



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: 19 May 2023

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 31 OF 2023

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: 2 JUNE 2023

APPLICATIONS:

Applications must be -

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

SELECTION:

- In the filling of entry level positions, preference may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based.
- 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).

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 time frame.



- POST NO 1** : **CONTROL SECURITY OFFICER, REF NO: HRMC 31/23/1**
- SALARY LEVEL** : A basic salary of **R359 517** to **R420 402** per annum (Level 8).
- CENTRE** : **North West:** Provincial Manager's Office – Mmabatho
- REQUIREMENTS** : • An undergraduate qualification in Security Studies at NQF level 6 as recognised by SAQA • Minimum of 2 years' experience in a security environment at a supervisory level • PSIRA Grade A Certificate • Knowledge of the South African Constitution • Knowledge of the public Service Regulations Act • Knowledge of the Minimum Information Security Standards (MISS) as well as the Minimum Physical Security Standards (MPSS) • Knowledge of Public Finance Management Act (PFMA) • Knowledge of prescribed security procedures • Knowledge of access control procedures • Knowledge of the relevant legislation related to Public Security and access control • Understanding of Departmental Legislation and Human Resources Legislations and prescripts • **Required skills and competencies:** Leading and supervisory skills • Customer focus and service delivery • Honesty and integrity • Good communication and problem solving skills • Coaching and interpersonal skills • A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Provide management support with regards to the implementation of security control processes and policies • Ensure that access control procedures with regards to visitors are applied in all offices • Conduct threats and risk assessment and analysis • Oversee the conducting of security investigations • Ensure the implementation of security risk assessment recommendations • Conduct security awareness • Compile reports in all matters concerning physical security • Ensure effective risk and compliance management • Coach and guide staff on all relevant Departmental regulatory, internal and external compliance requirements • Report on all risks • Manage physical, human and financial resources.
- ENQUIRIES** : **North West:** Mr L Appels, Tel No: (018) 397 9900
- POST NO 2** : **CIVIC SERVICES OFFICER, REF NO: HRMC 31/23/2**
- SALARY LEVEL** : A basic salary of **R294 321** to **R343 815** per annum (Level 7).
- CENTRE** : **Northern Cape:** TH: Galeshewe
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Science or related qualification at NQF 6 level as recognized by SAQA • Minimum of 1 years' experience in Civic Services / Operations Management environment • Knowledge of workflow planning and capacity planning • Knowledge of the South African Constitution and the Batho Pele Principles • Knowledge of the Public Service Regulatory Framework • Knowledge of Departmental Legislations and Prescripts • Knowledge of Occupational Health and Safety Act as well as Minimum Information Security Standards (MISS) • Knowledge of National Treasury Regulations, Public Finance Management Act (PFMA), Promotion to Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Decision making • Supervisory skills and people empowerment • Business continuity, problem solving, financial administration and records management • Client orientation and customer focus • Risk and knowledge management • Computer literacy • Security conscience • Communication • A valid drivers' licence and willingness to travel • Working extended hours when required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Supervise the daily operations of Civic Services within the local office • Administer the Identity Document and Passport processes in the Local office • Administer the Birth, Marriage and Death process (BMD) in the local office • Ensure effective and efficient management of queues • Implement quality assurance on all products and services in the local office • Maintain effective customer relations • Ensure the implementation of the Batho Pele Principles within the local office in all interactions with internal and external customers • Manage client complaints, queries and ensure application corrective measures • Implementation of policies, procedures, directives, acts and regulations • Ensure compliance with legislation, regulations and DHA policies and procedures • Ensure effective workflow and capacity planning • Supervise human and physical resources within the Local Office.
- ENQUIRIES** : **Northern Cape:** Ms S Botha, Tel No: (053) 807 6700

- POST NO 3** : **CIVIC SERVICES CLERK, (3 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R241 485 to R281 559 per annum** (Level 6).
- CENTRE REF NO** : **Gauteng**: Medium Office: Roodepoort (2 Posts)
: **HRMC 31/23/3a**
- CENTRE REF NO** : **Gauteng**: Large Office: Vereeniging (1 Post)
: **HRMC 31/23/3b**
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Sciences at NQF level 6, and / or DHA Qualification: Home Affairs Services at NQF level 5 all recognised by SAQA • Basic understanding of Civic Service operations • Sound knowledge of the Batho Pele Principles • Competencies and skills required: Computer literacy • Planning and organizing • Problem solving • Written and verbal communication skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Client orientation and customer focus • Record and time management • A valid driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office • Attend to enquiries and perform online verification • Greet customers and ensure that they receive a professional warm and friendly welcome • Operate the live capture photo booth in the office • Verify, validate and capture client information on system, fingerprints, scan client supporting documents on line • Examine processed fingerprints and evaluate their validity for entry into the automated fingerprint identification system • Receive, scan and file smartcards upon receipt at the office • Process collections of ID smart cards to clients • Process application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents.
- ENQUIRIES** : **Gauteng**: Mr P Mlangeni, Tel No: (011) 242 9039
- POST NO 4** : **CIVIC SERVICES HOSPITAL CLERK, REF NO: HRMC 31/23/4**
- SALARY LEVEL** : A basic salary of **R181 599 to R213 912** per annum (Level 5).
- CENTRE** : **Gauteng**: Medium Office: Heidelberg Hospital
- REQUIREMENTS** : • An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5) • An undergraduate qualification in Public Management / Administration / Social Sciences or related field at NQF level 6 will be an added advantage • 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 • A driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Render birth registration services to clients • 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 • Provide death registration to clients • Receive duly completed notification of death and relevant supporting documents • Submit application for quality assurance and dispatch to supervisor • Ensure the safekeeping and safeguarding of assets and face value documents, stamps etc • 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 • Ensure good governance and compliance • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements.
- ENQUIRIES APPLICATIONS** : **Gauteng**: Mr P Mlangeni, Tel No: (011) 242 9039
: 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:-

Gauteng:

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

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