



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 17 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 sent to the **correct address** specified at the bottom of the post, **on or before the closing date;**
- accompanied by a fully completed **Application for Employment Form** (new **Z83**, effective from 1 January 2021), obtainable at www.dpsa.gov.za (citing the correct post number and job title), 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)), **regardless of online or manual submission.**

SELECTION:

Shortlisted candidates -

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

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

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

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



POST NO 1

DEPUTY DIRECTOR: INTERNAL AUDIT, REF NO: HRMC 17/25/1

SALARY LEVEL

: A basic salary of **R896 436 to R1 055 958** per annum (Level 11).

CENTRE

: Head Office: Tshwane, Chief Directorate: Internal Audit Services.

REQUIREMENTS

: • An undergraduate qualification in Internal Audit or Commerce at NQF level 6 as recognized by SAQA. • 3 year's experience at an Assistant Director or equivalent supervisory level in internal or external auditing environment is required. • Knowledge of the Constitution of the Republic of South Africa. • Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. • Understanding of the Public Finance Management Act and Accounting Systems and Practices. • Knowledge of Modified Cash Standard (MCS). • Knowledge of International Internal Audit Standards. Knowledge of Teammate Audit Management System. Knowledge of King IV report and governance principles. • 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.

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

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
• Participate in the development of the Directorate's three-year risk-based rolling plan and annual audit plan. • Manage and monitor the execution of audits and review of work performed by team members. • Provide inputs into the enhancement of audit methodologies and techniques. • Keep abreast with new developments and liaise with auditees and line managers. • Participate in the Department's process and internal control improvement initiative. • Track the implementation and adhere to audit action plans. • Conduct compliance audits in accordance with the Internal Audit Strategic and Operational Plan in compliance with the Standards for Professional Practice of Internal Auditing. • Coordinate with external auditors and other assurance providers. • Compile audit project file. • Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. • Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. • Implement governance processes, frameworks and procedures. • Ensure effective and efficient management of human, physical and financial resources within the Unit. • Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: **Head Office:** Ms N Raziya, Tel No: (012) 406 4155

POST NO 2

ASSISTANT DIRECTOR: APPEALS, REF NO: HRMC 17/25/2

SALARY LEVEL

: A basic salary of **R582 444 to R686 091** per annum (Level 10).

CENTRE

: Head Office: Tshwane, Immigration Services - Directorate: Appeals

REQUIREMENTS

: • An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. • 3 Years' experience in Law, Analysis and Interpretation of Information. • Knowledge of the Constitution of the Republic of South Africa. • Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. • Knowledge of Refugees Act and Refugee Regulations. • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • Excellent abilities and experience in project management, project optimization, and the use of online systems. • A valid drivers' license. • Willingness to travel and work extended hours.

Required skills and competencies: Management and Leadership. • Service delivery innovation, and customer focus. • People management and empowerment. • Financial Management. • Program and project management. • Change management. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Attention to detail. • Good verbal and written communication, as well as report writing and presentation skills. • Conducting investigations, stakeholder verifications, problem-solving and analysis. • Policy interpretation and implementation. • Influencing, conflict management, negotiation skills and diplomacy. • Knowledge and Information management. • Decision making and initiating action. • Stress management / ability to work under pressure. • Planning, organising and time management. • Coaching and facilitating. • Computer literacy. • Patriotic, Honesty, Integrity and Accountability.

DUTIES

: • The successful candidate will be responsible for, amongst others, the following specific tasks: • Contribute to the development and implementation of effective and efficient digital first visa and permit appeal application processes and procedures. • Make recommendations to management on process and reporting improvements. • Manage the processing of visa and permit appeal applications in line with relevant Legislation, Policy, approved Business Processes and Standard Operating Procedures • Ensure that quality assurance and data quality strategies are implemented in the processing of appeal applications. • Quality assure and recommend appeal applications to the next level. • Draft complex appeal reports in relation to visa and permit appeal applications received. • Manage information, and collate and monitor statistics with regards to appeals. • Liaise with internal and external stakeholders regarding appeals-related matters. • Represent the Directorate at various forums. • Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. • Implement governance processes, frameworks and procedures. • Ensure effective and efficient management of human, physical and financial resources within the Unit. • Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: **Head Office:** Ms A Ngcobo, Tel No: (012) 406 4356

POST NO 3

**ASSISTANT DIRECTOR: TEMPORARY RESIDENCE VISA FUNCTIONAL SERVICES,
REF NO: HRMC 17/25/3**

SALARY LEVEL

: A basic salary of **R582 444 to R686 091** per annum (Level 10).

CENTRE

: Head Office: Tshwane, Immigration Services, Directorate: Temporary Residence Visa Functional Services.

