



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA



We Care!



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.

Enquiry: Ms F Kwape

Tel No: 012 406 4258

DEPARTMENT OF HOME AFFAIRS:

HEAD OFFICE
FOREIGN OFFICES
PROVINCIAL OFFICES
GOVERNMENT PRINTING WORKS
FILM AND PUBLICATION BOARD
REFUGEE APPEAL BOARD
IMMIGRATION ADVISORY BOARD
STANDING COMMITTEE FOR REFUGEE AFFAIRS

HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 95 OF 2015

VACANCIES IN THE DEPARTMENT

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.



DIRECTIONS TO APPLICANTS

CLOSING DATE APPLICATIONS

- : **13 NOVEMBER 2015**
- : Applications must be sent in time to the correct address as indicated at the bottom 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.

NOTE

- : 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.



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| <u>POST NO 1</u> | : | <u>CONTROL IMMIGRATION OFFICER: INSPECTORATE, (3 POSITIONS)</u> |
| <u>SALARY LEVEL</u> | : | A basic salary of R243 747 per annum (Level 8). In addition, a range of competitive benefits are offered. |
| <u>CENTRE</u> | : | Eastern Cape: Large Office: Mthatha (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/1a |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Limpopo: Large Office: Polokwane (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/1b |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Western Cape: Large Office: Paarl (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/1c |
| <u>REPRESENTIVITY</u> | : | African, Indian Male/Female candidates and People with Disabilities are encouraged to apply. |
| <u>REQUIREMENTS</u> | : | <ul style="list-style-type: none"> • A 3 year National Diploma/ Degree in Law/Social Science/Policing or an NQF Level 7 qualification in the related field with 2-3 years' relevant experience or a Grade 12 qualification plus 3 years' relevant experience in the Enforcement environment would be an added advantage • A minimum of 2 years' experience in the Public Sector • Knowledge and understanding of all Acts and Regulations administered by the Department, Criminal Procedure Act and the International Treaties • Knowledge of the Public Service Regulatory Framework and South African Constitution • Liaison and Interpersonal skills, customer orientation, problem solving, strong investigative and analytical skills • Planning and organizing skills and must be computer literate • Good verbal and written communication skills • A valid driver's licence • The successful candidate will undergo 6 to 8 weeks training which will include an unarmed combat module • Military, Police or Prosecution experience will serve as an added advantage. |
| <u>DUTIES</u> | : | <p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> • Supervise Inspectorate activities in the relevant local office by ensuring effective tracing, detection, detention and deportation of illegal immigrants • Investigate higher profile illegal migration activities in the office that involves amongst others smuggling of migrants, human trafficking and illegal mass production of enabling documentation such as birth certificates, travel documents, permits, Visas, Identity Documents and theft of face value documents • Interview informants, suspects and witnesses • Coordinate investigation efforts, follow up tasks and provide information to analysts to identify patterns, series and trends as quick as possible • Prepare necessary investigative reports and documentation for court cases • Appear and testify in official proceedings • Keep records and background information on criminals • Frequently interact on a professional basis with other law enforcement officials and state prosecutors • Assume a high degree of accountability for delivering the highest quality on immigration crime investigated • Maintain a state of readiness all technical equipment and assigned vehicles • Perform other duties as assigned and required • Must accept to be scheduled after hours stand by duty every week • Whilst on standby, must be readily available at all times at any hour of the day or night or weekend to attend to requests for services on call. |
| <u>ENQUIRIES</u> | : | <p>Eastern Cape: Mr L Jama, Tel No: (043) 604 6403 Limpopo: Mr LJ Kgole, Tel No: (015) 278 2802 Western Cape: Mr M Pienaar, Tel No: (021) 488 1409/18</p> |
| <u>APPLICATIONS</u> | : | <p>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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:</p> <p>Eastern Cape Province: Postal Address: Private Bag 7413, King Williams Town, 5600 Physical address: 11 Hargreaves Avenue, King William's Town, 5600</p> |

Limpopo Province:

Postal Address: Private Bag X9517, Polokwane, 0700

Physical Address: 89 Biccard Street, Polokwane, 0699

Western Cape Province:

Postal Address: Private Bag X 9103, Cape Town, 8000

Physical Address: 4th Floor, Faircape Building, 56 Barrack Street, Cape Town, 8001

- POST NO 2** : **CIVIC SERVICES SUPERVISOR, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R243 747** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : Eastern Cape: Large Office: East London (1 Post)
REF NO : **HRMC 95/15/2a**
REPRESENTIVITY : Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Eastern Cape: Large Office: Mthatha (1 Post)
REF NO : **HRMC 95/15/2b**
REPRESENTIVITY : Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
• A 3 year National Diploma / Degree in a related field or an equivalent NQF Level 7 qualification with 1 - 2 years' experience in a Customer Service environment of which 1 year must be at a supervisory level and / or a Grade 12 qualification with 3 years' experience in a Customer Service environment of which 2 years must be at a supervisory level • A post-graduate qualification will serve as an added advantage • Experience in a Public Administration or Sales Office environment with proven experience in managing a small team is essential • Knowledge of the Immigration Act, Refugee Act as well as the Public Service Act and Regulations • Awareness of the rights within the South African Constitution • Understanding of the Departmental legislation and Human Resources policies and prescripts • Leading and supervising skills • Communication skills • Computer literacy and willingness to work extended hours, including weekends and/or holidays are essential • A valid driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Monitor service delivery in accordance with internal service level standards and targets and client demands • Monitor service delivery bottlenecks, trends and errors and take corrective action • Ensure processes are executed according to Standard Operating Procedures • Produce quality reports regarding turnaround times, documents processed and error rates • Implement quality assurance measures to ensure quality of service delivery • Manage records / documentation according to DHA requirements • Deal with non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors • Render services in mobile units where required • Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the unit • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report all risks including e.g. overpayment, etc. according to required format to the Superior.
- ENQUIRIES** : **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6403
- APPLICATIONS** : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:

Eastern Cape Province:

