



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.

Enquiries: Ms N Sindane

Tel No: 012 406 4244
Date Issued: 08 May 2026

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 19 OF 2026

The Department of Home Affairs (DHA) seeks to hire patriotic, professional, 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 deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.

The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.



DIRECTIONS TO APPLICANTS



CLOSING DATE: 22 May 2026

APPLICATIONS: Must be –

- submitted online at <https://erecruitment.dha.gov.za> or sent to the **correct 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, citing the correct post number and job title; 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), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment .

SELECTION: Shortlisted candidates -

- will also be 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 **Acting letters** 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 an **interview, various relevant tests and assessments, and employment suitability checks** (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State).
- **APPOINTMENT:** Once appointed, 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** : **CHIEF DIRECTOR: PREVENTION AND ANALYSIS, REF NO: HRMC 19/26/1**
- SALARY** : An all-inclusive salary package **R1 494 900 to R1 787 328 per annum** (Salary Level 14), 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: Prevention and Analysis
- REQUIREMENTS** :
- An undergraduate qualification in Operations Management, Business Management or Administration, Public Management or Administration or related at NQF level 7 as recognized by SAQA
 - 5 Years' experience at a Senior Management level, within Public Services or Operations Management is required.
 - 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.
 - Sound knowledge and understanding of the Strategic Intelligence Act.
 - Knowledge of the Protection of Information Act.
 - Knowledge of the Criminal Procedure Act.
 - Knowledge of the Minimum Information Security Standard (MISS).
 - Knowledge of the South African Police Service Act, and anti-corruption legislation.
 - Knowledge of Public Finance Management Act and Treasury Regulations.
 - Knowledge of policy development and government protocol.
 - Excellent abilities and vast experience in project management, project optimization, and the use of online systems.
 - A valid drivers' license is an added advantage
 - 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
 - Support with digital transformation
 - Innovation
 - Excellent verbal and written communication, as well as presentation skills
 - Problem-solving and analysis
 - Research Methodology and Analysis.
 - Process analysis and improvement.
 - 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
 - Result-orientated.
 - Computer literacy
 - Patriotism, Honesty and Integrity.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
- Oversee and Facilitate the Collection and Analysis of Information and Statistical Data on Counter Corruption Cases.
 - Oversee maintenance of a detailed record of information collected and analysed.
 - Oversee the management of the interpretation of raw and statistical data into meaningful, connected information to be used in the Department.
 - Oversee the establishment of a knowledge library for Counter-Corruption and Security Services and ensure the effective maintenance thereof.
 - Provide strategic direction on profiling of statistical data, trends and analysis to assist in the investigations and prosecution of Counter Corruption cases.
 - Oversee the management of research on information, statistical data, tendencies and trends, nationally and internationally, concerning irregularities, unlawful conduct, breaches and syndicate activities relating to the core processes and business conducted by the Department.
 - Provide relevant project support to business units and other Law Enforcement Agencies before, during and after investigations.
 - Provide feedback on trends, risk areas, system weaknesses, and process inefficiencies within the Department.
 - Ensure the effective implementation of strategic objectives and innovation initiatives within the Chief Directorate.
 - Provide strategic direction, and leadership and ensure the strategic positioning.
 - Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate
 - Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms S Mkhalihi, Tel No: 012 406 7109
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccsrecruitment@dha.gov.za

POST NO 2

: **CHIEF DIRECTOR: SPECIAL INITIATIVES, REF NO: HRMC 19/26/2**

SALARY

: An all-inclusive salary package **R1 494 900 to R1 787 328 per annum** (Salary Level 14), 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: Information Services

