



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 N Sindane

Tel No: 012 406 4244  
Date Issued: 06 December 2024

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 46 OF 2024

The Department of Home Affairs is a merit-based, equal opportunity and affirmative action employer. It is our intention to appoint excellent candidates while promoting representivity (race, gender, disability). Applicants who fall within these categories are encouraged to apply

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.

The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.



### DIRECTIONS TO APPLICANTS



**CLOSING DATE:** 06 January 2025

**APPLICATIONS:** Must be -

- submitted online at <https://eRecruitment.dha.gov.za> or sent to the **correct address** specified at the bottom of the post, **on or before the closing date;**
- accompanied by a fully completed **Application for Employment Form** (new Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za), a **comprehensive CV** (citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two **contactable employment references** (as recent as possible)), as well as a copy of the applicant's **valid driver's licence** and **PDP** (if specified as a job requirement).

**SELECTION:**

Shortlisted candidates -

- are required to submit a copy of their **ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications**, and details of **current earnings** (latest salary advice). Furthermore, applicants who possess (a) **foreign qualification(s)** will be required to submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**), by a specified date; and
- will be subjected to an **interview, various relevant tests and assessments**, and **employment suitability checks** (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State).

In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as this Department's Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post.

**APPOINTMENT:** Once appointed, serving of a prescribed **probation period**, and obtaining a **security clearance** appropriate to the post, will be required.

**Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY**



- POST NO 1** : **LOCAL OFFICE MANAGER, REF NO: HRMC 46/24/1**
- SALARY LEVEL** : An all-inclusive salary package of **R1 003 890** to **R1 182 534** per annum (Level 12)
- CENTRE** : **Limpopo: Large Office: Thohoyandou**
- REQUIREMENTS** :  
•A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 as recognized by SAQA • 3 Years' experience at a Junior Management / Assistant Director level is required • Sound experience in an operations management environment within Civic or Immigration Services • Knowledge of workflow planning and capacity planning • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • Excellent abilities and experience in project management, project optimization, and the use of online systems • A valid drivers' license • Willingness to travel and work extended hours.
- Required skills and competencies:** • Management and Leadership • Service delivery innovation, client orientation and customer focus • People management and empowerment • Financial Management • Program and project management • Change management • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work • Support digital transformation • Innovation • Excellent verbal and written communication, as well as report writing and presentation skills • Problem-solving and analysis • Influencing, networking, conflict management and negotiation skills • Knowledge and Information management • Decision making and initiating action • Planning, organising and time management • Coaching and facilitating • Computer literacy • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Manage the overall operations and performance of the Office against agreed service delivery standards • Provide advice and guidance on operations of the Department at a Local Office level • Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports • Ensure delivery against the mandates derived from the Government's Programme of Action (POA) • Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities • Foster effective partnerships with all stakeholders and represent the District at various forums • Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office • Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives • Implement governance processes, frameworks and procedures • Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : **Limpopo: Mr J Kgole, Tel No: (015) 287 2802**

**POST NO 2** : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS AND JOINT OPERATIONS, REF NO: HRMC 46/24/2**

**SALARY LEVEL** : An all-inclusive salary package of **R1 003 890** to **R1 182 534** per annum (Level 12)

**CENTRE** : **Head Office:** Immigration Services - Directorate: Central Law Enforcement

**REQUIREMENTS** : •A qualification in Law, Policing, Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 as recognized by SAQA • 3 Years' experience at a Junior Management / Assistant Director level is required in operations management or a law enforcement environment • Experience in Law, analysis and interpretation of information • Knowledge of the Immigration Act, Refugees Act and relevant Regulations • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • Excellent abilities and experience in investigations or joint operations, project management and the use of online systems • A valid drivers' license • Willingness to travel and work extended hours.