REQUIREMENTS

: • An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognized by SAQA. • 3 Years' experience in Law, Analysis and Interpretation of Information is required. • Knowledge of the Constitution of the Republic of South Africa. • Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. • Knowledge of Refugees Act and Refugee Regulations. • Knowledge of South African's Foreign Policy. • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • Excellent abilities and experience in project management, project optimization, and the use of online systems. • Willingness to travel and work extended hours.

Required skills and competencies: Management and Leadership. • Service delivery, innovation, and customer focus. • People management and empowerment. • Financial Management. • Program and project management. • Change management. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Attention to detail. • Research skills, good verbal and written communication, as well as report writing and presentation skills. • Conducting investigations, problem-solving and analysis. • Policy analysis, evaluation, interpretation and implementation. • Influencing, conflict management, negotiation skills and diplomacy. • Knowledge and Information management. • Decision making and initiating action. • Stress management / ability to work under pressure. • Planning, organising and time management. • Coaching and facilitating. • Computer literacy. • Patriotic, Honesty, Integrity and Accountability.

DUTIES

: • The successful candidate will be responsible for, amongst others, the following specific tasks: • Contribute to the development and implementation of effective and efficient digital first visa application processes and procedures. • Facilitate administrative processes for proof and verification of exemptions, as well as temporary residence in line with relevant Legislation, Policy, approved Business Processes and Standard Operating Procedures • Facilitate administrative procedures for visa agreements concluded with fraternal governments. • Advise on the withdrawal of Temporary Residence and Visa applications. • Ensure that quality assurance and data quality strategies are implemented in the processing of temporary residence applications. • Coordinate the consideration of applications for temporary residence and visas by the relevant authority. • Manage information, and collate and monitor statistics and trends with regards to Temporary Residence Permit • Draft complex reports in relation to applications received • Liaise with internal and external stakeholders and represent the Directorate at various forums. • Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. • Implement governance processes, frameworks and procedures. • Ensure effective and efficient management of human, physical and financial resources within the Unit. • Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: **Head Office:** Ms B Kabinde, Tel No: (012) 406 4239

POST NO 4

ASSISTANT PROGRAMMER, REF NO: HRMC 17/25/4

SALARY LEVEL

: A basic salary of **R397 116 to R467 790** per annum (Level 8).

CENTRE

: Head Office: Tshwane, Directorate: Application Maintenance and Support

REQUIREMENTS

: • An undergraduate qualification in Information Technology, Information and Communication Technology, Information Technology Management, Computer Science, Computer Engineering, Information Systems at NQF level 6 as recognized by SAQA. • 1 Year's experience in an application / system management environment. • Knowledge of database administration and servers. • Knowledge of server hardware and software systems. • Knowledge of relevant operating systems. • Knowledge of State Information Technology Act (SITA). • Knowledge of the Constitution of the Republic of South Africa. • Excellent abilities in the use of online systems • Willingness to work extended hours and perform on call duties.

Required skills and competencies • Client orientation and customer focus. • Computer programming skills and ability to translate IT language into English. • Problem solving and innovation. • Planning, organizing and excellent time management skills. • Good written and verbal communication skills. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Computer literacy. • Patriotic, Honesty, Integrity and Accountability.

DUTIES

: •The successful candidate will be responsible for, amongst others, the following specific tasks:
• Interpret and translate design specifications into functions that the program is intended to perform and translate into related code. • Devise possible solutions to predict problems, evaluating options and implement the most feasible solution. • Perform key portions of the system development lifecycle including designing, coding, documenting and installation. • Design and develop application components and manage configuration requests. • Perform administrative tasks such as entering time, updating work orders, updating knowledgebase, providing status reports, etc. • Improve personal and professional technical knowledge and expertise and stay abreast of new developments. • Write and maintain system development documentation including detailed documents on the operations of programs, and user requirements. • Liaise with system analysts and portfolio managers regarding understanding and details of specifications. • Compile tactical plans aligned to business requirements to ensure effective strategy execution. • Recommend and implement continuous performance improvement initiatives. • Maintain good relationship with clients and stakeholder. Implement system and process enhancements, and updates successfully. • Participate in the implementation of projects. • Provide advice to IS users regarding the effective implementation of risk processes and procedures. • Attend to enquiries in service level time lines. • Ensure compliance with to policies, procedures and standards. • Keep up to date with any changes in the IS legislative framework and implement necessary steps/actions to ensure that the client is compliant. • Implement quality control, norms and standards frameworks for stakeholder interaction and service delivery. • Comply with departmental policies, procedures and Treasury Regulations to ensure that supply chain management processes and assets are effectively utilised / managed.

ENQUIRIES

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

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at **<https://eRecruitment.dha.gov.za>** or sent to the correct address specified as follows:-

Head Office:

Postal Address: Private Bag X114, Pretoria, 0001

Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001