



home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA



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: 13 February 2026

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 1 OF 2026

The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity.

EE Requirements: People with Disabilities, Youth, unemployed Graduates and Woman 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: 27 February 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** : **DEPUTY DIRECTOR: HR PLANNING MANAGEMENT, REF NO: HRMC 1/26/1**
- SALARY LEVEL** : An all-inclusive salary package of **R896 436 to R1 055 958** per annum (Level 11).
- CENTRE** : Head Office: Tshwane, Directorate: Human Resources Planning
- REQUIREMENTS** :
• An undergraduate qualification in Human Resources Management, Public Administration, Public Management at NQF level 6 as recognized by SAQA. • A minimum of 3 years' experience as an Assistant Director is required. • Extensive experience in a Human Resources Planning environment. • Supervisory experience is required. • Knowledge of Public Service Regulations relevant to HR Planning. • Knowledge of the Human Resources Regulatory Framework relevant to Human Resource Planning. • Knowledge of the Public Service Regulatory Framework. • Knowledge of the Skills Development Act. • Extensive Knowledge and understanding of Human Resource Delegations. • Understanding of the Employment Equity Plan. • Understanding of Departmental Regulatory Framework, as well as Government Structures. • Excellent abilities and experience in project management, project optimization, and the use of online systems. • A valid driver's license. • Willingness to travel and work extended hours.
- Required skills and competencies:** • Client orientation and customer focus. • People management and empowerment. • Capability and leadership. • Expenditure Management. • Business Continuity. • HR plan coordination skills. • Program and project management. • Decision Making. • Presentation Skills. • Business report writing. • Problem Solving and Analysis. • Facilitation skills. • Analytical skills. • Ability to meet deadlines. • Influencing and Networking. • Planning and Organizing. • Accountability. • High ethical standards. Computer literacy. • Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: • Coordinate and monitor the development of Human Resource Plan (HRP) in the Department. • Ensure that Human Resource plan is aligned to the Departmental business plan, objectives, and strategy. • Conduct in-depth workforce analytics to assess the current Human Resource plan profile, skills distribution, demographic trends, and organisational capability. • Determine the extent of functional requirements needed to meet organisational objectives and the skills set of certain occupational groups. • Determine future HRP needs, skills gaps, and surpluses to inform recruitment, development, and organisational design decisions. • Coordinate HRP requirements on the need for additional employees, in terms of the number of required skills and competencies at current and determine future predictions to achieve objectives (short, medium, and long term). • Coordinate and monitor scenario planning to project workforce demand and supply. • Ensure data accuracy, integrity, and effective utilisation of HR information systems. • Coordinate Human Resource planning and procedures according to financial planning process and (budget) financial plan. • Coordinate and monitor HR delegation processes in alignment with DPSA Directive on Public Administration and Management Delegations. • Coordinate the development and review of HR policies. • Coordinate implementation of governance processes, frameworks and procedures. • Coordinate and monitor Human Resource data and reporting. • Coordinate the development and review of HR policies and procedures within the functional Unit. • Build business transformation and partnership with various stakeholders. • 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 V Motshegoe, Tel No: 012 406 4252
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

- POST NO 2** : **DEPUTY DIRECTOR: LABOUR RELATIONS, REF NO: HRMC1 /26/2**
- SALARY LEVEL** : An all-inclusive salary package of **R896 436 to R1 055 958** per annum (Level 11).
- CENTRE** : Head Office: Tshwane, Directorate: Labour Relations
- REQUIREMENTS** :
- An undergraduate qualification in Labour Relations, Human Resources Management specialising in Labour Relations at NQF level 6 as recognized by SAQA.
 - 3 years experience in Junior Management / Assistant Director is required.
 - Extensive experience in a Labour Relations environment is required.
 - Experience in management of collective agreement.
 - Experience in resolving disputes, mediate conflicts, and represent the company in negotiations.
 - Collective Bargaining, CCMA and Labour court processes.
 - Knowledge of Public Service Resolutions and all Collective Agreements reached in the Bargaining Council.
 - Knowledge of the Basic Conditions of Employment Act.
 - Knowledge of the Public Service Regulations.
 - Knowledge of Statutory Dispute Resolution structures.
 - Knowledge of the Public Finance Management Act and Treasury Regulations.
 - Knowledge of the South African Constitution.
 - Understanding of Departmental Regulatory Framework, as well as Government Structures.
 - Knowledge of Employment contracts.
 - Knowledge of Investigation techniques and methodology.
 - Knowledge of the Access to Information Act.
 - 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.
 - On-call may be required.
- Required skills and competencies:**
- People management and empowerment.
 - Expenditure Management.
 - Business Continuity.
 - Excellent Negotiation skills.
 - Program and project management.
 - Decision Making.
 - Presentation Skills.
 - Business report writing.
 - Problem Solving and Analysis.
 - Facilitation skills.
 - Ability to meet deadlines.
 - Influencing and Networking.
 - Planning and Organizing.
 - Accountability.
 - Communication skills.
 - Interpersonal skills.
 - Research skills.
 - Ability to work under severe pressure.
 - Conflict and dispute resolution.
 - Service delivery innovation Stakeholder Relations.
 - Patriotism, Honesty, Integrity and Accountability.
- DUTIES** :
- The successful candidates will be responsible for, amongst others, the following specific tasks:
- Coordinate misconduct and disciplinary processes in the Department.
 - Coordinate the development of effective strategies, solutions, and tools for managing complex employee relations issues, policies, and case management systems.
 - Ensure the implementation of all arbitration awards as well as labour courts judgements.
 - Coordinate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution.
 - Coordinate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Provide expert advice on labour relations legislative framework (related to misconduct).
 - Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (i.e. GPSSBC, PSCBC, Internal Forums ect.).
 - Coordinate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks.
 - Coordinate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes.
 - Coordinate and monitor misconduct, disciplinary, information sessions and workshops.
 - Coordinate and monitor labour disputes in collaboration with legal services on litigation related cases as and when required.
 - Work closely with the Director on internal procedures and external interventions with third parties on dispute resolution matters.
 - Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters with recognised Labour unions.
 - Draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures.
 - Coordinate the resolution of grievances in the Department.
 - Coordinate collective bargaining programmes within the Department.
 - Ensure the implementation of effective risk and compliance management practice.
 - 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 V Motshegoe, Tel No: 012 406 4252
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrcruitment@dha.gov.za