REQUIREMENTS

- : • An undergraduate qualification in Project Management, ICT, Information Systems, Business Management or related at NQF level 7 as recognized by SAQA • 5 Years' experience at a Senior Management, is required. • 8 to 10 Years' experience in ICT, Digital Transformation, PMO or Governance environment. Extensive experience in Information Technology (IT) Project Management environment is required. • 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 GITO Frameworks, standards and guidelines. • Knowledge of the Public Finance Management Act. • Knowledge of E-Government Imperatives. • Knowledge of State Information Technology Act (SITA). • Knowledge of Project Management processes and procedures. • Knowledge of policy development and government protocol. • 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. • On call is required. • 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. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Support with digital transformation. • Innovation. • Excellent verbal and written communication, as well as presentation skills. • Portfolio Management. • Benefits Realisation. • COBIT 2019. • CGICT. • ITIL. • Enterprise Governance. • Organisational Change Management. • Risk and Compliance Management. • Change management. • Problem-solving and analysis. • Business Report Writing. • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Decision making and initiating action. • Planning, organising and time management. • Dealing with Pressure and Setbacks. • 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:
- : • Lead the implementation of interventions included in the DHA Digital Transformation Strategy. • Oversee the scope, plan, and develop the business case for all relevant programs as required. • Oversee the alignment of project/program initiatives with National Policy, Imperatives, and International benchmarks. • Liaise with business stakeholders to clarify and understand project deliverables, scope, and expected benefits. • Ensure the submission of proposals, plans, and budgets for approval for all project initiatives that are required within the branch. • Provide guidance on the establishment and sign-off on Project Charters, Governance forums, Resourcing (including budget/funding) and expected deliverables. • Oversee IS projects in line with the Departmental priorities for every approved strategic IS program. • Act as Programme Manager for large-scale, international, and cross-departmental programmes where required. • Lead implementation of DHA Digital Transformation Strategy and associated roadmap. • Align all strategic programmes to National Development Plan, MTSF, DPSA CGICT, COBIT 2019 and DHA strategic priorities. • Institutionalise Quarterly Implementation Feasibility Reviews (QIFR) for strategic prioritisation and oversight. • Oversee strategic programme business cases, feasibility studies, and transformation value propositions. • Ensure benefits realisation frameworks are established for all major programmes. • Coordinate Digital Transformation Steering Committee inputs and programme prioritization. • Lead cross-departmental transformation programmes and strategic modernisation initiatives. • Establish and Manage PMO, Programme, Project and Portfolio Delivery Frameworks. • Oversee effective project management processes, procedures and standards are adhered to as prescribed by the Project Management Methodology. • Create and build partnerships with various internal and external stakeholders in order to ensure programme delivery. • Oversee effective sourcing, contracting and managing of IS contractors, consultants and vendors against programme targets. • Ensure compliance with Project Management Office (PMO) requirements as per the approved methodology. • Report regularly on project/programme progress, risks and budget to sponsors and relevant stakeholders against the agreed timelines and outputs of Project Plans. • Ensure alignment to PMBOK/PRINCE2/MSP/COBIT governance requirements. • Build Chief Directorate Capability, Innovation and Organisational Digital Transformation Maturity. • Develop the Chief Directorate into a Centre of Excellence for Digital Transformation, PMO, Governance and Special Initiatives. • Build organisational capability in programme governance, project controls, digital transformation, and benefits realization. • Implement skills development frameworks aligned to DHA strategy. • Ensure

Enterprise Governance, CGICT, COBIT 2019 Compliance, Risk and Assurance. • Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. • Coach and guide staff on compliance with all regulatory requirements.

- ENQUIRIES** : Ms S Mkhaliphi, Tel No: 012 406 7109
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za
- POST NO 3** : **DIRECTOR: FINGERPRINT VERIFICATION, REF NO: HRMC 19/26/3**
- SALARY** : An all-inclusive salary package **R1 266 714 to R1 492 122 per annum** (Salary 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: Back Office ID Processing
- REQUIREMENTS** :
- A undergraduate qualification in Public Management, Administration, Business Administration or related at NQF level 7 as recognized by SAQA. • 5 Years’ experience at Middle Management / Senior Management level, in Public Service or Operations Management environment is required. • 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. • Sound knowledge and understanding of the Citizenship Act, Identification Act, Immigration Act, PAJA, POPIA, PAIA and Bill. • Knowledge of Authority on fingerprint legislation, standards of fingerprint evidence. • Demonstrated knowledge and understanding of workforce planning and optimization. • Knowledge of policy development and government protocols. • Knowledge of PFMA and Treasury Regulations. • Excellent abilities and vast experience in project management, project optimization, and the use of online systems. • A valid drivers’ license is an added advantage. • Willingness to travel and work extended hours. • Demonstrated commitment to high ethical standard and integrity. • 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. • Support with digital transformation. • Excellent verbal and written communication, as well as presentation skills. • Problem-solving and analysis. • Delegation skills. • Quality Orientation. • Data and Records Management. • Strong Analytical skills. • Process Analysis and Improvement. • Influencing, networking, conflict management and negotiation skills • Knowledge and Information management. • Dealing with pressure and setbacks. • Decision making and initiating action. • Planning, organising and time management. • Policy development, coaching and facilitating. • Result-orientated. • Computer literacy • Patriotism, Honesty and Integrity.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: • Manage effective operations within the verification unit. • Provide expert advice and on the verification unit to achieve operational goals. • Monitor performance against Service Level Agreements (SLA) and ensure responsive service delivery to internal and external requirements. • Interpret and maintain statistical data on service level standards, bottlenecks, volumes, trends, and error rates. • Monitor SLA performance between Front Office and the unit, initiating corrective actions where necessary. • Develop and implement quality assurance and data quality strategies and an action plan. • Ensure accurate financial accounting, monitoring, and reporting within the unit. • Ensure effective and consistent implementation of Standard Operating Procedures. • Implement effective operational control measures to ensure fingerprint quality, record accuracy, corruption prevention, and limit non-financial losses. • Ensure all fingerprints are accurately verified, captured and stored on relevant systems. • Ensure Successful Business Transformation Within the ID Back Office Processing Unit. • Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. • Provide strategic direction, and leadership and ensure the strategic positioning. • Oversee the development and review of policies and code of practice for the Branch. • Ensure effective risk and compliance management. • Implement governance processes, frameworks and procedures. • Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Mr J Modipa, Tel No: 012 406 4243
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