**Required skills and competencies** Management and Leadership • Service delivery innovation, and customer focus • People management and empowerment • Financial Management • Program and project management • Change management • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work • Support digital transformation • Innovation • Excellent verbal and written communication, as well as report writing and presentation skills • Conducting investigations, problem-solving and analysis • Influencing, networking, conflict management and negotiation skills • Knowledge and Information management • Decision making and initiating action • Planning, organising and time management • Coaching and facilitating • Computer literacy • Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: •Investigate syndicates involved in Human Trafficking and smuggling • Ensure investigations are compliant with policies, legislation and that the evidence is admissible • Foster operational cooperation in the National Joint Operations • Build and maintain relationships with various internal and external stakeholders • Establish, maintain and ensure good working relations between the Department and relevant stakeholders • Participate in the development and implementation of policies • Implement effective risk and compliance strategies in line with relevant Law Enforcement practices • Implement governance processes, frameworks and procedures • Ensure effective and efficient management of human, physical and financial resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : **Head Office:** Ms A Ngcobo. Tel No: (012) 4064356 / 081 041 1558

- POST NO 3** : **DEPUTY DIRECTOR: APPEALS, REF NO: HRMC 46/24/3**
- SALARY LEVEL** : An all-inclusive salary package of **R1 003 890** to **R1 182 534** per annum (Level 12)
- CENTRE** : **Head Office:** Immigration Services - Directorate: Appeals
- REQUIREMENTS** : •A qualification in Law, Policing, Public Management, Public Administration, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA • 3 Years' experience at a Junior Management / Assistant Director level is required in Law, analysis and interpretation of information • Knowledge of the Immigration Act, Refugees Act and relevant Regulations • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • Excellent abilities and experience in project management, project optimization, and the use of online systems • A valid drivers' license • Willingness to travel and work extended hours.
- Required skills and competencies:** Management and Leadership • Service delivery innovation, and customer focus • People management and empowerment • Financial Management • Program and project management • Change management • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work • Support digital transformation • Innovation • Excellent verbal and written communication, as well as report writing and presentation skills • Conducting investigations, problem-solving and analysis • Influencing, conflict management and negotiation skills • Knowledge and Information management • Decision making and initiating action • Stress management / ability to work under pressure • Planning, organising and time management • Coaching and facilitating • Computer literacy • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Manage the effective and efficient delivery of Temporary Residence Appeals processes
  - Implement best-practice quality assurance and data quality strategies within the Unit
  - Provide advice and guidance on Appeals matters
  - Participate in stakeholder engagements and collaboration with key account stakeholders and represent the Department at relevant forums
  - Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions, product / process improvements and data management and analysis), in order to enhance service delivery in the Unit
  - Contribute to the delivery of the Appeals operational plan against agreed timeframes and objectives
  - Implement governance processes, frameworks and procedures
  - Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget
  - Ensure effective and efficient management of human, physical and financial resources within the Unit
  - Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : **Head Office:** Ms A Ngcobo. Tel No: (012) 4064356 / 081 041 1558

**POST NO 4** : **ASSISTANT DIRECTOR: IMMIGRATION SERVICES - INSPECTORATE (4 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R552 081 to R650 322** per annum (Level 10)

**CENTRE REF NO** : **Free State:** Large Office: Bloemfontein (1 Post)  
: **HRMC 46/24/4a**

**CENTRE REF NO** : **Gauteng:** Large Office: Johannesburg (1 Post)  
: **HRMC 46/24/4b**

**CENTRE REF NO** : **Head Office:** Immigration Services - Directorate: Deportations (1 Post)  
: **HRMC 46/24/4c**

**CENTRE REF NO** : **KwaZulu-Natal:** Large Office: Umgungundlovu (1 Post)  
: **HRMC 46/24/4d**

**REQUIREMENTS** : •A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Paralegal or Criminal Justice at NQF level 6 as recognized by SAQA • 3 Years' supervisory experience in a Law Enforcement, Legal or Security environment • Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Criminal Prosecution Act and relevant Regulations • Knowledge of International treaties • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • Excellent abilities and experience in project management, project optimization, and the use of online systems • A valid drivers' license (Code B / C1 / C / EC1) • Valid Public Driver Permit ( PDP) • Willingness to travel including outside of the borders of South Africa • Working extended hours.