- POST NO 3** : **ASSISTANT DIRECTOR: LABOUR RELATIONS X2, REF NO: HRMC1 /26/3**
- SALARY LEVEL** : A basic salary of **R468 459 to R 551 823** per annum (Level 9).
- CENTRE** : Head Office: Tshwane, Directorate: Labour Relations
- REQUIREMENTS** :
 - An undergraduate qualification in Labour Relations, Human Resources Management specialising in Labour Relations at NQF level 6 as recognized by SAQA.
 - 3 years' experience as a Labour Relations Officer / Practitioner is required.
 - Collective Bargaining, CCMA and Labour court processes.
 - Knowledge of the Labour Relations Act.
 - Knowledge of the Labour Relations Framework for the Public Service.
 - Knowledge of Collective Agreements reached in the Bargaining Council.
 - Knowledge of the Basic Conditions of Employment Act.
 - Knowledge of Statutory Dispute Resolution structures.
 - Knowledge of Investigation techniques and methodology.
 - Knowledge of Investigation techniques and methodology. Knowledge of Departmental legislation and Prescripts.
 - Understanding of Departmental Regulatory Framework, as well as Government Structures.
 - Understanding of Human Resources legislation and prescripts.
 - Knowledge of the Public Service Regulations.
 - A valid drivers' license.
 - Willingness to travel and extended hours.

Required skills and competencies:
 - Negotiation skills.
 - Program and project management.
 - Decision Making.
 - Presentation Skills.
 - Business report writing.
 - Problem Solving and Analysis.
 - Facilitation skills.
 - Ability to meet deadlines.
 - Influencing and Networking.
 - Planning and Organizing.
 - Accountability.
 - Communication skills.
 - Interpersonal skills.
 - Research skills.
 - Ability to work under severe pressure.
 - Conflict and dispute resolution.
 - Service delivery innovation Stakeholder Relations.
 - Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks:
 - Facilitate and implement the development of effective strategies, solutions, and tools for monitoring complex employee relations issues, policies, and case management systems.
 - Implement all arbitration awards as well as labour courts judgements.
 - Facilitate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution.
 - Facilitate and monitor employee relations matters, including interpretation of policies, labour law, and best practice.
 - Facilitate, monitor discipline management performance and ensure compliance with disciplinary codes.
 - Provide expert advice on labour relations legislative framework (related to misconduct).
 - Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (I.e. GPSSBC, PSCBC, Internal Forums ect.) when required.
 - Facilitate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks.
 - Facilitate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes.
 - Facilitate and conduct misconduct, disciplinary, information sessions and workshops.
 - Facilitate and implement labour disputes in collaboration with legal services on litigation related cases as and when required.
 - Work closely with the Deputy Director on internal procedures and external interventions with third parties on dispute resolution matters.
 - Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters with recognised Labour unions.
 - Draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures.
 - Facilitate the resolution of grievances in the Department.
 - Facilitate collective bargaining programmes within the Department.
 - Ensure the implementation of effective risk and compliance management practices.
 - 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 Mnisi, Tel No: 012 406 4238

