



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: 22 June 2022

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 42 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: 6 JULY 2022**

#### **APPLICATIONS:**

Applications must be -

- sent to the **correct address** specified at the bottom of the circular, **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

#### **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** : **DEPUTY DIRECTOR: PHYSICAL SECURITY, REF NO: HRMC 42/22/1**
- SALARY LEVEL** : A basic salary of **R744 255 to R876 705** per annum (Level 11). In addition, a range of benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Counter Corruption Security Services, Chief Directorate: Security Services
- REQUIREMENTS** :
- An undergraduate qualification in Security Management at NQF level 6 as recognised by SAQA
  - Minimum of 3 years' experience in Junior Management is required
  - Experience in conducting security assessment
  - PSIRA Grade A Certificate
  - Knowledge and understanding of the Public Service Regulatory Framework
  - Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations
  - Knowledge and the understanding of the South African Constitution
  - Strong Analytical Skills
  - Computer Literacy
  - Written and Verbal communication
  - Understanding of departmental legislation as well as Human Resources legislation and prescripts
  - Knowledge of the Minimum Information Security standards (MISS) and Minimum Physical Security Standards (MPSS)
  - Knowledge of the National Intelligence Strategy Act
  - Knowledge of Protection of Information Act
  - Knowledge of the Criminal Procedure Act of 1977 as amended
  - Understanding of investigative techniques and methodology
  - Knowledge of Control of Access to Public Premises and vehicle Act
  - Understanding and knowledge of National Key Points Act
  - Understanding of the firearms Control Act, 2000
  - Knowledge of Protection of Personal Information Act no 4 of 2013 as amended
  - Client Orientation and customer focus
  - People Management and Empowerment
  - Financial Management
  - Honesty and integrity
  - Program and Project management
  - Change Management
  - Knowledge Management
  - Decision Making
  - Presentation Skills
  - Service Delivery Innovation
  - Problem solving
  - Communication
  - Strong analytical skills
  - Coordinating and planning skills
  - Negotiation skills
  - Interviewing skills
  - A valid driver's licence and willingness to travel
  - Extended working hours.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
    - Coordinate and management operations of physical security services in the Department
    - Coordinate and manage the safe keeping of facilities and ensure that people are safe and secured
    - Respond to security incidents in the Department and monitor remedial plans
    - Ensure and monitor access control in the facilities of the Department
    - Coordinate the facilitation of screening of visitors and guests to the Department
    - Ensure compliance to the Minimum Physical Security Standards (MPSS) and Minimum Information Security Standards
    - Coordinate the responsibility of controls e.g. deterrence, denial, detection to secure the environment
    - Coordinate the activation of security investigations, and implement contingency plans where necessary
    - Coordinate the rapid deployment of law enforcement security officers to various DHA offices as and when required
    - Facilitate the security resources in support to the office of the Director-General in line with executive protection requirements
    - Facilitate and support the office of the Ministry and Director-General on all security related matters
    - Facilitate and support the development of emergency evacuation plans and drills in the Department in compliance to the Disaster Management Act No 57 of 2002 as amended
    - Coordinate and manage service delivery improvements with physical security unit
    - Coordinate the business plan for the directorate and ensure effective implementation, prioritisation and resource planning
    - Develop and ensure technical expertise and ensure the implementation of innovative initiatives
    - Coordinate and manage the adequate availability of trained security officers to address security risk through commensurate remedial actions
    - Coordinate and report on the performance against the agreed objectives, timeframes and priorities of the directorate
    - Maintain appropriate agreements and strategic alliances with law enforcement agencies
    - Coordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time, quality and within the allocated budget
    - Maintain partnership with various internal and external stakeholders to enhance service delivery
    - Ensure the effective integration of the current security practices within DHA
    - Coordinate and ensure the continuous re-engineering of security approaches, processes and procedures
    - Ensures that breaches of security are investigated and corrective measures are implemented based on service level agreements with contactors
    - Ensure the effective implementation of processes and systems, enhancement initiatives within the physical security environment
    - Ensure effective risk and compliance management within the security services
    - Ensure effective risk and compliance management within the security services
    - Develop and implement governance processes, frameworks and procedures within the directorate
    - Coordinate and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate
    - Ensure and update the security policies and standard operation procedure accordingly in support of new developments
    - Ensure compliance with all

