

## DEPARTMENT OF HOME AFFAIRS

*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. Reasonable accommodation shall be applied for People with Disabilities.*



- APPLICATIONS** : Applications must be sent to the correct DHA address specified at the bottom of the posts; or submitted on the following link: <https://essa@labour.gov.za>. Search opportunity name per Province and town, e.g. mobile officer or civic services clerk. Applicants who do not have access to the internet may submit their applications to the nearest Regional Offices of the Department of Employment and Labour (Labour Centres); Enquiry related to the system: PES@labour.gov.za and enquiries related to the work opportunities: Vusi.Mazibuko@labour.gov.za (082 886 9627) and Siphamandla.Xaba@labour.gov.za (076 983 8905) as well as Call Centre for system enquiries 086 010 1018.
- CLOSING DATE** : 28 March 2024
- NOTE** : Directions to applicants: Applications must be submitted on the New Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); Applicants must fully complete part A,B,C,D,& F of the application form; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) and detailed duties of each employment period, including the details of at least two contactable employment references (as recent as possible). Applicants for the position of Mobile Officer must indicate the full details of the driver's licence as well as the Public Driver's Permit, PDP. Shortlisted candidates will be required to submit a copy of Identity Document (ID), a valid driver's licence, a valid Public Driver's Permit, as well as copies of the highest qualification/s on or before the day of the interview, submit, where applicable, evaluated results from the South African Qualifications Authority (SAQA) for foreign acquired qualifications, and submitted on or before the closing date. 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. Selection: In the filling of entry level positions, preference, where applicable, 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 for the position of Civic Services Clerk will be subjected to an interview and technical assessment. Shortlisted candidates for the position of Mobile Officer will be subjected to an interview, technical and Role Behaviour Assessments. Candidates considered suitable 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; and obtain security clearance appropriate to the post and within the prescribed timeframe.

## OTHER POSTS

- POST 09/02** : **MOBILE OFFICER (X100 POSTS)**
- SALARY CENTRE** : R294 321 - R343 815 per annum (Level 07), a basic salary
- : Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/1a (X1 Post)
- : Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/1b (X1 Post)
- : Eastern Cape: Medium Office: Qumbu Ref No: HRMC 7/24/1c (X1 Post)
- : Eastern Cape: Medium Office: Peddie Ref No: HRMC 7/24/1d (X1 Post)
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- : Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 7/24/1g (X1 Post)
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 Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 7/24/1m (X1 Post)  
 Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 7/24/1n (X1 Post)  
 Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 7/24/1o (X1 Post)  
 Free State: Medium Office: Thaba Nchu Ref No: HRMC 7/24/1p (X1 Post)  
 Free State: Medium Office: Zastron Ref No: HRMC 7/24/1q (X1 Post)  
 Free State: PSP: Trompsburg Ref No: HRMC 7/24/1r (X1 Post)  
 Free State: Medium Office: Bultfontein Ref No: HRMC 7/24/1s (X1 Post)  
 Free State: PSP: Ficksburg Ref No: HRMC 7/24/1t (X1 Post)  
 Free State: PSP: Parys Ref No: HRMC 7/24/1u (X1 Post)  
 Free State: PSP: Vrede Ref No: HRMC 7/24/1v (X1 Post)  
 Free State: PSP: Wesselsbron Ref No: HRMC 7/24/1w (X1 Post)  
 Free State: PSP: Ladybrand Ref No: HRMC 7/24/1x (X1 Post)  
 Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/1y (X1 Post)  
 Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/1z (X1 Post)  
 Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/1aa (X1 Post)  
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 Gauteng: Large Office: Randfontein Ref No: HRMC 7/24/1ad (X1 Post)  
 Gauteng: Medium Office: Carletonville Ref No: HRMC 7/24/1ae (X1 Post)  
 Gauteng: Medium Office: Roodepoort Ref No: HRMC 7/24/1af (X1 Post)  
 Gauteng: Medium Office: Bronkhorstspuit Ref No: HRMC 7/24/1ag (X1 Post)  
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 KwaZulu-Natal: Medium Office: Nqutu Ref No: HRMC 7/24/1aj (X1 Post)  
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 Northern Cape: Medium Office: Postmasburg Ref No: HRMC 7/24/1ca (X1 Post)  
 North West: Medium Office: Wolmaransstad Ref No: HRMC 7/24/1cb (X1 Post)  
 North West: PSP: Ventersdorp Ref No: HRMC 7/24/1cc (X1 Post)  
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 North West: Medium Office: Zeerust Ref No: HRMC 7/24/1ck (X1 Post)  
 Western Cape: PSP: Laingsburg Ref No: HRMC 7/24/1cl (X1 Post)  
 Western Cape: Medium Office: Oudtshoorn Ref No: HRMC 7/24/1cm (X2 Posts)  
 Western Cape: Medium Office: Malmesbury Ref No: HRMC 7/24/1cn (X2 Posts)  
 Western Cape: Medium Office: Beaufort-West Ref No: HRMC 7/24/1co (X1 Post)  
 Western Cape: Medium Office: Caledon Ref No: HRMC 7/24/1cp (X1 Post)  
 Western Cape: PSP: Vradenburg Ref No: HRMC 7/24/1cq (X1 Post)  
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/1cr (X2 Posts)

