



The National Development Plan (NDP) 2030 is a compass pointing South Africa in a new direction where poverty is eliminated and inequality is reduced by 2030. This desired destination can be reached by enhancing the capacity of the State, and the Department of Home Affairs is committed to delivering on this goal.

Enquiries: Ms N Sindane

Tel No: 012 406 4244

Date Issued: 09 May 2025

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 12 OF 2025

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

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

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



DIRECTIONS TO APPLICANTS



CLOSING DATE: 06 June 2025

APPLICATIONS: Must be –

- submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, **on or before the closing date**;
- accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a **comprehensive CV**, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two **contactable employment references** (as recent as possible), limited to **2.5MB** in size.

SELECTION: Shortlisted candidates -

- are required to submit a copy of their **ID document**, a **valid driver's license** (if specified as a job requirement), **relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications**, and details of **current earnings** (latest salary advice) as directed. Furthermore, applicants who possess (a) **foreign qualification(s)**, are required to submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (SAQA);
- will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State), In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "**Pre-entry Certificate for entry into the Senior Management Services**" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

APPOINTMENT: Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required.

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



- POST NO 1** : **DIRECTOR: LITIGATION, REF NO: HRMC 12/25/1**
- SALARY LEVEL** : An all-inclusive salary package **R1 216 824 to R1 433 355 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- HEADQUARTERS** : Head Office, Tshwane, Chief Directorate: Legal Services.
- REQUIREMENTS:**
- An undergraduate qualification in Law at NQF Level 7 as recognised by SAQA. • Admission as an Advocate or Attorney would be an added advantage • 5 Years' experience at a middle / senior management level (strategic management level) within a Legal / Litigation environment.
 - Extensive experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents. • Advanced knowledge of South African Constitutional Law, Administrative Law, Civil Litigation and Mediation • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. • Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. • Excellent abilities and vast experience in project management, project optimization, and the use of online systems. • A valid drivers' license. • Willingness to travel and work extended hours. • Completion of the Senior Management Services Pre-entry Certificate upon appointment.
- Required skills and competencies:** Strategic capability and leadership. • Service delivery innovation, client orientation and customer focus. • People management and empowerment. • Financial Management. • Program and project management. • Change management. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Excellent verbal and written communication, as well as presentation skills. • Problem-solving and analysis. • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Decision making and initiating action. • Planning, organising and time management. • Policy development, coaching and facilitating. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES**
- The successful candidate will be responsible for, amongst others, the following specific tasks:
- Ensure implementation of litigation services in relation to litigation matters for the Department.
 - Provide strategic advice and legal opinions. • Facilitate stakeholder engagement and collaboration with key account managers, and manage service providers • Represent the Department at various forums. • Ensure that the Department is adequately represented during Court proceedings • Oversee the development and implementation of litigation policies, strategies and programs within the Department. • Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Directorate. • Reduction of Litigation Contingent Liability held by the Department • Coordinate and monitor delivery of the Directorate's operational plan against agreed timeframes and objectives • Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. • Analyse trends and develop and submit relevant reports as required. • Ensure effective and efficient management of human, physical and financial resources within the Directorate. • Provide strategic leadership, direction and advice to the Department, as well as the Directorate • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms S Mkhali, Tel No: 072 527 6033 / 012 406 7109
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to legalrecruitment@dha.gov.za by the specified closing date