Postal Address: Private Bag 7413, King Williams Town, 5600

Physical address: 11 Hargreaves Avenue, King William's Town, 5600

- POST NO 3** : **SENIOR SECRETARY TO THE CHIEF DIRECTOR, REF NO: HRMC 95/15/3**
- SALARY LEVEL** : A basic salary of **R243 747** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Finance and Supply Chain, Chief Directorate: Supply Chain Management.
- REPRESENTIVITY** : Coloured, Indian Male/Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
• A 3 year Diploma / Degree in Public Management/Administration/Social Science or an equivalent NQF Level 7 qualification in the related field with 2 years' relevant experience of which 1 year must in the Secretarial and/or Administration environment and/or a Grade12 qualification with 3 years' relevant experience of which 2 years must be in the Secretarial and/or Administration environment • Sound interpersonal skills • Honesty and integrity • Basic computer literacy and numeracy • Good written and verbal communication skills • Analytical thinking • Planning and organizing skills • Problem solving • Financial administration • Attention to detail • Clerical and administration • Ability to multi task • Teamwork • Record and time management • Willingness to work extended hours including overtime, and weekends are critical.
- DUTIES** : The successful candidate will be responsible for, amongst others the following specific tasks:
• Provide a secretarial/receptionist support service to the Chief Director • Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to • Perform advanced typing work • Record the engagements of the Chief Director • Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter • Coordinate with and sensitize/advise the Chief Director regarding engagements • Compile realistic schedules of appointments • Render administrative support services • Ensure the effective flow of information and documents to and from the Office of the Chief Director • Ensure the safekeeping of all documentation, in line with relevant legislation and policies • Obtain inputs, collate and compile all relevant reports as instructed by the Chief Director: Scrutinises routine submissions/reports and makes notes and/or recommendations for the Chief Director • Respond to enquiries received from internal and external stakeholders • Prioritise and draft documents as required • Clarify instructions and notes on behalf of the Chief Director • Ensure that travel arrangements are well coordinated • Manage the leave register and telephone accounts • Handle the procurement of standard items like stationary, refreshments etc • Obtain the necessary signatures on documents like procurement advice and monthly salary reports • Provide support to the Chief Director regarding meetings • Scrutinise documents to determine actions/information/other documents required for meetings • Record minutes/decisions and communicates to relevant role players and follows up on progress • Prepare briefing notes for the manager as required • Coordinate logistical arrangements for meetings • Support the Chief Director with the administration of the manager's budget • Collect and coordinate all the documents that relate to the Chief Director's budget • Assist in determining funding requirements for purposes of MTEF Submissions • Keep record of expenditure commitments, monitors expenditure and alerts Chief Director of possible over and under spending • Check and correlate BAS reports to ensure that expenditure is allocated correctly and compile draft memos for this purpose.
- ENQUIRIES** : **Head Office:** Ms Z Mbethe, Tel No: (012) 406 7277
- APPLICATIONS** : 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 to:
Attention: Director-General

Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

- POST NO 4** : **SENIOR STATE ACCOUNTANT, REF NO: HRMC 95/15/4**
- SALARY LEVEL** : A basic salary of **R243 747** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Finance and Supply Chain Management, Sub-Directorate: Personnel Remuneration.
- REPRESENTIVITY** : Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
• A 3 year National Diploma /Degree in Financial Administration or an equivalent NQF Level 7 qualification with minimum of 2 years' experience in Financial Administration environment • Knowledge of BAS, LOGIS and Persal • Computer literacy • Knowledge of budget planning • Knowledge of the Public Service Regulatory Framework • Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge of the Constitution of the Republic of South Africa • Willingness to work extended hours • Record management, written and verbal communication.
- DUTIES** :
The successful candidate will be responsible for, amongst others the following specific tasks:
• Provide effective financial administration • Producing quality reports regarding turnaround times, documents processed and error rates • Maintain a filing system for the Unit • Provide advice and assistance to staff members in the execution of the financial administration related tasks • Perform daily duties to ensure effective reporting, identification of issues and capturing of performance statistics • Support the planning of budgeting information as well as preparation of budget working documents • Submit Provincial inputs on Estimates of National Expenditure (ENE) • Administer Provincial adjustment Estimates including submissions regarding roll over funds, as well as other correspondence • Undertake the effective financial administration functions, amongst others: Budget Planning and Administration, revenue management, financial system administration and maintain the Department Chart of Accounts • Support the compilation of the Medium Term Expenditure Framework projections at Provinces • Administer timeous resolution of audit queries • Monitor expenditure trends and reconciliation thereof against the budget and cash flow projections • Report on the state of expenditure and revenue • Ensure that the office has processes to manage performance information and reporting • Ensure that budget spending is maximized in line with strategic objective • Monitor and report on the utilization of equipment • Ensure that the preparations of the budget are in line with strategic plans & department objectives • Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure • Co-ordinate memorandum of understanding, service level agreements and expenditure review • Ensure capacity and development of staff • Enhance and maintain employee motivation and cultivate a culture of performance management • Ensure that the Division is adequately staffed • Evaluate and monitor performance and appraisal of employees.
- ENQUIRIES** : **Head Office:** Mr A McPherson, Tel No: (012) 406 2599
- APPLICATIONS** :
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 to:
Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

- POST NO 5** : **SENIOR PERSONNEL PRACTITIONER: PEOPLE ACQUISITION, REF NO: HRMC 95/15/5**
- SALARY LEVEL** : A basic salary of **R243 747** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Human Resources, Sub-Directorate: Acquisition Operations.
- REPRESENTIVITY** : Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
 - A 3 year National Diploma/ Degree or an equivalent NQF Level 7 qualification in Human Resource Management with 1-2 years' experience in the Recruitment and Selection environment and/or a Grade 12 qualification with 3 - 4 years' experience in the Recruitment and Selection environment
 - 1 year supervisory experience
 - Knowledge and experience in implementing the general Public Management Framework relevant to people acquisition and staffing practices in the Public Service
 - Computer literate
 - Strong client focus
 - Good telephone adequate
 - Sound communication (verbal and written), high level of reliability
 - Time management, planning and organising skills
 - Interviewing skills
 - A valid driver's license and willingness to travel.
- DUTIES** : The successful candidates will be responsible for amongst others the following specific tasks:
 - Supervise the drafting and placing of adverts in a wide range of media
 - Facilitate headhunting by identifying and approaching suitable candidates
 - Brief candidates about the responsibilities, salary and benefits of the job in question
 - Prepare CV's and correspondence to forward to clients in respect of applicants
 - Utilize online recruitment services to attract and source applicants
 - Participate in the review of recruitment policies to ensure effectiveness of selection techniques and recruitment programmes
 - Coordinate functions related to the efficient implementation of the recruitment plan
 - Ensure the implementation of recruitment processes by facilitating short listing of candidates against job description/ profiles
 - Facilitate short listing and interviews and liaising with applicants to provide update on the progress
 - Facilitate competency assessment with the recommended candidates
 - Promote best recruitment practice, share ideas and information to ensure consistent quality and cost efficient
 - Ensure that interviews are scheduled and organized on time
 - Ensure that reference checks on possible candidates are done on time
 - Provide inputs on the development of policies on staff recruitment
 - Ensure that unsuccessful applicants are informed
 - Ensure that records are maintained and updated timeously
 - Ensure effective filling system is maintained on an ongoing basis
 - Prepare recruitment related reports as and when required
 - Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements
 - 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
 - Report on the performance of the unit against the work plan, business requirements and targets
 - Agree on training and development needs of the Unit
 - Implement effective talent management processes within the unit (attraction, retention, development)
 - Ensure that employees are equipped with the required skills and resources to perform optimally
 - Manage asset management and projects of in accordance with PFMA and supply chain and procurement framework.
- ENQUIRIES** : Ms N Raziya, Tel No: (012) 406 4155
- APPLICATIONS** : 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 to:
 Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

