

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 positions. To further the objectivity of representivity within the Department, Women and People with Disabilities will receive preference.

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 committed on 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 Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.



<u>APPLICATIONS</u>	:	Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001
<u>FOR ATTENTION</u>	:	Director-General
<u>CLOSING DATE</u>	:	20 November 2015
<u>NOTE</u>	:	Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date. Applications must be sent in time to the correct address as indicated at the top of the circular, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's license is a requirement, applicants must attach certified copies of such licences. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. Candidates who possess a tertiary qualification, as well as those who promote representivity (especially People with Disability), are encouraged to apply. Note that the Departments' working arrangements for all posts within the Civic Services Local Offices includes Saturdays and posts based at the Ports of Entry requires shift work.

OTHER POSTS

<u>POST 44/14</u>	:	<u>DEPUTY DIRECTOR: GRIEVANCE AND DISPUTE RESOLUTION, REF NO: HRMC 93/15/1</u>
<u>SALARY</u>	:	An all Inclusive package of R674, 979 per annum (Level 12).
<u>CENTRE</u>	:	Head Office, Pretoria, Branch: Human Resource, Sub-Directorate: Grievance and Dispute Resolution.
<u>REQUIREMENTS</u>	:	A 3 year National Diploma /Degree in Human Resource Management /Social Sciences or relevant field of study or an equivalent NQF Level 7 qualification with 3-5 years experience in Labour Relations at a management level. Knowledge and understanding of Departmental Legislation and Acts. Knowledge of the Basic Conditions of Employment Act. Understanding of the departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the Public Service Regulatory Framework. Willingness to work extended hours. A valid driver's license. Willingness to travel is essential. Analytical thinking. Good written and verbal communication skills. Strategic orientation, presentation, problem solving and strong analytical skills. Business report writing, influencing and networking, planning, organising, time management, research and learning. Honesty and Integrity. Conflict and dispute resolution.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the implementation of grievance and disputes resolution in the Department. Provide operational direction on the role of employee relations in the Department. Monitor the effective management of database for individual grievance and disputes. Manage the handling of grievances and complaints are handled promptly within the principles of the law. Manage properly the settling of grievance

and disputes in the Department. Liaise with the Public Service Commission and Department of Public Service Administration on policy matters. Manage and monitor effective communication with Public Service Commission on grievance cases. Conduct research on case law and adjudication trends and developments in labour law and labour relations. Oversee the provision of training on labour relations in the Department. Ensure operational efficiency and service delivery improvement within sub- directorate. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Oversee the effective implementation of all relevant labour relations processes and systems enhancement initiatives. Develop identified labour relations policies and procedures in conjunction with the policy and strategy Unit. Ensure that effective project management processes, procedures and standards are adhered to. Coordinate and manage relevant projects within the sub- directorate and external stakeholders (i.e. Trade Unions, Lawyers OPSC, GPSCBC and PSBC) to ensure that projects are implemented to best practice standards. Create and build partnerships with various internal stakeholders in order to enhance service delivery. Ensure that agreements reached with trade unions are interpreted, operationalised and monitored. Initiate consultations on matters of mutual interest between employees and DHA. Ensure that appropriate message and image of DHA is transmitted to the public in relation to Employee Relations matters/disputes. Oversee and ensure effective resolutions of collective grievances dispute within the Department. Manage the resources within the directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget • Administer the budget and monitor that expenditure is in line with financial requirements and the directorate's objectives. Agree on the training and development needs of the directorate and ensure that these are acted on. Manage the implementation of the employment equity plan within the sub-directorate. Implement effective talent management processes within the directorate (attraction, retention, development). Manage the implementation of people management strategies, policies and procedures within directorate. Manage the implementation of compliance performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the sub- directorate. Coach subordinates to improve their performance and fulfil their potential. Ensure that staff are motivated and committed to the vision and goals of the directorate. Ensure effective governance and compliance within Employee Relations. Develop and implement governance processes, frameworks and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, policies and procedures within the Department. Ensure compliance with all audit requirements within the directorate • Represent the directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES
NOTE**

: Mr S Malaka, (012) 406 4127/8
: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

POST 44/15

: **DEPUTY DIRECTOR: DETECTION, REF NO: HRMC 93/15/2**
This is a re-advertisement, candidates who previously applied are requested to re-apply

**SALARY
CENTRE**

: An all Inclusive salary package of R674 979 per annum (Level 12).
: Head Office, Pretoria, Branch: Counter Corruption and Security Services, Directorate: Prevention.