- POST NO 2** : **DIRECTOR: PEOPLE DEVELOPMENT, REF NO: HRMC 12/25/2**
- SALARY** : An all-inclusive salary package **R1 216 824 to R1 433 355 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- HEADQUARTERS** : Head Office, Tshwane, Branch: Human Resources Management and Development.
- REQUIREMENTS** : An undergraduate qualification in Human Resources Management, Human Resources Development, Human Resources and Development, Organisational Psychology, Organisational Development, Industrial Psychology, Education and Training, Public Administration / Public Management at NQF level 7 as recognized by SAQA. • 5 Years' experience at a middle / senior management level in learning and development environment • Knowledge of the Constitution of the Republic of South Africa, The Skills Development Act, The Skills Development Levy Act and The South African Qualification Authority Framework • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. • Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. • Excellent abilities and experience in project management, project optimization, and the use of online systems. • A valid drivers' license. • Willingness to travel and work extended hours. • Completion of the Senior Management Services Pre-entry Certificate upon appointment.
- Required skills and competencies:** Strategic capability and leadership. • Service delivery innovation, client orientation and customer focus. • People management and empowerment. • Financial Management. • Program and project management. • Change management. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Excellent verbal and written communication, as well as presentation skills. • Problem-solving and analysis. • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Decision making and initiating action. • Planning, organising and time management. • Policy development, coaching and facilitating. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Develop and monitor implementation of the DHA Human Resource Development Strategy and Workplace Skills Plan in line with the HRD Strategic Framework (HRDSF). • Lead efforts in developing talents, building leadership capabilities and fostering a culture of continuous professional development in line with the National Framework towards the Professionalisation of the Public Sector. • Lead the design, implementation and evaluation of strategies that grow employee and leadership capability to achieve organisational effectiveness. • Lead the Implementation and optimisation of performance management and development process and tools. • Foster partnering with line managers as well as external stakeholders, (e.g. SAQA, relevant SETAs, Institutions of Higher Learning) to identify skills and learning needs as well as talent gaps, in line with the Skills Development Framework. • Manage all youth development programmes (learnerships, cadets, internship programs). • Manage the development of talent, retention and career paths strategies in the Department. • Ensure the effective implementation of strategic objectives and innovations aligned to the digital transformation strategy to enhance service delivery within the Directorate. • Coordinate and monitor delivery of the Directorate's operational plan against agreed timeframes and objectives • Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. • Analyse trends and develop and submit relevant reports as required. • Ensure effective and efficient management of human, physical and financial resources within the Directorate.
- ENQUIRIES** : Ms S Mkhalihi, Tel No: 072 527 6033 / 012 406 7109
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to rrrecruitment@dha.gov.za by the specified closing date

- POST NO 3** : **REFUGEE RECEPTION CENTRE MANAGER, REF NO: HRMC 12/25/3**
- SALARY** : An all-inclusive salary package **R1 216 824 to R1 433 355 per annum** (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- HEADQUARTERS** : Head Office, Tshwane, Chief Directorate: Asylum Seeker Management
- REQUIREMENTS** : An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations, Administrative Management, Business Administration, Business Management, Public Management, Administration and Administration, Management, A Administration at NQF level 7 as recognized by SAQA. • 5 Years' experience at a middle / senior management level (strategic management level). • Knowledge of the Constitution of the Republic of South Africa. • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. • Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. • Excellent abilities and experience in project management, project optimization, and the use of online systems. • Knowledge of Refugee Act. • Knowledge of Immigration Act. • A valid drivers' license. • Willingness to travel and work extended hours. • Completion of the Senior Management Services Pre-entry Certificate upon appointment.
- Required skills and competencies:** Strategic capability and leadership. • Service delivery innovation, client orientation and customer focus. • People management and empowerment. • Financial Management. • Program and project management. • Change management. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Excellent verbal and written communication, as well as presentation skills. • Problem-solving and analysis. • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Decision making and initiating action. • Planning, organising and time management. • Policy development, coaching and facilitating. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Ensure effective and efficient service delivery in the Refugee Reception Centre by taking appropriate steps to improve service delivery and troubleshoot / remove blockages. • Ensure the development and implementation of effective implementation of Standard Operating Procedures in the processing of asylum seeker applications. • Ensure quality of decisions taken in refusal of asylum seeker applications. • Coordinate information and monitor statistics with regards to the issuing of asylum seeker applications. • Monitor and evaluate compliance with the purpose for which asylum seeker permits are granted to applicants. • Liaise with the Standing Committee for Refugee Affairs (SCRA) and Refugee Appeal Authority of South Africa (RAASA) on refugee matters. • Facilitate stakeholder engagement and collaboration with key stakeholders / account managers • Represent the Department at various forums. • Oversee the development and implementation of identified strategies, programs and procedures • Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Centre. • Coordinate and monitor delivery of the Centre's operational plan against agreed timeframes and objectives • Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. • Analyse trends and develop and submit relevant reports as required. • Ensure effective and efficient management of human, physical and financial resources within the Centre. • Provide strategic leadership, direction and advice. • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Mr W Mamphoke, Tel No: 012 406 4247
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to imsrecruitment@dha.gov.za by the specified closing date