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| <u>POST NO 6</u> | : | <u>CHIEF ADMINISTRATION CLERK, (8 POSITIONS)</u> |
| <u>SALARY LEVEL</u> | : | A basic salary of R196 278 per annum (Level 7). In addition, a range of competitive benefits are offered. |
| <u>CENTRE</u> | : | Eastern Cape: PSP: Somerset East (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6a |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Free State: PSP: Bothaville (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6b |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Gauteng: Large Office: Randfontein (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6c |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Gauteng: Large Office: Johannesburg (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6d |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Gauteng: TH: Tembisa (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6e |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | KwaZulu- Natal: PSP: UBombo (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6f |
| <u>REPRESENTIVITY</u> | : | Coloured, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | KwaZulu- Natal: Large Office: Zululand (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6g |
| <u>REPRESENTIVITY</u> | : | Coloured, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Mpumalanga: PSP: Kriel (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/6h |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply. |
| <u>REQUIREMENTS</u> | : | <ul style="list-style-type: none"> • A Grade 12 qualification with a minimum of 1-2 years' experience in a Customer Service environment • A tertiary qualification will serve as an added advantage • Proven client focus, records management, filing and orientation experience • Supervisory experience will be an added advantage • Sound interpersonal skills • Honesty and integrity • Basic computer literacy and numeracy • Good written and verbal communication skills • Willingness to work extended hours including overtime, weekends and shifts are critical • A valid drivers' license is essential. |
| <u>DUTIES</u> | : | <p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> • Serve as a direct point of contact for clients • Assist clients in completing application forms and verifying that they are filled in appropriately in accordance with DHA requirements, standards and guidelines • Execute Civic Services, Front Office application processes and resolve problems or complaints within scope of the work • Assist with any duties required by management in the quest for client service excellence • Provide highest level of prompt and friendly client service • Render services in Mobile Units where |

required • Ensure and assist with the rolling and capturing of fingerprints • Update the Track and Trace system • Receive and sort enabling documents • Assist with the verification and processing of clients application forms in accordance with DHA requirements, standards and guidelines • Execute Civic Services and Back Office application processes.

ENQUIRIES

- : **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6403
Free State: Mr C Mgwadleka, Tel No: (051) 410 3927
Gauteng: Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000
KwaZulu-Natal: Mr Q Luthuli (033) 845 5000
Mpumalanga: Ms NA Phiri/ Mr MW Phohu, Tel No: (013) 752 2504

APPLICATIONS

- : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:
- Eastern Cape Province:**
Postal Address: Private Bag 7413, King Williams Town, 5600
Physical address: 11 Hargreaves Avenue, King William's Town, 5600
- Free State Province:**
Postal Address: Postal address: P.O Box 12262 Brandhof 9324
Physical Address: 40 Victoria Road Willows Bloemfontein 9301
- Gauteng Province:**
Postal Address: Private Bag X108, Braamfontein, 2017,
Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
- KwaZulu-Natal Province:**
Postal Address: PO BOX 09, Scottsville 3209
Physical address: 181 Church Street, Pietermaritzburg 3200
- Mpumalanga:**
Postal Address: Private Bag X11264, Nelspruit, 1200,
Physical Address: 29 Bester Street, Nelspruit, 1200

POST NO 7

- : **STATE ACCOUNTANT, REF NO: HRMC 95/15/7**

SALARY LEVEL

- : A basic salary of **R196 278** per annum (Level 7). In addition, a range of competitive benefits are offered

CENTRE

- : Northern Cape: Provincial Manager 's Office (Kimberley)

REPRESENTIVITY

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

REQUIREMENTS

- : • A 3 year National Diploma /Degree in Financial Management or an equivalent NQF Level 7 qualification with minimum 2 years' experience in a Financial Administration environment and /or a Grade 12 qualification with 3 years' experience in Financial Administration environment • Knowledge of functions of BAS, LOGIS and Persal • Knowledge of budget planning • Knowledge of the Public Service Regulatory Framework • Extensive Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge of Constitution of the Republic of South Africa • Understanding relevant Departmental legislation and prescripts • A valid driver's license and willingness to travel.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Ensure effective financial transactions in the office • Assist in compiling quality reports regarding turnaround times, documents processed and error rates • Compile various financial related documents in line with requirements of applicable legislative framework • Maintain and update the filling system • Provide advice and assistance to employees in the execution of their daily tasks • Capture performance statistics • Assist in the planning of budgeting information as well as preparation of budget working documents • Assist in capturing of Departmental chapter of Estimates of National Expenditure (ENE) • Assist in administering of the Departmental Adjustment Estimates including submissions regarding virement, roll over funds, as well as other correspondences • Ensure cost budget, projects and expenditure control • Maintain the Basic Accounting System and Departmental code

structures, i.e requesting of reports and payment confirmation report • Assist with Basic Accounting System (BAS) functions and enquiries, through remote maintenance • Handle enquiries of BAS users and contact BAS helpdesk when necessary • Report on the state of expenditure, and revenue • Provide support and guidance to local offices on matters related to revenue.

ENQUIRIES

: **Northern Cape:** Ms S Botha, Tel No: (053) 807 6700

APPLICATIONS

: 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 to:

Northern Cape:

Postal Address Private Bag x 6073, Kimberley 8300

Physical Address: 2nd Floor Absa CBD Building, 69 Du toit, Span Road, Kimberley, 8300

POST NO 8

: **SECRETARY TO THE DIRECTOR: FINANCE & SUPPORT, REF NO: HRMC 95/15/8**

SALARY LEVEL

: A basic salary of **R196 278** per annum (Level 7). In addition, a range of competitive benefits are offered.

CENTRE

: North West: Provincial Manager's Office (Mafikeng)

REPRESENTIVITY

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

REQUIREMENTS

: • A Grade 12 qualification plus a Secretarial Certificate with 1-2 years' experience in Administration and Support service • Typing as a fully passed subject is a requirement • A 3 year Diploma /Degree in Administration or a relevant NQF Level 7 qualification will be an added advantage • Knowledge of the relevant legislation/policies/prescripts and procedures • Basic knowledge of financial administration • Computer literacy with proven application of Ms Word, Ms Excel, Ms PowerPoint, Internet and E-mail • Sound organizational and administrative skills • Good people skills • Ability to do research and analyse documents and situations • Honesty, integrity and punctuality • Willingness to work extended hours including holidays is essential • A valid driver's license will be an added advantage.