REQUIREMENTS

: A 3 years National Diploma /Degree in Law /Investigation/Security Management or Public Management and Administration or an equivalent NQF Level 7 qualification in the related field with 3-5 years' experience in investigation, intelligence, case development and finalization and/or a Grade 12 qualification with 6 years' experience in investigation environment, intelligence, case development and finalization of which 3 years must be at management level. Experience in working with highly sensitive confidential information. Knowledge and experience in investigations and intelligence. Knowledge of Prevention & Combating of Corrupt Activities Act, Basic Conditions of Employment Act, Public Service Act, Home Affairs legislation and policy and procedures. Knowledge of policy development and government protocol, the Minimum Information Security Standard (MISS, PFMA and Treasury Regulations, Protected Disclosures Act, Departmental Legislations and Prescripts Public Service Regulatory Framework. A valid driver's license and willingness to travel are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and implement strategies, policies and procedures for the identification and prevention of corrupt practices and fraudulent activities. Ensure the

implementation of practical fraud and corruption detection and prevention programmes. Ensure effective roll-out of awareness campaigns both within the department and the broader public. To supervise the evaluation of processes, facilities or structures that may promote irregularities, unlawful conduct or breaches. Provide recommendations and advice that assist in the development and implementation of preventative measures. Provide relevant project support to business units, other Law Enforcement Agencies and other stakeholders. Participate in the formulation of policies concerning security and countering of corruption in the department. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to ensure accurate implementation. Sharing of findings with relevant stakeholders. Interpret and transfer raw data into meaningful intelligence to be used in the development of preventive measures, including awareness campaigns and compliance programmes. Conduct security assessments to collect information on trends and possible breaches.

ENQUIRIES
NOTE

: Ms N Pitsi, Tel No (012) 406 4347
: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

POST 44/16

: **LOCAL OFFICE MANAGER, REF NO: HRMC 93/15/3**

SALARY
CENTRE
REQUIREMENTS

: An all Inclusive salary package of R674 979 per annum (Level 12).
: Eastern Cape: Large Office: Port Elizabeth
: A 3 year National Diploma / Degree or an equivalent NQF Level 7 qualification with a minimum of 3 years' relevant experience in Operations Management in a Customer Service environment and/ or a Grade 12 qualification with 6 years' relevant experience in Operations Management in a Customer Service environment of which 3 years should be at a management level. A post-graduate qualification and / or 2 years' relevant experience within the Public Service will be an added advantage. Must be computer literate. Knowledge of workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of Occupational Health and Safety Act • Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. A valid driver's license and willingness travel extensively. Willingness to work extended hours (including weekends, holidays and shifts) are required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within a Regional Office. Develop and maintain an operational plan complemented by action plans for service delivery in the Office. Support, provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region. Attend to and ensure resolution of enquiries and / or complaints.

ENQUIRIES
NOTE

: Mr L Jama, Tel No: (043) 604 6406
: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

POST 44/17

: **SPECIALIST: PROGRAMMER, REF NO: HRMC 93/15/4**

SALARY
CENTRE
REQUIREMENTS

: An all Inclusive salary package of R674 979 per annum (Level 12).
: Head Office, Pretoria, Branch: Information Services, Directorate: Solution Delivery
: A 3 year National Diploma/Degree in Information Technology or Computer Science or an equivalent NQF Level 7 qualification. 3 years' experience in programming languages. Supervisory experience is required. Knowledge of Minimum Information Security Standards (MISS). The position paper on information security ISO 17799 (Information Security framework). National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the State Information Technology Agency

Act. Understanding of the Departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Information Technology and SITA frameworks and prescripts relating to development or testing. Knowledge of various programming languages is required. Computer literate. Good written and verbal communication skills. Proficient in development environment, problem solving, time management and presentation skills. A valid driver's license and willingness to travel and work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the interpretation and translation of design specifications into functions that the program is intended to perform. Analyze specifications and develop report on feasibility, cost, time required and compatibility with current systems. Oversee the design and development of application components and manage configuration requests. Perform administrative tasks such as entering time, updating work orders, updating knowledgebase, providing status reports, etc. Develop technical expertise within the Unit and keep abreast of technological developments. Ensure that system development documentation written and maintained including detailed documents on operation of program and user requirements. Oversee the creation of definitions of applications and use the specific definition of an application in order to create a catalog of existing applications that are installed in the Department. Oversee the development of a release plan and coordinate the implementation of tested and approved systems. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Report on the performance of the unit against work plan, business requirements and targets. Develop 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 relative to the 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. Manage the financial resources of asset management and projects of in accordance with PFMA and Supply Chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Unit.