- POST NO 4** : **DIRECTOR: INTERNATIONAL RELATIONS, REF NO: HRMC 19/26/4**
- SALARY** : An all-inclusive salary package **R1 266 714 to R1 492 122 per annum** (Salary 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: Inter-Sectoral Collaborations and International Services
- REQUIREMENTS** :
- An undergraduate qualification in International Relations, Political Science, Public Administration, Management, Public Management or related at NQF level 7 as recognized by SAQA. • 5 Years' experience at Middle Management / Senior Management level is required. • 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 Births and Deaths Registration Act, No. 51 of 1992. • Knowledge of the Identification Act, No. 68 of 1997. • Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. • Knowledge of policy development and government protocol. • Knowledge of PFMA and Treasury Regulations. • Knowledge and understanding of Preferential Policy Framework (PPFA). • Knowledge of the Protection of information Act (POPIA). • Knowledge of Departmental core policies, prescripts and practices. • Understanding of Good Corporate Governance principles (King II). • Excellent abilities and vast experience in project management, project optimization, and the use of online systems. • A valid drivers' license is an added advantage. • Willingness to travel and work extended hours. • Demonstrated commitment to high ethical standard and integrity. • 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. • Support with digital transformation. • Excellent verbal and written communication, as well as presentation skills. • Problem-solving and analysis. • Process analysis and improvement. • Stakeholder relations and customer focus. • Data and Records Management. • Strong Analytical skills. • Process Analysis and Improvement. • Influencing, networking, conflict management and negotiation skills • Knowledge and Information management • Dealing with pressure and setbacks. • Decision making and initiating action. • Planning, organising and time management. • Policy development, coaching and facilitating. • Business report writing. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Manage and participate in International relations operations in the department. • Ensure the planning, coordination and provision of feedback in international engagements relating to Multilateral, Bilateral issues and protocol services. • Facilitate DHA alignment to South African foreign policy objectives; maintain good diplomatic relations. • Coordinate the drafting, text negotiation and sign-off for international Agreements and Memoranda of Understanding with foreign counterparts. • Coordinate Departmental compliance with reporting and/or participation requests by the Department of International Relations and Cooperation (DIRCO) and the Department of Defense in relevant international structures. • Oversee visits from foreign dignitaries travelling to South Africa, and coordinate visits of South African foreign dignitaries travelling abroad. • Ensure the provision of protocol services at international engagements for the Minister, Deputy Minister and Director General. • Analyzing global affairs, fostering international cooperation, and advising on geopolitical issues. • Ensure the provisioning of protocol services for incoming delegations on official visit to the Department. • Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. • Provide strategic direction, and leadership and ensure the strategic positioning. • Oversee the development and review of policies and code of practice for the Branch. • Ensure effective risk and compliance management. • Implement governance processes, frameworks and procedures. • Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. • 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 ipsrecruitment@dha.gov.za