DUTIES

: The successful candidate will be responsible for, amongst others the following specific tasks:
• To provide administrative support and secretarial services to the Director • Maintain day to day diary of the Director and setting up meetings/ appointments • Liaise with agencies in organizing travel and accommodation for the Director • Receive and distribute documents • Screen phone calls and handle enquiries • Prepare agendas for meetings, take minutes, communicate decisions to relevant role players and follow up on progress • Coordinate logistical arrangements for meetings when required • Draft/ type letters, memorandum and reports/submissions • Liaise with Department's officials on matters relating to the office • Maintain an electronic and hard copy filing system • Prepare briefing notes as required • Scrutinize documents to determine actions / information / other / documents required for meetings • Capture incoming and outgoing documents • Perform any other duties as required • Co-ordinate finance and support functions within the office of the Director.

ENQUIRIES

: **North West:** Ms ML Molete, Tel No: (018) 381 8981 / Ms B Nkacha, Tel No: (018) 397 9908

APPLICATIONS

: 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:

North West Province:

Postal Address: Private Bag X 119, Mmabatho, 2735,

Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

- POST NO 9** : **ADMINISTRATIVE OFFICER, (3 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R196 278 to R231 210** per annum (Level 7). In addition, a range of competitive benefits are offered.
- CENTRE** : Eastern Cape: Medium Office: Lusikisiki (1 Post)
- REF NO** : **HRMC 95/15/9a**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Eastern Cape: Large Office: Port Elizabeth (1 Post)
- REF NO** : **HRMC 95/15/9b**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Gauteng: Large Office: Randfontein (1 Post)
- REF NO** : **HRMC 95/15/9c**
- REPRESENTIVITY** : Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** : • A Grade 12 qualification with 1-2 years' relevant experience in Administration • A tertiary qualification will serve as an added advantage or will be an added advantage as well as certificate in relevant formal courses and 2-3 years' relevant experiences • Knowledge of the Public Service Regulatory framework and Departments functions, policies, prescripts and practices • Knowledge of Human Resource Management and Financial administration policy prescripts • Good verbal and written communication skills, planning, numerical and organisational skills as well as problem solving skills • Must be computer literate • Must be able to interpret policy and must have a valid driver's license.
- DUTIES** : The successful candidate will be responsible for, amongst, others the following specific tasks:
- Administer effective and efficient operations of the office
 - Perform general administrative activities in the Office
 - Draft submissions, reports, memorandums and minutes for the office
 - Conduct records and document management both manually and electronically
 - Keep track of all incoming work and ensure that all deadlines are met.
 - Administer leave arrangements
 - Ensure efficient and effective application and utilization of resources in the front office
 - Assist staff in the effective utilization of technology and infrastructure within the front office
 - Ensure that all team members have the tools, templates and relevant and relevant equipment to the deliver on service requirements
 - Ensure effective risk and compliance management
 - Report all risk according to required format to the Supervisor
 - 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. Review the working environment and report all Occupational Health and Safety issues to management
 - Must be able to assist with other duties in the Office.
- ENQUIRIES** : **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6403
Gauteng: Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000
- APPLICATIONS** : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:
- Eastern Cape Province:**
Postal Address: Private Bag 7413, King Williams Town, 5600
Physical address: 11 Hargreaves Avenue, King William's Town, 5600
- Gauteng Province:**
Postal Address: Private Bag X108, Braamfontein, 2017,
Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

- POST NO 10** : **SYSTEM ADMINISTRATOR, REF NO: HRMC 95/15/10**
- SALARY LEVEL** : A basic salary of **R196 278 to R231 210** per annum (Level 7). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Information Services, Directorate: Application Maintenance and Support.
- REPRESENTIVITY** : Coloured, Indian, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** : • A Diploma in Information Technology / Computer Science or a relevant NQF level 6 ICT qualification • Experience of 1-2 years in the Application/System administrator within the ICT Industry and at least 6 months of which at least 6 months should be as an Programmer/System developer • Experience and knowledge of the following programs/tools Microsoft Visual Studio.net, ASP.net,Java, C# is essential • Experience using the MS SQL and Oracle database management platforms, excellent written and oral communication skills and a valid driving license will be an added advantage • Willingness to learn and work irregular hours and under pressure.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Conduct maintenance of user roles and implement authorisation configuration • Ensure the quality and delivery of application operations supporting the business in accordance with agreed upon standards • Connect users to application and provide initial training on applications where required • Track IS solution defects and their resolution and make recommendations to Management in terms of trends • Work closely with Application Administrator (ASD) • Assist Application administrator to understand recurring incidents impact user population, help identify root cause, and resolve problems • Establish and maintain and users in regard to their files, rights, and account restriction.
- ENQUIRIES** : **Head Office:** Ms M Thongoane, Tel No: (012) 406 2551
- APPLICATIONS** : 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 to:
Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001
- POST NO 11** : **ADMINISTRATION CLERK, (13 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE** : Eastern Cape: Medium Office: Tabankulu (1 Post)
- REF NO** : **HRMC 95/15/11a**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Free State: Medium Office: Sasolburg (1 Post)
- REF NO** : **HRMC 95/15/11b**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Gauteng: Medium Office Carletonville (1 Post)
- REF NO** : **HRMC 95/15/11c**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

- CENTRE** : KwaZulu-Natal: PSP: Hlabisa (1 Post)
REF NO : **HRMC 95/15/11d**
REPRESENTIVITY : Coloured, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : KwaZulu-Natal: Medium Office: Hluhluwe (1 Post)
REF NO : **HRMC 95/15/11e**
REPRESENTIVITY : Coloured, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : KwaZulu-Natal: Medium Office: Mbazwana (1 Post)
REF NO : **HRMC 95/15/11f**
REPRESENTIVITY : Coloured, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : KwaZulu-Natal: PSP: Umzumbe (1 Post)
REF NO : **HRMC 95/15/11g**
REPRESENTIVITY : Coloured, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Limpopo: Medium Office: Dzanani (1 Post)
REF NO : **HRMC 95/15/11h**
REPRESENTIVITY : People with Disabilities only.
- CENTRE** : North West: Medium Office: Mankwe (1 Post)
REF NO : **HRMC 95/15/11i**
REPRESENTIVITY : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : North West: Medium Office: Potchefstroom (1 Post)
REF NO : **HRMC 95/15/11j**
REPRESENTIVITY : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Northern Cape: Medium Office: Prieska (1 Post) (Mobile Unit)
REF NO : **HRMC 95/15/11k**
REPRESENTIVITY : African, Indian White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Northern Cape: Large Office: Upington (1 Post)
REF NO : **HRMC 95/15/11l**
REPRESENTIVITY : African, Indian White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Western Cape: Medium Office: Bellville (1 Post)
REF NO : **HRMC 95/15/11m**
REPRESENTIVITY : African, Indian Male / Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** : • A Grade 12 qualification with relevant experience in a Customer Service environment • A tertiary qualification at NQF Level 7 will be an advantage • Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage • Proven client focus and orientation experience • Sound interpersonal skills • Honesty and integrity • Basic computer literacy and numeracy • Good written and verbal communication skills • Willingness to work extended hours including overtime weekends and shifts are critical • Applicants appointed to work in Mobile Units may be exposed to environmental factors (rain, sun, cold etc) • A valid driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Serve as a direct point of contact for clients • Assist clients in completing application forms and verifying that they are filled in appropriately in accordance with DHA

requirements, standards and guidelines • Execute Civic Services Front Office application processes • Resolve problems or complaints within scope of the work area • Assist with any duties required by management in the quest for client service excellence • Provide highest level of prompt and friendly client service • Render services in mobile units where required • Ensure and assist with the rolling and capturing of Finger-prints • Update the Track and Trace system • Receive and sort enabling documents • Serve as a point of contact for clients • Assist with the verification and processing of clients application forms in accordance with DHA requirements, standards and guidelines • Execute Civic Services back office application processes.