ENQUIRIES NOTE

: Ms M Thongoane, Tel No: (012) 406 2551
: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

POST 45/18

: **LOCAL OFFICE MANAGER, REF NO: HRMC 93/15/5**
This is a re-advertisement, candidates who previously applied are requested to re-apply

SALARY

: A basic salary of R361 659 per annum (Level 10). In addition, a range of competitive benefits are offered.

CENTRE NOTE

: Gauteng: Medium Office: Kempton Park
: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

REQUIREMENTS

: A 3 year National Diploma /Diploma or an equivalent NQF Level 7 qualification in a related field with 2 years' Customer Service experience in a supervisory level and/ or a Grade 12 qualification with 5 years' Customer Service experience of which 2 years must be in a management level. A post-graduate qualification will serve as an added advantage. Knowledge of workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African Constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of the Occupational Health and Safety Act. Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint. A valid driver's licence. Willingness to work extended hours (including weekends, holidays and shifts) are required.

<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within a Medium Office. Develop and maintain an operational plan complemented by action plans for service delivery in the Office. Provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the office. Attend to and ensure resolution of enquiries and/or complaints.
<u>ENQUIRIES</u>	:	Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000
<u>POST 44/19 93/15/6</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT, REF NO: HRMC</u> This is a re-advertisement, candidates who previously applied are requested to re-apply.
<u>SALARY</u>	:	A basic salary of R361 659 per annum (Level 10). In addition, a range of competitive benefits are offered.
<u>CENTRE</u>	:	Head Office, Pretoria, Branch: Finance and Supply Chain Management, Directorate: Expenditure Management.
<u>REQUIREMENTS</u>	:	A 3 year National Diploma /Degree in Financial Administration or an equivalent NQF level 7 qualification with minimum of 3 years' experience in a Financial Administration environment. 2 years' experience in a supervisory position. Knowledge of task planning and allocation, Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the General Recognised Accounting Practices (GRAP). A valid driver's license and willingness to travel are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure that the process of payment is line with internal control policies. Ensure that all payments are duly authorised. Manage the review of the reconciliation and analysis reports. Prepare monthly reconciliations for the Statement of Financial Performance accounts. Monitor delivery of service to internal and external requirements. Monitor service level standards, bottlenecks, trends and errors and take corrective action. Monitor delivery against Service Level Agreements and assist staff where service levels are not being met. Produce quality reports regarding turnaround times, documents processed and error rates. Implement quality assurance and data quality measures to ensure quality of service delivery. Monitor expenditure trends, issues and allocations and amend erroneous allocations. Oversee the performance of the monitoring and evaluating team and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management). Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements. Report all risks including e.g. financial losses, overpayment, etc. according to required format to the Superior. Keep up to date with new policy requirements, regulatory requirements and circulars and liaise with team and management to ensure awareness, understanding and accurate implementation. Ensure timeous resolution of audit queries and response to parliamentary questions. Lead and supervise the two Expenditure teams.
<u>ENQUIRIES NOTE</u>	:	Mr S Makwarela, Tel No: 012-4064072 Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
<u>POST 44/20</u>	:	<u>ASSISTANT DIRECTOR: WAREHOUSING, REF NO: HRMC 93/15/7</u>
<u>SALARY</u>	:	A basic salary of R361 659 per annum (Level 10). In addition, a range of competitive benefits are offered.
<u>CENTRE</u>	:	Head Office, Pretoria, Branch: Finance and Supply Chain Management, Sub-Directorate: Warehousing Management
<u>REQUIREMENTS</u>	:	A 3 year National Diploma /Degree in Purchasing Management or an equivalent NQF Level 7 qualification with 3 years' experience in Supply Chain Management and Warehouse Management including Transit with 2 years' experience in a supervisory

