterkspruit (1 Post)
REF NO : **HRMC 34/22/1m**

CENTRE : Buffalo City, Mdantsane (1 Post)
REF NO : **HRMC 34/22/1n**

CENTRE : Buffalo City, Willowvale (1 Post)
REF NO : **HRMC 34/22/1o**

CENTRE : Buffalo City, Elliotdale (1 Post)
REF NO : **HRMC 34/22/1p**

PROVINCE : **FREE STATE (16 POSITIONS)**

CENTRE : Fezile Dabi, Sasolburg, Local Office (2 Posts)
REF NO : **HRMC 34/22/2a**

CENTRE : Lejweleputswa, Bothaville, Local Office (1 Post)
REF NO : **HRMC 34/22/2b**

CENTRE : Lejweleputswa, Welkom, Local Office (3 Posts)
REF NO : **HRMC 34/22/2c**

CENTRE : Mangaung Metro, Bloemfontein, Local Office (3 Posts)
REF NO : **HRMC 34/22/2d**

CENTRE : Mangaung Metro, Thaba-Nchu Local Office (2 Posts)
REF NO : **HRMC 34/22/2e**

CENTRE : Thabo Mofutsanyane, Bethlehem, Local Office (2 Posts)
REF NO : **HRMC 34/22/2f**

CENTRE : Thabo Mofutsanyane, Harrismith Local Office, (2 Posts)
REF NO : **HRMC 34/22/2g**

CENTRE : Thabo Mofutsanyane, Kroonstad Medium Office (1 Post)
REF NO : **HRMC 34/22/2h**