ENQUIRIES

- : **Eastern Cape:** Mr L Jama, Tel No: (043) 604 6403
Free State: Mr C Mgwadleka, Tel No: (051) 410 3927
Gauteng: Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000
KwaZulu-Natal: Mr Q Luthuli (033) 845 5000
Limpopo: Mr LJ Kgole, Tel No: (015) 278 2802
North West: Ms ML Molete, Tel No: (018) 381 8981 / Ms B Nkacha, Tel No: (018) 397 9908
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
Western Cape: Mr M Pienaar, Tel No: (021) 488 1409/18

APPLICATIONS

- : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:
- Eastern Cape Province:**
Postal Address: Private Bag 7413, King Williams Town, 5600
Physical address: 11 Hargreaves Avenue, King William's Town, 5600
- Free State Province:**
Postal Address: Postal address: P.O Box 12262 Brandhof 9324
Physical Address: 40 Victoria Road Willows Bloemfontein 9301
- Gauteng Province:**
Postal Address: Private Bag X108, Braamfontein, 2017,
Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
- KwaZulu-Natal Province:**
Postal Address: PO BOX 09, Scottsville 3209
Physical address: 181 Church Street, Pietermaritzburg 3200
- Limpopo Province:**
Postal Address: Private Bag X9517, Polokwane, 0700
Physical Address: 89 Biccard Street, Polokwane, 0699
- Northern Cape Province:**
Postal Address Private Bag x 6073, Kimberley 8300
Physical Address: 2nd Floor Absa CBD Building, 69 Du toit, Span Road, Kimberley, 8300
- North West Province:**
Postal Address: Private Bag X 119, Mmabatho, 2735,
Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
- Western Cape Province:**
Postal Address: Private Bag X 9103, Cape Town, 8000
Physical Address: 4th Floor, Faircape Building, 56 Barrack Street, Cape Town, 8001

POST NO 12

- : **ADMINISTRATION CLERK, REF NO: HRMC 95/15/12**

SALARY LEVEL

- : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.

CENTRE

- : Head Office, Pretoria, Branch: Immigration Services, Sub-Directorate: Analysis/Investigation.

REPRESENTIVITY

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

- REQUIREMENTS** :
- A Grade 12 qualification with a minimum of 1 years' experience in Administration
 - A 3 year National Diploma /Degree or an equivalent NQF Level 7 qualification in Public Management and Administration /Social Science will be an added advantage
 - Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage
 - Understanding of the Departmental legislation, Public Service Regulations Act, Human Resources legislations and prescripts
 - Knowledge of the South African Constitution
 - Must be computer literate
 - Verbal and written communication skills, financial administration, attention to detail, clerical and administration.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
- Provide administrative support to ensure effective and smooth running of operations within the Unit
 - Prepare meeting packs and distribute them timeously
 - Maintain filing system
 - Perform administrative work in support of the Unit functions and operations
 - Update and maintain an up-graded manual and electronic filing system of documents to ensure proper administration and easy access of such information whenever required
 - Photocopying and faxing documents
 - Perform basic finance routine tasks such as preparing invoices and bank deposits
 - Keep record of all incoming and outgoing documents in the Unit
 - Co-ordinate all arrangements for functions, events, meetings, workshops and forums
 - Make travel arrangements for the Unit
 - Co-ordinate courier services and deliveries
 - Order / purchase stationery as well as other office supplies for the unit
 - Perform any other duties as will be required by the Unit.
- ENQUIRIES** :
- Head Office:** Adv A Ledwaba, Tel No: (012) 406 4562
- APPLICATIONS** :
- 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 to:
- Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001
- POST NO 13** :
- ADMINISTRATION CLERK, REF NO: HRMC 95/15/13**
- SALARY LEVEL** :
- A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE** :
- Head Office, Pretoria, Branch Civic Service, Directorate: Marriages, BVR New Co-Operation Building.
- REPRESENTIVITY** :
- Coloured, Indian Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
- A Grade 12 qualification with a minimum of 1 years' experience in Administration
 - A 3 year National Diploma /Degree or an equivalent NQF Level 7 qualification in Public Management and Administration /Social Science will be an added advantage
 - Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage
 - Understanding of the Departmental legislation, Public Service Regulations Act, Human Resources legislations and prescripts
 - Knowledge of the South African Constitution
 - Must be computer literate
 - Verbal and written communication skills, financial administration, attention to detail, clerical and administration
 - Willingness to work extended hours without overtime.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
- Receiving, opening, sorting and despatching of marriages mail received from front offices
 - Retrieval of records manually and electronically
 - Filing of records, capturing of marriages registers
 - Template marriage registers received from offices
 - Retrieval of marriage registers from archives
 - Adhere to agreed service standards, ensure and maintain a high quality records keeping
 - Hand over non-standard queries, requests and special cases to supervisors
 - Assist with any duties as may be required by management in the quest of service delivery excellence
 - Adhere to disciplinary code, code of conduct and all operational manuals provided by the Department
 - Compile daily statistics and submit to the supervisors as and when required.
- ENQUIRIES** :
- Head Office:** Mr A Ramsunder, Tel No: (012) 406 2660

- APPLICATIONS** : 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 to:
Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001
- POST NO 14** : **ADMINISTRATION CLERK, REF NO: HRMC 95/15/14**
- SALARY LEVEL** : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria. Branch: Immigration Services, Chief Directorate: Permits, Sub-Directorate: TRV Functional Services.
- REPRESENTIVITY** : Coloured, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** : • A Grade 12 qualification with 1 years' experience in Administration • A 3 year National Diploma / Degree in Social Sciences will be an added advantage • Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage • Understanding of the Immigration Act and Refugees Act • Knowledge of the Public Service Regulatory Framework • Knowledge of the South African Constitution • Understanding of Departmental legislations and prescripts • Knowledge of customer service environment • Willingness to work extended hours • Strong analytical skills and good interpersonal skills • Good writing skills • Understanding of Visa or Permit environment will be an added advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Provide administrative support to the Directorate in order to ensure effective and efficient operations • Capture applications on Movement Control System • Capture applications on the Track and Trace system • Maintain a proper filing system • Perform and upgrade the manual and electronic statistical functions • Perform any administrative functions in support of the Directorate • Keep records of enquiries from internal and external stakeholders and clients.
- ENQUIRIES** : **Head Office:** Ms M Mafokoane, Tel No: (012) 406 4449
- APPLICATIONS** : 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 to:
Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001
- POST NO 15** : **ACCOUNTING CLERK, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R158 985 per annum** (Level 6). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, Branch: Finance and Supply Chain Management, Sub-Directorate: Personnel Remuneration.
- REF NO** : **HRMC 95/15/15a**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Head Office, Pretoria, Branch: Finance and Supply Chain Management, Sub-Directorate: Supplier Payments.
- REF NO** : **HRMC 95/15/15b**
- REPRESENTIVITY** : Coloured, Indian, White Male/Female candidates and People with Disabilities are

encouraged to apply.