audit requirements within the directorate • Represent the directorate at management and other government forums • Report on all risk and financial indicators including e.g. financial losses, overpayment etc. according to required format • Manage resource ( human, financial and physical) within the directorate • Ensure the budget spending is maximized in line with strategic objectives • Coordinate and report on the utilization of equipment's • Development and implement the work plan for the unit and ensure effective prioritisation and resource planning • Agree on training and development needs of the unit • Provides information and identification and development of objectives, goals and strategy relative to individual functional area • Implement effective talent management processes within the unit ( attraction, retention, development) • Manage the implementation of compliant performance management system • Ensure that employees are equipped with the required skills and resources to perform optimally.

**ENQUIRIES**

: **Head Office:** Mr S Hancock, Tel No: (012) 406 4336

**POST NO 2**

: **DEPUTY DIRECTOR: SECURITY SYSTEMS, REF NO: HRMC 42/22/2**

**SALARY LEVEL**

: A basic salary of **R744 255 to R876 705** per annum (Level 11). In addition, a range of benefits are offered.

**CENTRE**

: Head Office, Pretoria, Branch: Counter Corruption and Security Services, Chief Directorate: Security Services.

**REQUIREMENTS**

: • An undergraduate qualification in Electronic Systems Engineering Technology or an NQF level 6 equivalent is required • Minimum of 3 years' management experience and exposure in the electronic security systems environment as a technician installing, commissioning and maintaining IP surveillance, access control, electronic security hardware and software platforms, public address, fire detection systems and intercom systems • Experience in management position with proven track record of managing a team • Experience in conducting security risk assessments would be an advantage • Knowledge and application of the GITO requirements and frameworks • Knowledge of the State Information Technology Agency Act 88 of 1998 • Knowledge of E - Governance policy framework consultation paper developed by GITO • Knowledge of the Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS) • Knowledge of the Public Act and Regulations • Knowledge of the Public Finance Management Act • Knowledge of the South African Constitution • Understanding of departmental legislation as well as Human Resources legislation and prescripts • Client orientation and customer focus • Understanding of investigative techniques and methodology • People Management and Empowerment • Financial Management • Honesty and Integrity • Program and Project Management • Change Management • Knowledge Management • Decision Making • Strategic capability and leadership • Service delivery innovation • Communication • Presentation skills • Business Report Writing • Information Infrastructure Architecture • Data management systems • Data streamlining and management • Data systems evaluation • Negotiation skills • Data design and analysis • A valid driver's licence and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks:  
 • Manage and implement security objectives by introducing innovative up to date security systems progress • Identify most suitable security system technology in support of the security objectives • Ensure that servers and IT related equipment and hardware as tools of trade within the department are properly protected • Ensure the introduction of an Environmental Monitoring Systems (EMS) in all DHA server rooms • Ensure the effective management and maintenance of the security technology and systems, desktops, software, input and output devices • Provide advice and guidance on security technology and systems • Ensure that part of the risk analysis in DHA server room facilities is implemented • Repair, prepare program and maintain security systems in the Department e.g. CCTV • Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions • Ensure operational efficiency and service delivery improvement within the Department • Effectively manage the performance of the service level agreement with the appointed service providers against business requirements and targets • Ensure the effective alignment in the implementation of project related to electronic security systems • Assist in the development of identified policies and procedures in conjunction with the policy and strategy of the sub-directorate • Enhance the deployment of security technology and systems for optimal benefit to the Department • Develop a technology and system in support to the greater Law Enforcement component in the Department • Create and build partnerships with various internal and external stakeholders in order to enforce compliance • Ensure effective risk and compliance

management within Security Services • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report on all related to financial losses , overpayment, in accordance with the required standard • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders, internal and external to ensure accurate implementation • Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the Sub Directorate • Manage resources (Physical, Human and Financial) • Ensure that budget spending is maximized in line with strategic objectives • Monitor and report on the utilization of equipment's • Ensure that the preparations are in line with strategic plans and Departmental objectives • Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure • Co-ordinate memorandum of understanding, service level agreements and expenditure • Co-ordinate memorandum of understanding, service level agreements and expenditure review • Ensure capacity and development of staff • Enhance and maintain employee motivation and cultivate a culture of performance management • Ensure that the Sub Directorate is adequately staffed •

**ENQUIRIES**

: **Head Office:** Mr S Hancock, Tel No: (012) 406 4336

**POST NO 3**

: **DEPUTY DIRECTOR: INVESTIGATION, REF NO: HRMC 42/22/3**

**SALARY LEVEL**

: A basic salary of **R744 255 to R876 705** per annum (Level 11). In addition, a range of benefits are offered.