**Required skills and competencies:** Management and Leadership • Service delivery innovation, and customer focus • People management and empowerment • Financial Management • Program and project management • Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work • Support digital transformation • Innovation • Good verbal and written communication, as well as report writing and presentation skills • Conducting investigations, problem-solving and analysis • Influencing, networking, conflict management and negotiation skills • Decision making and initiating action • Accountability • Record and time management • Attention to detail • Team work • Diplomacy • Planning and organising • Coaching and facilitating • Computer literacy • Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: • Ensure the effective implementation of Inspectorate services, and applicable legislation • Manage Inspectorate operations management • Provide advice and recommendations on immigration transgressions • Liaise with Central Law Enforcement regarding priority and high profile cases • Participate in the development and implementation of policies, procedures, directives, acts and regulations • Monitor and ensure the effective implementation of standard operating procedures • Ensure effective risk and compliance management • Implement governance processes, frameworks and procedures • Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget • Ensure effective and efficient management of human, physical and financial resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : **Free State:** Ms V Molefe, Tel No: (051) 410 3912  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043  
**Head Office:** Ms B Kabinde, Tel No: (012) 406 4239  
**KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003

**POST NO 5** : **SENIOR NETWORK CONTROLLER REF NO: HRMC 46/24/5 (2 POSITIONS)**

**SALARY LEVEL** : An all-inclusive salary package of **R444 036** to **R532 602** per annum (Level 9)

**CENTRE** : **Head Office:** Directorate: Networks

**REQUIREMENTS** : •A qualification in Information Technology, Computer Science, Information Systems, Computer Engineering at NQF level 6 as recognized by SAQA • 3 Years' experience as Network Controller / Network Administrator • Experience in LAN and WAN Installation, Monitoring and Troubleshooting • Knowledge of computer networking industry certificates (eg CCNA, CCNP, CCIE), will be an added advantage • Knowledge of routing and switching protocols • Knowledge of Network administration • Knowledge of the State Information Technology Agency Act 88 of 1998 • Understanding of the Human Resource Regulatory Framework and Departmental Legislation and prescripts • Willingness to travel and work extended hours • Perform on-call duties.

**Required skills and competencies:** • Supervisory skills • Problem solving and conflict management • Planning and organising • Ability to translate IT language into English • Project administration • Good written and verbal communication skills • Stakeholder Relations and Customer focus • Report writing • Strong analytical skills • Team Work • Ability to monitor LAN and WAN • Network configuration • Network administration • Time management • Project administration • Patriotism, Honesty and Integrity • Diplomacy.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
•Facilitate configuration and installation of all networks (LAN and WAN) in the Department • Connect systems and servers related to district networks for the availability of services to authorized users (eg mail systems, accounts, print queues, IP assignment, computers, etc) • Establish and build relationships with stakeholders for networks operations • Ensure successful business transformation to a digital-first organisation • Implement governance processes, frameworks and procedures • Ensure effective and efficient management of human, physical and financial resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : **Head Office:** Ms T Rakgoale, Tel No: (012) 406 2808

**POST NO 6** : **DISTRICT INFORMATION TECHNOLOGY OFFICER, HRMC 46/24/6**

**SALARY LEVEL** : A basic salary of **R444 036– R532 602** per annum (Level 9)

**CENTRE** : **Limpopo: Waterberg District Office**

**REQUIREMENTS** : •A qualification in Information Technology, Computer Science, Information Systems, Computer Engineering at NQF level 6 as recognized by SAQA • 3 years' technical experience in Information Technology • Experience in desktop, network, server and application support • Sound knowledge and application of the GITO guidelines and prescripts • Knowledge of Minimum Information Security Standards (MISS) • Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000 • Knowledge of the State Information Technology Agency Act No 88 of 1998 • Knowledge of public service and Departmental legislation and prescripts • Willingness to travel and work extended hours • Perform on-call duties.

**Required skills and competencies:** • Supervisory skills • Problem solving and conflict management • Planning and organising • Ability to translate IT language into English • Project administration • Good written and verbal communication skills • Stakeholder Relations and Customer focus • Report writing • Strong analytical skills • Team Work • Ability to monitor LAN and WAN • Network configuration • Network administration • Time management • Project administration • Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
•Ensure the implementation of infrastructure and hardware support • Install and support Telkom data-lines, routers, switches, firewalls and IDS/IPS • Ensure the installation and support of servers in the District • Provide support on desktops, printers, laptops on peripherals e.g. camera, 3M fingerprint scanner, signature pad, MDF-scan flow printers, etc • Provide support on DHA systems, ensure systems availability and user account management •Provide support to transversal systems like BAS, PERSAL, LOGIS, etc. • Maintain IT asset registers in various local offices • Facilitate disposal process of IT assets and provide technical support for redundant and obsolete items • Facilitate and implement application/system support in the District • Enrol officials on BACM and provide access in a secure environment • Ensure that all desktops and laptops have anti-virus software, conduct regular updates and data recovery • Identify and resolve problems causing disruptions in the operations of the business and in the network • Resolve the roots causes of incidents and deploy effective workarounds • Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes • Increase knowledge capital (data used to identify trends and proactively identify any problem areas) • Timeously identify, diagnose and resolve problems • Provide error control and record error solutions • Analyse the urgency and resources required to effect temporary and permanent solutions to problems •Ensure effective and efficient management of resources • Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : Ms P Mosia, Tel No: (012) 406 4536