**REQUIREMENTS**

: An undergraduate qualification in Public Administration / Public Management / Operations / Human Resources / Business Management at an NQF Level 6 as recognised by SAQA. One (1) year clerical experience will be an added advantage. Experience in client and customer service environment will be an added advantage. Sound knowledge of the Batho Pele Principles. A valid driver's licence (Code 10) and a valid Public Driver Permit (PDP). Basic knowledge of Public Service Regulations. Basic knowledge of the Departmental Legislation and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework Knowledge of Civic Services Operations. Basic knowledge of Civic Services Prescripts. Required skills and competencies: Communication and sound interpersonal skills, Time management, Problem solving skills, Planning and organizing, Supervisory skills, Basic Report writing skills, Basic Computer literacy, Extensive travelling is required.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Supervise and administer the daily operations of Civic Services functions within the Mobile Offices, Identity Document, Birth, Marriage and Death (BMD) and Passport application processes. Supervise and monitor operations in different service points. Management of queues for clients visiting the office and daily operation of the office. Ensure that the Mobile Office is properly maintained and examined to render services. Perform daily trips and post-trip vehicle inspections and ensure that the Mobile Unit is in the best safety condition at all times. Implement effective risk and compliance in line with the relevant practices. Facilitate the provision of client services to service points. Operate the specialised equipment in the front and 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. Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required. Maintain relationship with various internal and external stakeholders. Comply with relevant Civic Services frameworks. Supervision of resources (human and physical) within the unit.

**ENQUIRIES**

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418  
 Free State: Mr C Mgwadleka Tel No: (051) 410 3912  
 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

**APPLICATIONS**

Western Cape: Mr M Pienaar Tel No: (021) 488 1409

: Quoting the relevant reference number, direct your application 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 X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

**Western Cape:** Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000.

**POST 09/03**

**CIVIC SERVICES CLERK (X100 POSTS)**

**SALARY CENTRE**

: R241 485 - R281 559 per annum (Level 06), a basic salary

: Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/2a (X1 Post)

: Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/2b (X1 Post)

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: Free State: PSP: Ficksburg Ref No: HRMC 7/24/2t (X1 Post)

: Free State: PSP: Parys Ref No: HRMC 7/24/2u (X1 Post)

: Free State: PSP: Vrede Ref No: HRMC 7/24/2v (X1 Post)

: Free State: PSP: Wesselsbron Ref No: HRMC 7/24/2w (X1 Post)

: Free State: PSP: Ladybrand Ref No: HRMC 7/24/2x (X1 Post)

: Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/2y (X1 Post)

: Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/2z (X1 Post)

: Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/2aa (X1 Post)

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 Western Cape: PSP: Vredenburg Ref No: HRMC 7/24/2cq (X1 Post)  
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/2cr (X2 Posts)  
 : An undergraduate qualification in Public Management / Public Administration / Human Resources at NQF level 6, as recognised by SAQA. Basic

**REQUIREMENTS**

understanding of Civic Service operations. Sound knowledge of the Batho Pele Principles. Required skills and competencies: Basic Computer literacy, Interpersonal skills, Written and verbal communication skills, Client orientation and customer focus, Attention to detail.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office (application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents). Operate the live capture. 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.

**ENQUIRIES**

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Gauteng: Mr P Mlangeni Tel No: (011) 242 9039  
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North West: Ms M Seleke Tel No: (018) 397 9904  
Western Cape: Mr M Pienaar Tel (021) 488 1409

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**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 X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.  
**Western Cape:** Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000.