PROVINCE : **GAUTENG (16 POSITIONS)**

CENTRE : Tshwane, Mamelodi (2 Posts)
REF NO : **HRMC 34/22/3a**

CENTRE : Tshwane, Temba (1 Post)
REF NO : **HRMC 34/22/3b**

CENTRE : Tshwane, Ga-Rankuwa (1 Post)
REF NO : **HRMC 34/22/3c**

CENTRE : Tshwane, Soshanguve (1 Post)
REF NO : **HRMC 34/22/3d**

CENTRE : Ekurhuleni, Kempton Park (1 Post)
REF NO : **HRMC 34/22/3e**

CENTRE : Ekurhuleni, Nigel (2 Posts)
REF NO : **HRMC 34/22/3f**

CENTRE : Ekurhuleni, Benoni (1 Post)
REF NO : **HRMC 34/22/3g**

CENTRE : Ekurhuleni, Brakpan (1 Post)
REF NO : **HRMC 34/22/3h**

CENTRE : Ekurhuleni, Boksburg (1 Post)
REF NO : **HRMC 34/22/3i**

CENTRE : Johannesburg, Orange Farm (1 Post)
REF NO : **HRMC 34/22/3j**

CENTRE : Johannesburg, Soweto (1 Post)
REF NO : **HRMC 34/22/3k**

CENTRE : Sedibeng, Evaton (1 Post)
REF NO : **HRMC 34/22/3l**

CENTRE : Sedibeng, Sebokeng (1 Post)
REF NO : **HRMC 34/22/3m**

CENTRE : Sedibeng, Heidelberg (1 Post)
REF NO : **HRMC 34/22/3n**

PROVINCE : **KWAZULU-NATAL (17 POSITIONS)**

CENTRE : Ethekwini, Umgeni (3 Posts)
REF NO : **HRMC 34/22/4a**

CENTRE : Harry Gwala Bulwer (2 Posts)
REF NO : **HRMC 34/22/4b**

CENTRE : Ethekwini, Commercial Road (1 Post)
REF NO : **HRMC 34/22/4c**

CENTRE : Harry Gwala, Kokstad (1 Post)
REF NO : **HRMC 34/22/4d**

CENTRE : Ilembe, Ndwendwe (1 Post)
REF NO : **HRMC 34/22/4e**

CENTRE : King Cetshwayo. Empangeni (1 Post)
REF NO : **HRMC 34/22/4f**

CENTRE : Umgungundlovu, New Hanover (1 Post)
REF NO : **HRMC 34/22/4g**

CENTRE : Umkhanyakude, Mbazwana (1 Post)
REF NO : **HRMC 34/22/4h**

CENTRE : Umzinyathi, Dundee (2 Posts)
REF NO : **HRMC 34/22/4i**

CENTRE : Uthukela, Ladysmith (1 Post)
REF NO : **HRMC 34/22/4j**

CENTRE : Zululand, Paulpietersburg (1 Post)
REF NO : **HRMC 34/22/4k**

CENTRE : Zululand, Vryheid (2 Posts)
REF NO : **HRMC 34/22/4l**

PROVINCE : **LIMPOPO (16 POSITIONS)**

CENTRE : Capricon, Mogwadi (2 Posts)
REF NO : **HRMC 34/22/5a**

CENTRE : Mopani, Modjadjiskloof (1 Post)
REF NO : **HRMC 34/22/5b**

CENTRE : Sekhukhune, Nebo (3 Posts)
REF NO : **HRMC 34/22/5c**

CENTRE : Vhembe, Musina(2 Posts)
REF NO : **HRMC 34/22/5d**

CENTRE : Waterberg, Modimolle (2 Posts)
REF NO : **HRMC 34/22/5e**

CENTRE : Waterberg, Mookgopong (2 Posts)
REF NO : **HRMC 34/22/5f**

CENTRE : Waterberg, Thabazimbi (4 Posts)
REF NO : **HRMC 34/22/5g**

PROVINCE : **MPUMALANGA (16 POSITIONS)**

CENTRE : Gert Sibande, Bethal (3 Posts)
REF NO : **HRMC 34/22/6a**

CENTRE : Gert Sibande, Volksrust (1 Post)
REF NO : **HRMC 34/22/6b**

CENTRE : Gert Sibande, Eerstehoek (1 Post)
REF NO : **HRMC 34/22/6c**

CENTRE : Gert Sibande, Ermelo (1 Post)
REF NO : **HRMC 34/22/6d**

CENTRE : Ehlanzeni, Barbeton (3 Posts)
REF NO : **HRMC 34/22/6e**

CENTRE : Ehlanzeni, Sabie (1 Post)
REF NO : **HRMC 34/22/6f**

CENTRE : Ehlanzeni, Mashishing (1 Post)
REF NO : **HRMC 34/22/6g**

CENTRE : Ehlanzeni, Mbombela (1 Post)
REF NO : **HRMC 34/22/6h**

CENTRE : Ehlanzeni, Mapulaneng (1 Post)
REF NO : **HRMC 34/22/6i**

CENTRE : Nkangala, Delmas (2 Posts)
REF NO : **HRMC 34/22/6j**

CENTRE : Nkangala, Belfast (1 Post)
REF NO : **HRMC 34/22/6k**

PROVINCE : **NORTH WEST (12 POSITIONS)**

CENTRE : Ngaka Modiri Molema, Medium Office: Itsoseng (1 Post)
REF NO : **HRMC 34/22/7a**

CENTRE : Bojanala, Medium Office: Mankwe (1 Post)
REF NO : **HRMC 34/22/7b**

CENTRE : Bojanala, Medium Office: Madikwe (2 Posts)
REF NO : **HRMC 34/22/7c**

CENTRE : Dr Kenneth Kaunda, Medium Office: Wolmarans (1 Post)
REF NO : **HRMC 34/22/7d**

CENTRE : Dr Kenneth Kaunda, Medium Office: Potchefstroom (3 Posts)
REF NO : **HRMC 34/22/7e**

CENTRE : Dr Ruth S Mompoti, Medium Office: Taung (1 Post)
REF NO : **HRMC 34/22/7f**

CENTRE : Dr Ruth S Mompoti, Medium Office: Ganyesa (2 Posts)
REF NO : **HRMC 34/22/7g**

CENTRE : Dr Ruth S Mompoti, Medium Office: Vryburg (1 Post)
REF NO : **HRMC 34/22/7h**