- POST NO 5** : **DIRECTOR: NETWORKS, REF NO: HRMC 19/26/5**
- SALARY** : An all-inclusive salary package **R1 266 714 to R1 492 122 per annum** (Salary 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: Infrastructure Management
- REQUIREMENTS** :
- An undergraduate qualification in Information Technology, Information and Communication Technology, Information Systems, Computer Science, Computer Engineering, Information Technology Management or related at NQF level 7 as recognized by SAQA. • 5 Years' experience at Middle Management / Senior Management level in an IT environment is required. • Professional certifications such as CCNA, CCNP or equivalent will be an added advantage. • Extensive years' experience in IT Networks is required. • Extensive experience in network design and implementation. • Experience in managing a network with not less than 300 users. • Extensive experience in a LAN and WAN environment is essential. • 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. • Sound knowledge and application of the GITO Requirements and Frameworks. • Knowledge of the State Information Technology Agency Act 88 of 1998. • Knowledge of the E government policy framework consultation paper developed by GITO. • Knowledge and understanding of network concepts, architectures and protocols. • Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. • Knowledge of LAN and WAN. • Excellent abilities and vast experience in project management, project optimization, and the use of online systems. • A valid drivers' license is an added advantage. • 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. • Accountability. • Program and project management. • Change management. • Ability to translate Technology language into English. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Support with digital transformation. • Excellent verbal and written communication, as well as presentation skills. • Problem-solving and analysis. • Conflict management and resolution. • Strong Analytical skills. • Computers and Networks. • Engineering and technology. • Technology design (Networks). • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Telecommunications. • Troubleshooting. • High Level L2 and L3 Networking skills. • Decision making and initiating action. • Planning, organising and time management. • Policy development, coaching and facilitating. • Business report writing. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: • Lead and direct the coordination and implementation of WAN and LAN operations. • Direct, plan, organise, and manage operations for stability, availability and integrity of the organization's IT network infrastructure. • Manage the delivery of critical support services for day to day IT network operation, data communications, and telecommunications according to the required time frames. • Manage the development and implementation of LAN and WAN environment. • Oversee the designing and availability communication infrastructure in the department. • Ensure approval and recommend the usage of new or changed standards to ensure improved efficiency, effectiveness and robustness. • Manage the project work and producing weekly/ monthly reports in relation to network infrastructure and other problems. • Provide input into the estimation and scheduling of implementation of activities. • Manage and ensure the implementation of identified potential threats and liaise with IS Security for resolution/ addressing threats. • Manage the development of identified policies and standards and guidelines to be followed by DHA to ensure safe keeping of networks. • Provide support to the CD regarding reporting requirements of the function. • Maintain relationship with service providers (Internet Service Providers, SITA, and other network infrastructure services companies). • Manage and ensure bandwidth to ensure adequate capacity throughout the Department. • Liaise with IS security to ensure minimisation of threats such as intrusion. • Manage the performance of external service providers. • Lead and direct the implementation, Installation and configuration of IS network. • Manage and implement strategic objectives and innovation within the directorate. • Ensure operational efficiency and service delivery improvement of network support in the department. • Ensure good governance and compliance within the directorate. • Implement governance processes, frameworks and procedures. • Ensure effective and efficient management of

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

ENQUIRIES : 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 isrecruitment@dha.gov.za

POST NO 6 : **DEPUTY DIRECTOR: PLANNING SUPPORT, REF NO: HRMC 19/26/6**

SALARY LEVEL : An all-inclusive salary package of **R932 292 to R1 098 195** per annum (Level 11).

CENTRE : **Head Office: Tshwane**, Directorate: Strategic Planning

REQUIREMENTS : • An undergraduate qualification in Strategic Management, Public Administration, Social Sciences at NQF 6 as recognized by SAQA. • A post graduate degree is an added advantage. • Three (3) Years’ experience in an Assistant Director (Junior Management) level in a Strategic Planning environment is required. • Knowledge of the Departmental Legislations and Prescripts. • Knowledge of the Public Service Regulatory Framework. • A valid drivers’ license is an added advantage. • Willingness to travel and work extended hours.

: **Required skills and competencies:** • Strategic capability and leadership. • Service Delivery Innovation. • Client Orientation and Customer Focus. • People Management and Empowerment. • Financial management. • Knowledge management. • Honesty and Integrity. • Manpower forecasting and planning • Project Management. • Decision Making. • Communication skill. • Research methodology. • Business Report writing. • Influencing and networking. • Problem Solving and Analysis. • Conflict Management and Negotiation skills. • Interpersonal Relations. • Presentation skills. • Planning and Organising skills. • Strong Analytical skills. • Facilitation skills. • Computer Literacy skills. • Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: • Provide expert advice and support the strategic planning process in DHA through the provision of professional guidance. • Provide guidance and support to branches on all aspects of the formulation and improved of their plans. • Identify areas where assistance and support is required regarding the formulation of plans. • Review individual branch plans and assess relevance and compliance in relation to strategic planning prescripts. • Create mechanisms to build general capacity in the specific areas identified through guideline documents and advice that is appropriate and relevant to the different stages of the planning cycle. • Develop and circulate guideline documents and notes to assist the strategic planning process. • Effectively manage key stakeholders to gain buy in to the planning process and to solicit feedback in terms of the planning process. • Utilise stakeholder feedback and internal analysis to continuously improve the support provided to the strategic planning process. • Develop the implementation of policy and procedure, directive acts and regulations. • Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. • Implement effective risk and compliance in line with the relevant legislative prescripts. • 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 44155

APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za