<b><u>POST NO 7</u></b>	:	<b><u>CONTROL IMMIGRATION OFFICER: INSPECTORATE, (10 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary package of <b>R376 413</b> to <b>R443 403</b> per annum (Level 8)
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape:</b> Large Office: East London (1 Post) <b>HRMC 46/24/7a</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Free State:</b> Medium Office: Kroonstad (1 Post) <b>HRMC 46/24/7b</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng:</b> Large Office: Soweto (1 Post) <b>HRMC 46/24/7c</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Head Office:</b> Lindela Holding Facility (1 Post) <b>HRMC 46/24/7d</b>
<b><u>CENTRE REF NO</u></b>	:	<b>KwaZulu-Natal:</b> Large Office: Ethekewini (1 Post) <b>HRMC 46/24/7e</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Limpopo:</b> Large Office: Polokwane (1 Post) <b>HRMC 46/24/7f</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Mpumalanga:</b> Large Office: Emalahleni (1 Post) <b>HRMC 46/24/7g</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Northern Cape:</b> Large Office: Upington (1 Post) <b>HRMC 46/24/7h</b>
<b><u>CENTRE REF NO</u></b>	:	<b>North West:</b> Medium Office: Brits (1 Post) <b>HRMC 46/24/7i</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Western Cape:</b> Large Office: Cape Town (1 Post) <b>HRMC 46/24/7j</b>
<b><u>REQUIREMENTS</u></b>	:	<p>•A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA • 2 Years' experience in a law enforcement environment • Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations • Knowledge of International treaties • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • A valid drivers' license (Code EC) • Valid Public Driver Permit ( PDP) • Willingness to travel including outside of the borders of South Africa • Work extended hours.</p> <p><b>Required skills and competencies:</b> • Service delivery innovation • Client orientation and customer focus • Excellent interpersonal skills • Problem solving and conflict management • Analytical skills • Planning, organising and time management • Good written and verbal communication skills • Report writing • Computer literacy • Patriotic, Honesty and Integrity.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidates will be responsible for, amongst others, the following specific tasks:</p> <p>•Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002 • Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country • Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents • Assist in dealing with illegal migration facilitated by corruption, and other high profile cases • Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department • Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin • Administrate and implement inspections in loco • Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations • Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation • Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation • Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner • Assist in crime combatting operations with other law enforcement agencies • Participate in security cluster forums and case flow management meetings • Prepare reports and statistics as directed • Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks • Ensure the implementation of Departmental policies and procedures • Maintain relationships with various stakeholders (Internal and External) • Ensure effective and efficient management</p>



of human, physical and financial resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**

: **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6417  
**Free State:** Ms V Molefe, Tel No: (051) 410 3912  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 3254  
**Head Office:** Ms S Maswanganyi, Tel No: (012) 406 4236  
**KwaZulu-Natal:** Ms N Ngema, 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:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