PROVINCE : **WESTERN CAPE (16 POSITIONS)**

CENTRE : Cape Winelands, Atlantis (1 Post)
REF NO : **HRMC 34/22/8a**

CENTRE : Cape Winelands, Stellenbosch (2 Posts)
REF NO : **HRMC 34/22/8b**

CENTRE : Cape Winelands, Paarl (1 Post)
REF NO : **HRMC 34/22/8c**

CENTRE : West Coast, Malmesbury (2 Posts)
REF NO : **HRMC 34/22/8d**

CENTRE : West Coast, Citrusdal (1 Post)
REF NO : **HRMC 34/22/8e**

CENTRE : Overberg, Grabouw (1 Post)
REF NO : **HRMC 34/22/8f**

CENTRE : Overberg, Caledon (1 Post)
REF NO : **HRMC 34/22/8g**

CENTRE : Cape Metro, Somerset (2 Posts)
REF NO : **HRMC 34/22/8h**

CENTRE : Cape Metro, Wynberg (3 Posts)
REF NO : **HRMC 34/22/8i**

CENTRE : Cape Metro, Cape Town (1 Post)
REF NO : **HRMC 34/22/8j**

CENTRE : Garden Route, Mosselbay (1 Post)
REF NO : **HRMC 34/22/8k**

PROVINCE : **NORTEHRN CAPE (13 POSITIONS)**

- CENTRE** : John Taolo Gaetsewe, Kuruman (2 Posts)
REF NO : **HRMC 34/22/9a**
- CENTRE** : Namakwa, Medium Office: Calvinia (1 Post)
REF NO : **HRMC 34/22/9b**
- CENTRE** : Namakwa, Medium Office: Springbok (2 Posts)
REF NO : **HRMC 34/22/9c**
- CENTRE** : Frances Baard, Medium Office: Jan Kempdorp (1 Post)
REF NO : **HRMC 34/22/9d**
- CENTRE** : Frances Baard, Medium Office: Pampierstad (1 Post)
REF NO : **HRMC 34/22/9e**
- CENTRE** : Frances Baard, Small Office: Barkley (1 Post)
REF NO : **HRMC 34/22/9f**
- CENTRE** : ZF Mgcawu, Medium Office: Postmasburg (2 Posts)
REF NO : **HRMC 34/22/9g**
- CENTRE** : ZF Mgcawu, Small Office: Groblershoop (1 Post)
REF NO : **HRMC 34/22/9h**
- CENTRE** : Pixley ka Seme, Medium Office: Prieska (1 Post)
REF NO : **HRMC 34/22/9i**
- CENTRE** : Pixley ka Seme, Small Office: Colesberg (1 Post)
REF NO : **HRMC 34/22/9j**

REQUIREMENTS : An undergraduate qualification in Public Management / Administration, Social Science or related field at NQF Level 6 recognized by SAQA. Understanding of civic service operations. Sound knowledge of the Batho Pele Principles. Computer literacy. Planning and organizing. Problem solving. Communication Skills (Verbal and written). Financial administration. Sound interpersonal relations. Attention to detail. Teamwork. Client orientation and customer focus. Record and time management. Driver's license will be an added advantage.

DUTIES : The successful candidate will be responsible for the following specific tasks: Provide a prompt and professional client service in accordance with Batho Pele Principals, as it relates to all civic service operations within a front office. Ensure that customer waiting areas are maintained in the highest standards as per appearance, accessibility and demarcation. Process applications for enabling documents in the local office in line with Standard Operating Procedures (SOP). Ensure the security integrity of the National Population Register in the local office. Ensure implementation of civic services policies, strategies and plans. Collate statistical information on service standards. Provide expert advice and guidance to clients on civic services operational issues and matters. Ensure effective and efficient management of queues in the office. Render services in Mobile Units where and when required. Conduct quality assurance to ensure quality of service delivery. Manage records/documentation according to DHA document management prescripts. Report risks according to required format. Keep abreast with departmental policies and prescripts. Assess the working environment and report all Occupational Health and Safety issues to management. Act as change agent for all processes, systems or practices. Encourage team work to ensure efficient service delivery.

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, 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: 3rd 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: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000