**CENTRE**

: Head Office, Pretoria, Branch: Counter Corruption and Security Services, Directorate: Investigations.

**REQUIREMENTS**

: • An undergraduate qualification in Information Technology at NQF level 6 as recognised by SAQA • Minimum of 3 years' experience in Junior Management conducting digital forensic investigations • EnCase Certified Examiner (EnCE), Access Data Certified Examiner (ACE), GIAC Certified Forensic Examiner (GCFE), Cellebrite Certified Mobile Examiner (CCME), Certified Ethical Hacking Certification (CEH), Certified Information Systems Security Professional (CISSP), Offensive Security Certified professional • Knowledge of the South African Constitution • Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) as well as the Minimum Information Security Standards (MISS) • Understanding of the departmental legislation and prescripts • Knowledge of the National Intelligence Strategy Act, Protection of Information Act as well as the Criminal Procedure act of 1997 as amended • Understanding of investigative techniques and methodology • Strategic capability and leadership • Service delivery innovation • Client orientation and customer focus • People Management and Empowerment • Financial Management • Honesty and Integrity • Program and Project Management • Change Management • Communication, knowledge management and decision Making • Knowledge of digital storage devices • Knowledge of computer operating systems, computer programming and malware types • Knowledge of encryption and decryption methods • Ethical and legal issues regarding data • Analytical and critical thinking skills • Attention to detail • Problem solving and analytical skills • Business report writing, influencing and networking skills • Planning and organising skills • Process analysis and improvement knowledge • Interpersonal skills • knowledge of conflict resolution and management • Crime information management knowledge • Computer literacy • A valid driver's licence, willingness to travel and work extended hours.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks:

- Conduct effective digital forensic investigative operations relating to fraud, corruption and syndicate cases alleged to be perpetrated by officials of the Department • Scrutinize information received pertaining to corruption and fraudulent activities • Undertake data sourcing and data mining from virtual and physical devices and ensure data management to support digital forensic investigations into fraud and corruption • Collect, process, analyse and preserve digital evidence for disciplinary and criminal cases • Investigate, verify analyse fraud and corruption in line with digital forensic investigation methodologies • Investigate fraud and corruption perpetrated by officials /outside syndicates on Departmental systems • Draft reports and provide recommendations pertaining to the findings of the investigation • Provide support to various mandated stakeholders on fraud and corruption related projects • Monitor processes related to investigation of fraud and corruption • Develop and interpret statistical information on investigations and open cases' bottlenecks, volumes and trends • Timeously follow-up with other Units on complaints and provide feedback within reasonable timeframes • Develop and maintain the intelligence management system within the Branch • Provide expert advice and guidance on internal and external stakeholders regarding digital forensic investigation processes and standards in order for the business to effectively manage digital

crime • Identify and conduct malware analysis of attacker tools providing indicators for enterprise defensive measures and the ability to reverse engineer malware • Ensure chain of custody of digital evidence • Testify in disciplinary and criminal proceeding as and when required • Identify investigation focuses, through profiling of officials, offices, individuals and syndicates • Ensure and monitor the turn-around times of all investigations • Conduct investigations of fraud and corruption cases involving officials of the Department • Scrutinize information received pertaining to corrupt activities in the Department • Investigate fraud and corruption perpetrated by officials / syndicates • Investigate; verify fraud and corruption in line with investigation methodologies • Draft reports and provide recommendations pertaining to the findings of the investigations • Timeously follow-up with other Units on complaints and provide feedback within reasonable timeframes. Identify cases for investigation through profiling of officials, offices and syndicates. Provide support to mandated stakeholders on DHA fraud and corruption cases • Coordinate and monitor processes related to investigation • Facilitate the opening of files or dockets on cases of fraud and corruption • Manage the updating of the Case Management System • Identify investigation focuses, through profiling of officials, offices, individuals and syndicates • Build and maintain relationship with various stakeholders • Collaborate with law enforcement agencies DHA fraud and corruption cases • Compile tactical plans aligned to business requirements • Liaise with internal and external stakeholders on matters related to investigations • Benchmark with various institutions for best practice and propose improvements within the Unit • Coordinate, review and streamline all processes to ensure accuracy and efficiency • Liaise with relevant internal and external stakeholders on digital forensic and other investigations • Participate in projects within the Unit and with external stakeholders • Manage physical, human and financial resources • Ensure the budget spending is maximised in line with strategic objectives • Coordinate and report to the utilization of equipment • Develop and implement the workplan for the Unit and ensure effective prioritisation and resource planning • Agree on training and development needs of the Unit • Provide information, identification and development of objectives, goals and strategy relative to individual functional area • Implement effective talent management processes within the Unit (attraction, retention, development) • Ensure compliance to all Departmental directives on resource management • Ensure that all officials are equipped with the required skills and resources to perform optimally.