- POST NO 8** : **REFUGEE STATUS DETERMINATION OFFICER (5 POSITIONS)**
- SALARY LEVEL** : A basic salary package of **R376 413** to **R443 403** per annum (Level 8)
- CENTRE REF NO** : **Eastern Cape:** Refugee Reception Centre – Gqeberha (1 Post)  
: **HRMC 46/24/8a**
- CENTRE REF NO** : **Gauteng:** Refugee Reception Centre –Tshwane (2 Posts)  
: **HRMC 46/24/8b**
- CENTRE REF NO** : **KwaZulu-Natal:** Refugee Reception Centre – Durban (1 Post)  
: **HRMC 46/24/8c**
- CENTRE REF NO** : **Western Cape:** Refugee Reception Centre – Cape Town (1 Post)  
: **HRMC 46/24/8d**
- REQUIREMENTS** : •A qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations Management, Administrative Management, Business Administration, Business Management, and Economics at NQF level 6 as recognized by SAQA • 2 Years' experience in law, analysis or interpretation of information • Knowledge of the Constitution of the Republic of South Africa • Knowledge of all relevant public service and Departmental Legislative Frameworks, including the Refugee Act and Immigration Act • Willingness to work extended hours.
- Required skills and competencies:** • Client orientation and customer focus • Excellent interpersonal skills • Problem solving and conflict management • Analytical skills • Planning, organising and time management • Good written and verbal communication skills • Report writing • Computer literacy • Patriotism, Honesty and integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Adjudicate asylum seeker applications and confirm or reject refugee status, in accordance with the amended Refugee Act, 1998 (Act No: 130 of 1998) and its Regulations • Administrate and assist applicants in completing the DHA-1590 Section B • Conduct interviews with applicants by making an enquiry through the interview to confirm the true identity and origin of the applicant as well as the bona fide of the applicant • Refer applicant to United Nations High Commission for Refugees (UNHCR) or the Department of Social Development on placement of applicant • Issue and extend of first permit and first extension of Section 22 permit • Conduct an assessment prior to issuance of Section 22 Visa to be able to endorse • Administrate and adjudicate asylum applications • Ensure that all necessary documentation or evidence is submitted, and verify the validity and authenticity of all original documents • Make a decision to approve or reject the application • De-link dependants from the principal applicant when they reach age of maturity • Ensure effective and efficient management of resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : **Head Office:** Ms A Ngcobo, Tel No: (012) 406 4356

<b><u>POST NO 9</u></b>	:	<b><u>CIVIC SERVICES CLERK, (21 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary of <b>R255 450 to R300 912 per annum</b> (Level 6)
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: Large Office: Gqeberha (1 Post)</b> <b>HRMC 46/24/9a</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: PSP: Middelburg (1 Post)</b> <b>HRMC 46/24/9b</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: PSP: Cala (1 Post)</b> <b>HRMC 46/24/9c</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Free State: Large Office: Bloemfontein (1 Post)</b> <b>HRMC 46/24/9d</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Free State: PSP: Bothaville (1 Post)</b> <b>HRMC 46/24/9e</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Free State: Medium Office: Sasolburg (1 Post)</b> <b>HRMC 46/24/9f</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng: Medium Office: Roodepoort (1 Post)</b> <b>HRMC 46/24/9g</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng: Medium Office: Alberton (1 Post)</b> <b>HRMC 46/24/9h</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng: Medium Office: Randburg (1 Post)</b> <b>HRMC 46/24/9i</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng: Medium Office: Carletonville (1 Post)</b> <b>HRMC 46/24/9j</b>
<b><u>CENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: Medium Office: Eshowe (2 Posts)</b> <b>HRMC 46/24/9k</b>
<b><u>CENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: Medium Office: Ngotshane (Pongola) (1 Post)</b> <b>HRMC 46/24/9l</b>
<b><u>CENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: PSP: Greytown (1 Post)</b> <b>HRMC 46/24/9m</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Limpopo: Large Office: Polokwane (3 Posts)</b> <b>HRMC 46/24/9n</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Northern Cape: Large Office: Kuruman (1 Post)</b> <b>HRMC 46/24/9o</b>
<b><u>CENTRE REF NO</u></b>	:	<b>North West: Large Office: Klerksdorp (1 Post)</b> <b>HRMC 46/24/9p</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Western Cape: Medium Office: Somerset West (1 Post)</b> <b>HRMC 46/24/9q</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Western Cape: Medium Office: Belville (1 Post)</b> <b>HRMC 46/24/9r</b>
<b><u>REQUIREMENTS</u></b>	:	<p>•A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 recognised by SAQA</p> <p>• Completion of the Cadet or Internship programme within the Department of Home Affairs will be an added advantage</p> <p>• Knowledge of all relevant public service and Departmental Legislative Frameworks</p> <p>• Knowledge of Civic Services Regulatory Frameworks</p> <p>• Knowledge of fraud prevention</p> <p>• Knowledge of the Batho Pele Principles</p> <p>• Willingness to work extended hours.</p> <p><b>Required skills and competencies:</b></p> <p>• Client orientation and customer focus</p> <p>• Excellent interpersonal skills</p> <p>• Problem solving and conflict management</p> <p>• Analytical skills</p> <p>• Telephone etiquette</p> <p>• Good written and verbal communication skills</p> <p>• Conscientious</p> <p>• Professionalism</p> <p>• Computer literacy</p> <p>• Patriotism, Honesty and Integrity.</p>
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for, amongst others, the following specific tasks:

•Process Civic Service applications and issue documents in line with standard operating procedures • Administrate the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports • Provide administrative support in the office • Attend to enquiries and perform online verifications • Contribute to the transformation of the Local Office into a digital-first organisation • Implement governance processes frameworks and procedures • Contribute to the effective and efficient management of resources within the Office • Provide prompt and professional customer service.

**ENQUIRIES**

: **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6417  
**Free State:** Ms V Molefe, Tel No: (051) 410 3912  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043  
**KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003  
**Limpopo:** Mr J Kgole, Tel No: (015) 287 2802  
**Northern Cape:** Ms S Botha, Tel No: (053) 807 6700  
**North West:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

**POST NO 10** : **IMMIGRATION OFFICER: INSPECTORATE, (20 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R255 450 to R300 912** per annum (Level 6)

**CENTRE REF NO** : **Eastern Cape:** Large Office: East London (2 Posts)  
: **HRMC 46/24/10a**

**CENTRE REF NO** : **Free State:** Large Office: Bloemfontein (1 Post)  
: **HRMC 46/24/10b**

**CENTRE REF NO** : **Free State:** Medium Office: Thaba Nchu (1 Post)  
: **HRMC 46/24/10c**

**CENTRE REF NO** : **Gauteng:** Large Office: Soweto (2 Posts)  
: **HRMC 46/24/10d**

**CENTRE REF NO** : **Head Office:** Lindela Holding Facility (2 Posts)  
: **HRMC 46/24/10e**

**CENTRE REF NO** : **KwaZulu-Natal:** Large Office: Ethekwini (2 Posts)  
: **HRMC 46/24/10f**

**CENTRE REF NO** : **Limpopo:** Medium Office: Polokwane (2 Posts)  
: **HRMC 46/24/10g**

**CENTRE REF NO** : **Mpumalanga:** Large Office: Emalahleni (1 Post)  
: **HRMC 46/24/10h**

**CENTRE REF NO** : **Mpumalanga:** Medium Office: Belfast (1 Post)  
: **HRMC 46/24/10i**

**CENTRE REF NO** : **Northern Cape:** Large Office: Upington (2 Posts)  
: **HRMC 46/24/10j**

**CENTRE REF NO** : **North West:** Medium Office: Brits (2 Posts)  
: **HRMC 46/24/10k**

**CENTRE REF NO** : **Western Cape:** Large Office: Cape Town (2 Posts)  
: **HRMC 46/24/10l**

**REQUIREMENTS** : •A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognised by SAQA • Basic understanding of Refugee Act and Immigration Act • Knowledge of all relevant public service and Departmental Legislative Frameworks • A valid driver's license (Code B / C1 /C /EC1) • Valid Public Driver Permit ( PDP). • Willingness to travel and work extended hours

**Required skills and competencies:** • Client orientation and customer focus • Excellent interpersonal skills • Problem solving and conflict management • Planning and organising • Telephone etiquette• Analytical skills • Good written and verbal communication skills • Diplomacy • Computer literacy • Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks:  
•Implement Immigration Services, processes and compliance in line with the Immigration Act No 13 of 2002 as amended, and other Departmental Legislation • Effective enforcement of the Immigration Act 13 of 2002 as amended and • Detect, trace, detain and prosecute illegal foreigners within the Country • Provide support on law enforcement investigations and anti-corruption cases • Conduct investigations on any transgressions of the Immigration Act, 2002 and the Refugee Act, 1998 • Monitor the influx of foreigners residing in the Country with no legal documentation • Conduct deportation processes and keep records of foreigners ( legal and illegal ) in the Country • Safe keep, maintain and manage state property and assets • Implement policies and procedures • Ensure effective and efficient management of resources within the Unit

**ENQUIRIES** : **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6417  
**Free State:** Ms V Molefe, Tel No: (051) 410 3912  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043  
**Head Office:** Ms B Kabinde, Tel No: (012) 406 4239  
**KwaZulu-Natal:** Ms N Ngema, 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:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