REQUIREMENTS

- : • A Grade 12 qualification with Accounting as a subject with 1-2 years' experience in Financial Management environment or a 3 year National Diploma/ Degree in Financial Management with Accounting as a 3rd year subject or an equivalent NQF Level 7 qualification • Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage • An understanding of Basic Accounting System (BAS) • Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations • Ability to use Excel, Word and PowerPoint • A valid driver's licence will be an added advantage • Willingness to work extended hours.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Monitoring and clearance of revenue suspense account • Capturing receipts, compiling journals and payment on BAS • Provide information to the team leaders for the preparation of reports on state of collection and allocation of revenue of the allocated province • Provide periodical provincial revenue support that may require extensive travelling during certain periods of the financial year • Maintain adequate records for the transactions processed • Make follow up on outstanding documents and handle telephone enquiries from provincial revenue administrators.

ENQUIRIES

- : Mr S Makwarela, Tel No: (012) 406 4072

APPLICATIONS

- : 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 to:
Attention: Director-General
Postal Address: Private Bag X114, Pretoria, 0001,
Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

POST NO 16

- : **IMMIGRATION OFFICER (INSPECTORATE), (5 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.

CENTRE

REF NO

REPRESENTIVITY

- : Gauteng: Large Office: Germiston (1 Post)
- : **HRMC 95/15/16a**
- : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

CENTRE

REF NO

REPRESENTIVITY

- : Gauteng: Large Office: Johannesburg (1 Post)
- : **HRMC 95/15/16b**
- : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

CENTRE

REF NO

REPRESENTIVITY

- : Limpopo: Medium Office: Thohoyandou (1 Post)
- : **HRMC 95/15/16c**
- : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

CENTRE

REF NO

REPRESENTIVITY

- : Northern Cape: Medium Office: Springbok (2 Posts)
- : **HRMC 95/15/16d**
- : African, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

REQUIREMENTS

- : • A Grade 12 qualification with 1 years' work experience • A relevant 3 year National Diploma / Degree as well as Military or law enforcement experience will serve as an added advantage • Completion of Cadet and Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of the requirements and benefits of the migration control, patrol and inspection activity in a hostile environment will be an advantage • Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Public Service Act and Regulations, Public Finance Management Act as well as the South African Constitution • Understanding of International treaties • Computer literacy • Client innovation and service delivery improvement orientation, within the context of legal

frameworks • Sound problem solving, data collation, analysis, trend identification and report writing skills • Good written and verbal communication skills • Proven business partnering and stakeholder engagement • Patriotic, Honesty and Integrity and interrogation skills • Security oriented • Team player • Decisive • Shift work and willingness to work irregular hours • A valid driver's license and willingness to travel • The successful candidate will undergo 6 to 8 weeks training which will include an unarmed combat module • Military, Police or Prosecution experience will serve as an added advantage.

DUTIES

- : The successful candidate will be responsible for amongst others, the following specific tasks:
 - Trace, arrest and detain illegal foreigners within the Republic • Process the deportation of illegal foreigners • Execute inspections in loco without a warrant if allowed by law • Execute investigations in loco search warrants • Enable prosecution of transgressors of the legislation • Issue notices to appear in front of Director General to transgressors • Process and present evidence in court • Issue the admission of guilt fines to transgressors • Conduct interviews and investigation of foreigners who are suspected to be illegal in the country • Issue orders to illegal foreigners to depart from the country • Process application for the extension of detention warrants • Monitor the records of all cases • Execute operations with internal and external stakeholders • Retrieve expenses incurred from illegal foreigners in relation to their deportation, detention, maintenance and custody • Must accept to be scheduled after hours stand by duty every week • Whilst on standby, must be readily available at all times at any hour of the day or night or weekend to attend to requests for services on call.

ENQUIRIES

- : **Gauteng:** Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000
Limpopo: Mr LJ Kgole, Tel No: (015) 278 2802

APPLICATIONS

- : 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 to:
 Attention: Director-General
Gauteng Province:
 Postal Address: Private Bag X108, Braamfontein, 2017,
 Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
Limpopo Province:
 Postal Address: Private Bag X9517, Polokwane, 0700
 Physical Address: 89 Biccard Street, Polokwane, 0699
Northern Cape Province:
 Postal Address Private Bag x 6073, Kimberley 8300
 Physical Address: 2nd Floor Absa CBD Building, 69 Du toit, Span Road, Kimberley, 8300

POST NO 17

- : **IMMIGRATION OFFICER (PORT OF ENTRY), (3 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.

CENTRE

REF NO

REPRESENTIVITY

- : Mpumalanga: Lebombo – Border Post (1 Post)
- : **HRMC 95/15/17a**
- : Coloured, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

CENTRE

REF NO

REPRESENTIVITY

- : Northern Cape: Alexander Bay – Border Post (1 Post)
- : **HRMC 95/15/17b**
- : African, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

CENTRE

REF NO

REPRESENTIVITY

- : Northern Cape: Sendelingsdrift – Border Post (1 Post)
- : **HRMC 95/15/17c**
- : African, Indian, White Male/Female candidates and People with Disabilities are encouraged to apply.

REQUIREMENTS

- : • A Grade 12 qualification with 1 years' experience within an Immigration or Security environment is required • A relevant 3 year National Diploma / Degree will serve as an added advantage • Completion of Cadet or Internship programme in the Department of