- ENQUIRIES** : **Head Office:** Mr M Nendauni, Tel No: (012) 406 4325
- POST NO 4** : **ASSISTANT DIRECTOR: INVESTIGATIONS (7 POSITIONS),**
- SALARY LEVEL** : A basic salary of **R382 245 to R450 255** per annum (Level 9). In addition, a range of benefits are offered.
- CENTRE REF NO** : Free State: Provincial Manager's Office – Bloemfontein (1 Post)  
: **HRMC 42/22/4a**
- CENTRE REF NO** : Gauteng: Provincial Manager's Office – Braamfontein (2 Posts)  
: **HRMC 42/22/4b**
- CENTRE REF NO** : Limpopo: Provincial Manager's Office – Polokwane (2 Posts)  
: **HRMC 44//22/4c**
- CENTRE REF NO** : Mpumalanga: Provincial Manager's Office – Nelspruit (1 Post)  
: **HRMC 44/22/4d**
- CENTRE REF NO** : Head office: Pretoria, Branch: Counter Corruption and Security Services, Chief Directorate: Investigations, (1 Post)  
: **HRMC 44/22/4e**
- REQUIREMENTS** : • An undergraduate qualification in Law, Policing Management, Forensic investigations or other related Security qualification at NQF level 6 as recognised by SAQA • Minimum of 3 years' experience in conducting investigations in a law enforcement environment • Experience in coordination and information gathering processes • Knowledge of investigation principles and processes • Knowledge of Criminal Procedure and Law of Evidence • Knowledge of the Public Service Act and Regulations, 2016 • Knowledge of Anti-corruption Framework • Knowledge of and experience in Criminal Justice System • Knowledge of Promotion of Administration of Justice Act • Understanding of all departmental legislation • Investigation, interviewing, planning and organising skills • Excellent report writing skills • Decision making, confidentiality and accountability • Capability and leadership skills • Attention to detail • Presentation and problem solving skills • Conflict management and resolution • A valid driver's

license, willingness to travel, work irregular and extended hours.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Investigate, verify and analyse fraud and corruption perpetrated by officials /outside syndicates in line with investigation methodologies
  - Draft reports and provide recommendations pertaining to the findings of the investigation
  - Render timeous and proactive responses to leads/reports on irregularities, unlawful conduct, fraud and corruption
  - Facilitate and identify investigation through profiling of officials, offices and syndicates
  - Facilitate and provide support to various mandated stakeholders to investigate fraud and corruption
  - Facilitate and monitor processes related to own investigation
  - Facilitate the opening of files or dockets on cases of fraud and corruption
  - Facilitate, develop and interpret statistical information on investigation cases
  - Timeously follow-up with other units on complaints and provide feedback within reasonable time frame
  - Seek guidance, where necessary, from Supervisor on the status of own cases
  - Testify in disciplinary and criminal proceedings as and when required
  - Update the case management system
  - Draw cases from case management system for investigation
  - Update the status of investigation and findings on the system
  - Recommend improvement of the case management system
  - Build and maintain relationships with various stakeholders
  - Collaborate with law enforcement agencies on Department's fraud and corruption cases
  - Compile tactical plans aligned to business requirements
  - Liaise with internal and external stakeholders on matters related to investigations
  - Benchmark with various institutions for best practice and propose improvements within the Unit
  - Coordinate, review and streamline all processes to ensure accuracy and efficiency
  - Participate in projects within the unit and with internal and external stakeholders
  - Participate in the formulation and implementation of departmental policies
  - Contribute towards the formulation of Investigation policy, processes and circulars
  - Enforce compliance to regulations, policies and guidelines in the Department
  - Monitor matters related to investigation practices
  - Participate in all structures when nominated
  - Align functions of the unit to the departmental vision, strategic objectives and goals.