<b><u>POST NO 11</u></b>	:	<b><u>HOSPITAL CLERK, (20 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary of <b>R216 417</b> to <b>R254 928</b> per annum (Level 5).
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: Medium Office: Libode – St Barnabas Hospital (1 Post)</b> <b>HRMC 46/24/11a</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: Large Office: Mthatha – Mthatha General (1 Post)</b> <b>HRMC 46/24/11b</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: Large Office: King William’s Town – Bisho Hospital (1 Post)</b> <b>HRMC 46/24/11c</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Eastern Cape: Medium Office: Uitenhage – Kirkwood Hospital (1 Post)</b> <b>HRMC 46/24/11d</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Free State: Large Office: Bloemfontein – National Hospital (1 Post)</b> <b>HRMC 46/24/11e</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Free State: Large Office: Welkom – Bongani Hospital (1 Post)</b> <b>HRMC 46/24/11f</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng: Medium Office: Mamelodi – Mamelodi Day Hospital (1 Post)</b> <b>HRMC 46/24/11g</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Gauteng: Medium Office: Kempton Park – Tembisa Hospital (1 Post)</b> <b>HRMC 46/24/11h</b>
<b><u>CENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: Large Office: Amajuba – Newcastle Hospital (1 Post)</b> <b>HRMC 46/24/11i</b>
<b><u>CENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: Medium Office: Bulwer – St Apollinaris Hospital (1 Post)</b> <b>HRMC 46/24/11j</b>
<b><u>ENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: Medium Office: Prospecton – Prince Mshiyeni Hospital (1 Post)</b> <b>HRMC 46/24/11k</b>
<b><u>ENTRE REF NO</u></b>	:	<b>KwaZulu-Natal: Large Office: Zululand – Nkonjeni Hospital (1 Post)</b> <b>HRMC 46/24/11l</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Limpopo: Medium Office: Maruleng – Sekororo Hospital (1 Post)</b> <b>HRMC 46/24/11m</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Limpopo: Medium Office: Gbblersdal: Philadelphia Hospital (1 Post)</b> <b>HRMC 46/24/11n</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Mpumalanga: Medium Office: KwaMhlanga (1 Post)</b> <b>HRMC 46/24/11o</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Mpumalanga: Large Office: Emalahleni (1 Post)</b> <b>HRMC 46/24/11p</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Mpumalanga: Medium Office: Secunda – Secunda Hospital (1 Post)</b> <b>HRMC 46/24/11q</b>
<b><u>CENTRE REF NO</u></b>	:	<b>North West: Medium Office: Atamelang – CHC (1 Post)</b> <b>HRMC 46/24/11r</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Western Cape: Medium Office: Mitchell’s Plain - Mitchell’s Plain Hospital (1 Post)</b> <b>HRMC 46/24/11s</b>
<b><u>CENTRE REF NO</u></b>	:	<b>Western Cape: Medium Office: Wynberg – Retreat Hospital (1 Post)</b> <b>HRMC 46/24/11t</b>
<b><u>REQUIREMENTS</u></b>	:	•A NQF Level 5 qualification or DHA Qualification: Home Affairs Services at NQF level 5 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 • A driver’s license will be an added advantage.
		<b>Required skills and competencies:</b> • Client orientation and customer focus • Analytical skills • Problem solving and conflict management • Planning and organising • Clerical and administration • Good written and verbal communication skills • Financial administration •

Record and time management • Attention to detail • Team work • Patriotism, Honesty and Integrity • Diplomacy • Computer literacy .

## **DUTIES**

- : The successful candidates will be responsible for, amongst others, the following specific tasks:
- Render birth registration services to clients
  - Receive notices of birth and relevant supporting documents
  - Perform online verifications
  - Capture applications on the National Population Register
  - Provide death registration services to clients
  - 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
  - Report all risks according to required procedures
  - Ensure good governance and compliance
  - Provide prompt and professional customer service

## **ENQUIRIES**

- : **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6417  
**Free State:** Ms V Molefe, Tel No: (051) 410 3912  
**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043  
**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:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

## **APPLICATIONS**

- : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified 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 Fair Cape Building, 56 Barrack Street, Cape Town, 8000

### **Head Office:**

Postal Address: Private Bag X114, Pretoria, 0001  
Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001