Home Affairs will be an added advantage • Knowledge of the SOP's of the migration control, patrol and inspection activity in a Port of Entry • Knowledge of the Immigration Act, Refugees Act, Criminal Prosecution Act, Public Service Act and Regulations, Public Finance Management Act as well as the South African Constitution • Understanding of International treaties • Computer Literacy • Client innovation and service delivery improvement orientation, within the context of legal frameworks • Sound problem solving, data collation, analysis, trend identification and report writing skills • Good written and verbal communication • Proven business partnering and stakeholder engagement • Patriotic • Honesty and Integrity and interrogation skills • Security oriented, Team player, Decisive • Shift work and willingness to work irregular hours • A valid driver's license and willingness to travel • Candidates should be prepared to relocate to other Ports of Entry should operational requirements necessitate • Military experience will serve as an added advantage.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Conduct clearance of travellers on arrival and departure • Ensure that all travellers who contravene the validity of their permits are issued with prescribed administrative fines • Issue cross border permits to all eligible travellers in accordance with the Immigration Act • Issue emergency travel documents to all eligible RSA citizens in accordance with the SA Passport and Travel Documents Act • Determine guarantees and deposits • Deal with asylum seekers in terms of the Refugees Act • Clear out conveyers after arrival and before departure • Identify conveyers that contravene the Immigration Act on arrival, and issue penalties • Detect signs and traces in conveyers to establish any migration violation and other illegal activities • Detect signs and traces in travel documents to establish any migration violation and other illegal activities • Ensure effective processing of inadmissible or undesirable persons on arrival who are refused to enter the Country • Ensure effective processing of prohibited persons on departure who are refused to leave the Country • Ensure effective processing of castaways, stowaways and deserters • Facilitate the prosecution of persons travelling with falsified South African documents • Ensure that persons working at the border lines are working legally in the Country • Ensure visibility at the border line.

ENQUIRIES

- : **Mpumalanga:** Ms NA Phiri/ Mr MW Phohu, Tel No: (013) 752 2504
Northern Cape: Ms S Botha, Tel No: (053) 807 6700

APPLICATIONS

- : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:

Head Office:

Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

NB

- : **Please note that applications for all Border posts /Port Control posts must be sent to the address stated above.**

POST NO 18

- : **FINGERPRINT OFFICER, REF NO: HRMC 95/15/18**

SALARY LEVEL

- : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.

CENTRE

- : Head Office, Pretoria, Branch: Civic Services, Directorate: Preparations: Postal Receipt and Pre-Processing.

REPRESENTIVITY

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

REQUIREMENTS

- : • A Grade 12 qualification with relevant experience • A relevant post matric qualification will serve as an added advantage • Completion of Cadet and Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of task planning and allocation • Knowledge of the Identification Act and Regulations, the South African Constitution, the Public Service Act and Regulations • Understanding of Departmental Human Resources Legislation and Prescripts • Computer literacy (Microsoft Word and Excel) • Willingness to work extended hours including, overtime,

weekend and shifts is essential.

DUTIES

- : The successful candidate will be responsible for amongst others, the following specific tasks:
 - Exercise effective batch control to ensure effective accurate preparation for scanning
 - Perform end of day duties and produce daily reports/statistics regarding turnaround times, documents processed and error rates
 - Deal with telephonic enquiries from front office, back office NIB and other parties regarding feedback and status of applications and verifications
 - Ensure efficient and effective application and utilisation of resources within the Fingerprint Verification Unit
 - Asset management and Quality Control.

ENQUIRIES

- : Mr RP Mogane, Tel No: (012) 406 7008

APPLICATIONS

- : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:

Head Office:

Postal Address: Private Bag X114, Pretoria, 0001,

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

POST NO 19

- : **SECURITY OFFICER, REF NO: HRMC 95/15/19**

SALARY LEVEL

- : A basic salary of **R158 985** per annum (Level 6). In addition, a range of competitive benefits are offered.

CENTRE

- : Western Cape: Large Office: Cape Town

REPRESENTIVITY

- : African, Indian Male / Female candidates and People with Disabilities are encouraged to apply.

REQUIREMENTS

- :
 - A Grade 12 qualification, National Key Point Training, and minimum Grade B Certificate in security training is required with extensive experience in physical security and access control
 - Grade A and/or relevant post matric qualification will serve as an added advantage
 - Completion of the Department of Home Affairs Cadet or Internship programme will be an added advantage
 - Registration with PSIRA is required
 - Knowledge of the Departmental legislations and prescripts, Access Control Act No.53 of 1985, safety drills and Minimum Information Security Standards (MISS)
 - Adaptation to work schedule in accordance with the Department's requirements
 - Successful candidates will be appointed as a shift workers
 - Must be computer literate
 - A valid driver's licence and willingness to travel will be added advantage
 - Appointment is subject to positive security clearance.

DUTIES

- : The successful candidate will be responsible for, amongst others the following specific tasks:
 - To provide an effective and efficient protection services within the Department
 - Effectively execute access control
 - Ensure that all access control measures are adhered to
 - Ensure that buildings/ fenced areas are patrolled and report all security breaches
 - Search vehicles; incoming and outgoing parcels in the premises
 - Operate and maintain electronic systems, such as X-ray machines and walk through metal detectors
 - Operate security surveillance and control rooms by keeping records
 - Enforce all security regulations, directives and policies of the Department
 - Check and maintain proper functioning of all security registers
 - Execute proper administration of registering and handling of firearms
 - Ensure efficient and effective application and utilisation of resources within the Physical Security Unit
 - Encourage and recognise customer focus, counter corruption and service delivery.

ENQUIRIES

- : **Western Cape:** Mr M Pienaar, Tel No: (021) 488 1409/18

APPLICATIONS

- : 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:

Western Cape Province:

Postal Address: Private Bag X 9103, Cape Town, 8000

Physical Address: 4th Floor, Faircape Building, 56 Barrack Street,
Cape Town, 8001

- POST NO 20** : **SWITCHBOARD OPERATOR, REF NO: HRMC 95/15/20 (This is a re-advertisement, People with Disabilities are requested to re-apply).**
- SALARY LEVEL** : A basic salary of **R132 399** per annum (Level 5). In addition, a range of competitive benefits are offered.
- CENTRE** : Limpopo: Provincial Manager's Office (Polokwane)
- REPRESENTIVITY** : People with Disabilities only.
- REQUIREMENTS** :
• A Grade 12 qualification • A 3 year National Diploma /Degree or an equivalent NQF Level 7 qualification will be an advantage • Completion of Cadet and Internship programme within the Department of Home Affairs will be an added advantage • Knowledge of the Department of Home Affairs and Operations will be an advantage • Experience in dealing with Clients and managing switchboard will be an advantage.
- DUTIES** : The successful candidate will be responsible for, amongst others the following specific tasks:
• Answer, transfer and direct incoming calls in a timely manner using the updated telephone list • Updated with daily activities, DHA policies and procedures to respond to the clients • Update, maintain and accurate checks on contact and information list of services, Departments, staff members, and application requirements • Report faults on telephone lines to the Information Services unit within the Department • Attend to emergency / high priority calls to relevant business units or send the message through emails • Assist with ant telephone related duties required by management • Provide highest level of prompt and friendly response related to switchboard queries.
- ENQUIRIES** : **Limpopo:** Mr LJ Kgole, Tel No: (015) 278 2802
- APPLICATIONS** : 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 to:
Limpopo Province:
Postal Address: Private Bag X9517, Polokwane, 0700
Physical Address: 89 Biccard Street, Polokwane, 0699
- POST NO 21** : **ADMINISTRATION CLERK: HOSPITAL, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R132 399** per annum (Level 5). In addition, a range of competitive benefits are offered.
- CENTRE** : KwaZulu-Natal, Large Office: Zululand (Ceza Hospital), (1 Post)
REF NO : **HRMC 95/15/21a**
REPRESENTIVITY : Coloured, White Male /Female candidates and People with Disabilities are encouraged to apply.
- CENTRE** : Western Cape: Large Office: George (Knysna Hospital), (1 Post)
REF NO : **HRMC 95/15/21b**
REPRESENTIVITY : Coloured, White Male /Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
• A Grade 12 qualification with relevant experience in a Customer Service environment • Completion of Cadet and Internship programme within the Department of Home Affairs will be an added advantage • A tertiary qualification at NQF Level 7 will be an advantage • Proven client focus and orientation experience • Sound interpersonal skills • Honesty and integrity • Basic computer literacy and numeracy • Good written and verbal communication skills • Willingness to work extended hours including overtime, weekends and shifts are critical • A valid driver's license will be an added advantage.