**ENQUIRIES**

- : **Free State:** Ms B Sekonyana, Tel No: (051) 410 3902  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039  
**Limpopo:** Mr J Kgole, Tel No: (015) 287 2802  
**Mpumalanga:** Ms N Dlangisa, (013) 752 2504  
**Head Office, Pretoria:** Mr M Nendauni, Tel No: (012) 406 4325

**POST NO 5**

- : **ASSISTANT DIRECTOR: ANALYSIS, (2 POSITIONS), REF NO: HRMC 44/22/5**

**SALARY LEVEL**

- : A basic salary of **R382 245 to R450 255** per annum (Level 9). In addition, a range of benefits are offered.

**CENTRE**

- : Head office: Pretoria, Branch: Counter Corruption and Security Services, Chief Directorate: Prevention and Analysis, (2 Posts)

**REQUIREMENTS**

- :
  - An undergraduate qualification in Law, Policing Management, Forensic Investigations or related qualification at NQF level 6 as recognised by SAQA
  - Minimum of 3 years' experience in data management, analysis or investigation environment
  - Experience in using analysis tools in interpreting data e.g. Excel
  - Experience in the management and coordination of information gathering processes
  - Knowledge of the South African Constitution
  - Understanding of all Departmental legislation and prescripts, including the Departmental Counter Corruption & Fraud Prevention Strategy and its related policies
  - Knowledge of the Public Service Act, Regulations, and related prescripts
  - Knowledge of Anti-corruption legislation
  - Understanding of the Minimum Information Security Standards (MISS)
  - Knowledge of database management processes
  - Excellent research and analytical skills
  - Verbal and written communication skills
  - Decision making
  - Liaison and interpersonal skills
  - Problem solving, planning and organising skills
  - Honesty, integrity and confidentiality
  - Attention to detail
  - Excellent report writing skills
  - Inquisitive and interviewing skills
  - Project management, confidentiality and diplomacy
  - Computer literacy
  - Presentation skills
  - A valid driver's license, willingness to travel, work irregular and extended hours.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Gather and analyse information on Departmental processes
  - Maintain and update database of all reported and finalised cases
  - Accurately interpret raw data into meaningful information
  - Identify fraud and corruption trends within the Department
  - Gather information on trends identified, nationally and internationally concerning irregularities, unlawful conduct, breaches and syndicate activities relating to core processes and business conducted by DHA
  - Analyse the effective implementation of Counter Corruption & Fraud Prevention Strategy
  - Ensure

safekeeping of the analysed information as per classification (top secret, secret and confidential) • Develop reports on fraud and corruption trends within the Department • Provide findings on analysis and prepare reports with recommendations based on identified trends • Provide feedback on trends, risk areas, system weaknesses and process inefficiencies to business • Develop presentations on fraud and corruption trends for various Departmental forums • Follow-up on implementation of recommendations made to business • Ensure effective risk and compliance management • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the Department to ensure accurate implementation • Interpret and implement all departmental circulars, policy and other communications that impact on the operations of the business unit • Ensure compliance with all audit requirements • Drive the implementation of the Batho Pele principles within the unit in all interactions with internal and external customers • Ensure compliance with all relevant procurement and tender policies and prescripts • Participate in the formulation of plans and or policies concerning security and countering corruption • Contribute towards the formulation of anti-corruption, risk management and security regulations, policies, processes and circulars • Promote compliance to regulations and policy guidelines in the department and all clients • Participate in the activities in all relevant structures within and outside the Department • Align functions of the analysis Unit to the departmental vision, strategic objectives and goals.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms A van der Merwe, Tel No: (012) 406 2571
- : 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:-**

**Head Office:**

Postal Address: Private Bag X114, Pretoria, 0001

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

**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

**Limpopo Province:**

Postal Address: Private Bag X 9517, Polokwane, 0700

Physical Address: 89 Biccard Street, Polokwane

**Mpumalanga Province:**

Postal Address: Private Bag X11264, Nelspruit, 1200,

Physical Address: 29 Bester Street, Nelspruit, 1200