position and/or a Grade 12 qualification with 5 years' experience in Supply Chain Management and Warehouse Management including Transit with 2 years' experience in a supervisory position. Knowledge of Logis and Bas Systems. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and understanding of policies and procurement procedures. Knowledge of the Public Service Regulatory Framework. Knowledge of the Constitution of the Republic of South Africa. Computer literacy. Financial processing, problem solving, record management, planning and organising. A valid drivers license. Understanding of Human Resources and Asset Management.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate the effective operations within the Warehousing Unit. Coordinate the accurate capturing and verification of the requisition from Chief Users at Head Office and in the Provinces. Check compliance of requisitions with regard to relevant procurement policies and procedures. Ensure that all requisitions are complete and accurate. Advise business Units to address trends in non-compliance and errors on requisitions. Monitor stock levels of forms and stationery items. Facilitate the implementation uniform Standard Operating Procedures for Warehousing. Identify moving and non-moving store items in the warehouse and organize disposal. Do monthly spot checks and organize annual and half yearly stock take. Compile monthly stats and reports for Inventory and transit area including invoice processed and the time frame taken. Management and monitoring of 0-9 file. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management done quarterly and annually via assessments. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure effective risk, resource and compliance management. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Keep up to date with compliance and regulatory requirements. Interpret and implement all organizational circulars, policy and other communications that impact on the operation of the business Unit. Drive the implementation of the Batho Pele Principles in all interactions with internal and external stakeholders. Ensure compliance with all audit requirements. .Ensure managements of assets

ENQUIRIES

: Mr R Moimane, Tel No: (012) 406 2796

NOTE

: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

POST 44/21

: **ASSISTANT DIRECTOR: MOBILE CO-ORDINATION, REF NO: HRMC 93/15/8**

SALARY

: A basic salary of R361 659 per annum (Level 10). In addition, a range of competitive benefits are offered.

CENTRE

: Gauteng: Provincial Manager's Office (Braamfontein)

NOTE

: Representivity: Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

REQUIREMENTS

: A 3 year National Diploma/Degree in Public Management /Administration or Social Science or an equivalent NQF Level 7 qualification. 3 years' experience in Customer Service Management environment. Computer literacy. Knowledge of Civics Services Act, Immigration Services Act and Regulations. Understanding of the Departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the South African Constitution. Knowledge of the Public Service Regulations Act. A valid driver's license and willing ness to travel. Time management. Client orientation and customer focus. People management and empowerment. Problem solving and analysis. Planning, organising, service delivery innovation, honesty and integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations of the mobile Units. Develop and maintain inventory and service plan, Ensure smooth running of mobile Units. Provide advice and guidance on mobile units and 4X4's. Ensure that statistics is submitted at head office on weekly and monthly basis. Ensure effective risk managements by physical inspection and conducting audit and assessment report of all mobile Units. Monitor performance of mobile operator within the province. Ensure full participation of all provincial outreach programmes. Ensure optimal utilisation of mobile units deployed within the Province. Coordinate and interrogate itineraries. Ensure adherence to projected monthly itineraries. Monitoring of mobile units movement. Proactively identify areas with service delivery needs. Participate in management meetings within the Province. Initiate campaigns, and service delivery projects within the Province. Ensure operational efficiency and service delivery improvement within the Province. Develop and maintain an operational plan. Ensure effective use of mobile Units. Monitor itinerary of all mobile units within a Province. Provide support to operators during day to day operations and campaigns. Manage the resources within

the province in an effective and efficient manner. Provide inputs into the compilation of the directorate budget. Manage external contractors and suppliers within the Province. Liaise with the directorate to ensure that supply chain management and asset management are effectively managed. Ensure effective governance and compliance within the Province. Implement governance processes, frameworks and procedures within the Province. Represent the province at management and other government forums. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Province. Ensure compliance with all audit requirements within the Province. Administer resources within the directorate (Financial Management). Keep register of petty cash and expenditure vouchers. Submit petty cash advance request. Calculate and verify overtime claims. Check petrol slips and verify expenses incurred on petrol card for driver and VIP protectors. Make recommendation towards the office.

ENQUIRIES

:

Gauteng: Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000