- DUTIES** :
- The successful candidate will be responsible for amongst others, the following specific tasks:
 - Receive BI-1663 Notice of Birth and relevant supporting documents
 - Obtain informants ID, verify ID with BI 1663 and perform online verification of informant
 - Submit for approval and capturing
 - Issue Certificate and hand over to client
 - Stamp deceased ID book, verify informant and make copies of informants' and deceased's ID books and attached to BI 1663
 - Complete handwritten death certificate (BI-20)
 - Register death/ late registration of death and print certificate (BI-5)
 - Issue removal order (BI-14) and hand over to informant.
- ENQUIRIES** :
- KwaZulu-Natal:** Mr Q Luthuli (033) 845 5000
Western Cape: Mr M Pienaar, Tel No: (021) 488 1409/18
- APPLICATIONS** :
- 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:
- KwaZulu-Natal Province:**
 Postal Address: PO BOX 09, Scottsville 3209
 Physical address: 181 Church Street, Pietermaritzburg 3200
- Western Cape Province:**
 Postal Address: Private Bag X 9103, Cape Town, 8000
 Physical Address: 4th Floor, Faircape Building, 56 Barrack Street, Cape Town, 8001
- POST NO 22** :
- CASHIER, REF NO: HRMC 95/15/22**
- SALARY LEVEL** :
- A basic salary of **R132 399 to R155 961** per annum (Level 5). In addition, a range of competitive benefits are offered.
- CENTRE** :
- Eastern Cape: Medium Office: Graaff Reinet
- REPRESENTIVITY** :
- Coloured, Indian, White Male/ Female candidates and People with Disabilities are encouraged to apply.
- REQUIREMENTS** :
- A Grade 12 qualification with relevant experience in a Customer Service environment
 - A tertiary qualification at NQF Level 7 will be an advantage
 - Completion of Cadet and Internship programme within the Department of Home Affairs will be an added advantage
 - Good numeracy and literacy skills
 - Ability to communicate fluently in English and a second language inherent to the region/district
 - Knowledge of basic accounting principles would be an advantage
 - Willingness to work extended hours including overtime, weekends and shifts are critical
 - Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint
 - Preference will be given to candidates from local area where the position and/or office will be based.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
- Capture the transaction details onto the receipting solution
 - Receive cash and issues the receipt / invoices to all applicants
 - Endorse all applications where cash was received
 - Perform the cashing up procedure at the change of shift and end of day
 - Bank the cash into the ACHD under the Cashier Supervisor's supervision
 - Count float before each shift and keep drawer secure at all times
 - Accurately handle client cash, credit payments and change
 - Follow all front end procedures and policies
 - Adhere to requests from management to assist in other front office functions where required
 - Provide advice to clients and route clients to required service points where required
 - Provide highest level of prompt and friendly client service.
- ENQUIRIES** :
- Eastern Cape:** Mr L Jama, Tel No: (043) 604 6403
- APPLICATIONS** :
- 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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:
- Eastern Cape Province:**
 Postal Address: Private Bag 7413, King Williams Town, 5600
 Physical address: 11 Hargreaves Avenue, King William's Town, 5600

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| <u>POST NO 23</u> | : | <u>CLEANER, (3 POSITIONS)</u> |
| <u>SALARY LEVEL</u> | : | A basic salary of R93 444 per annum (Level 3). In addition, a range of competitive benefits are offered. |
| <u>CENTRE</u> | : | Eastern Cape: Large Office: King William's Town (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/23a |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian White Male/Female candidates and People with Disabilities are encouraged to apply. |
| <u>CENTRE</u> | : | Gauteng: Medium Office: Vanderbilpark (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/23b |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian White Male/Female candidates are encouraged to apply. |
| <u>CENTRE</u> | : | Head Office, Pretoria, Branch: Finance and Supply Chain Management, Directorate: Facilities Management. (1 Post) |
| <u>REF NO</u> | : | HRMC 95/15/23c |
| <u>REPRESENTIVITY</u> | : | Coloured, Indian White Male/Female candidates and People with Disabilities are encouraged to apply. |
| <u>REQUIREMENTS</u> | : | <ul style="list-style-type: none"> • ABET qualification with 6 months – 1 year experience in cleaning environment • A Grade 12 qualification will be an added advantage • Extensive experience in a cleaning environment • Basic knowledge of general hygiene practices • Knowledge of facility layout • Knowledge of cleaning products and applications • Ability to use a variety of cleaning equipment and products • Basic literacy and communication skills • Understanding of departmental policies and procedures • Willingness to extended hours including overtime, weekends and public holidays. |
| <u>DUTIES</u> | : | <p>The successful candidates will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> • Proper cleaning of toilets, equipment, offices, state property and assets • Ensure effective use of cleaning materials and equipment • Clean the Reception area and offices on a daily basis • Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection • Collect paper waste in the specially marked bins for collection by the Recycling Company • Check bathrooms twice a day and clean accordingly • Dust office furniture timeously • Vacuum all carpets at least twice per week • Clean windows on the inside at least quarterly on a rotational basis • Store all cleaning equipment and products neatly in the designated cupboards on each floor • Provide assistance in the preparation of meetings in the boardroom. |
| <u>ENQUIRIES</u> | : | <p>Eastern Cape: Mr L Jama, Tel No: (043) 604 6403 Gauteng: Ms T Monyeke/ Ms M Kau, Tel No: (011) 242 9000 Head Office, Ms M Mafafo, Tel No: (012) 406 4017</p> |
| <u>APPLICATIONS</u> | : | <p>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 to the relevant address of the Department of Home Affairs Office, where the post is located, as follows:</p> <p>Eastern Cape Province: Postal Address: Private Bag 7413, King Williams Town, 5600 Physical address: 11 Hargreaves Avenue, King William's Town, 5600</p> <p>Gauteng Province: Postal Address: Private Bag X108, Braamfontein, 2017, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017</p> <p>Head Office: Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001</p> |