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

- POST NO 4** : **CASE WORKER (REFUGEE APPEALS OFFICER), REF NO HRMC 1/26/4**
- SALARY LEVEL** : A salary package of **R468 459** to **R551 823** per annum (Level 9).
- CENTRE** : Head Office: Tshwane, Refugee Appeals Authority of South Africa (RAASA)
- REQUIREMENTS** :
 - An undergraduate qualification in Law, Humanities, Social Sciences at an NQF level 6 as recognised by SAQA.
 - 3 Years' experience in a Legal environment is required.
 - Specific training on country of origin information research.
 - Knowledge of the Public Service Regulatory Framework.
 - Understanding of the Departmental Legislation as well as Human Resources legislation and Prescripts.
 - Knowledge of Refugee Law.
 - Knowledge of Drafting.
 - A valid drivers' license.
 - Willingness to travel and work extended hours.

Required skills and competencies:
 - Computer literacy.
 - Analytic thinking, Planning and organizing.
 - Problem solving.
 - Verbal and written communication.
 - Attention to detail.
 - Clerical and administration.
 - Multi-task.
 - Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Provide administrative and drafting support in regard with refugee appeal applications.
 - Research and analysis on files.
 - Obtain and analyze country of origin information.
 - Streaming/Profiling cases.
 - Ensure processes are executed according to Standard Operating Procedures.
 - Produce quality reports, perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics.
 - Identify challenges in operations and make suggestions to subordinates.
 - Handle telephone enquiries and complaints that require Member's inputs, sensitivity and the interrelation of policies, rules and procedures.
 - 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

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

- POST NO 5** : **SENIOR ADMINISTRATIVE OFFICER, REF NO HRMC 1/26/5**
- SALARY LEVEL** : A salary package of **R397 116** to **R467 790** per annum (Level 8).
- CENTRE** : Head Office: Tshwane, Standing Committee for Refugee Affairs (SCRA)
- REQUIREMENTS** :
• An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at an NQF level 6 as recognised by SAQA. • A minimum of 2 Years' experience as an Administration Officer / Chief Administration Clerk is required. • Extensive knowledge of of various filing system. • Knowledge of Treasury Regulations. • Knowledge of the Public Finance Mngement Act (PFMA). • Understanding of the Departmental Legislation and Prescripts. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Supply Chain Management Process and procedures. • Knowledge of Human Resources Regulatory Framework. • A valid drivers' license • Willingness to work extended hours.
- Required skills and competencies:** • Computer literacy. • Analytic thinking, Planning and organizing. • Financial Administration. • Interpersonal skills. • Customer focus. • Verbal and written communication. • Attention to detail. • Clerical and administration. • Multi-task. • Result and achievement focus. • Teamwork. • Time Management. • Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Provide administrative support in the unit. • Perform general administrative activities in support of the unit (travel, venues and accommodation arrangement). • Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit). • Ensure the maintenance of filing system for the unit. • Compile financial and administration reports and documents. • Ensure compilation of budget and cash flow projections. • Convene and attend meetings and act as secretary during meetings. • Ensure accurate Completion of subsistence claims. • Keep track of all incoming work and ensure that all deadlines are met. • Liaise with all stakeholders relevant to the unit . • Ensure the flow of information and documents in the unit. • Implementation of policy, procedures, directives and regulations. • Study the relevent Public Service and Departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. • Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. • 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 S Maswanganyi, Tel No: 012 406 4236
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or scrarecruitment@dha.gov.za

- POST NO 6** : **CHIEF ADMINISTRATION CLERK, REF NO HRMC 1/26/6**
- SALARY LEVEL** : A salary package of **R325 101** to **R382 959** per annum (Level 7).
- CENTRE** : Head Office: Tshwane, Refugee Appeals Authority of South Africa (RAASA)
- REQUIREMENTS** :
• An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at an NQF level 6 as recognised by SAQA. • A minimum of 1 Year experience as an Administration Clerk is required. • Knowledge of various filing system. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Office Administration methodologies. Knowledge of Treasury Regulations. • Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. • Understanding of the Departmental Legislation and Prescripts. • Knowledge of Supply Chain Management Process and procedures. • Knowledge of Human Resources Regulatory Framework. • Willingness to work extended hours.
- Required skills and competencies:** • Computer literacy. • Analytic thinking, Planning and organizing. • Financial Administration. • Interpersonal skills. • Customer focus. • Verbal and written communication. • Problem solving. • Clerical and administration. • MS Office (MS Word, Excel, Power-Point). • Office administration. • Financial administration. • Multi-task. • Result and achievement focus. • Teamwork. • Time Management. • Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Implement administration operations in the unit. • Perform general administrative activities in support of the unit (filling, faxing, and copying). • Draft submissions, reports, submissions, memorandums, and minutes for the unit). • Conduct records and document management both manually and electronically. • Arrange and co-ordinate meetings and workshops. • Provide logistic support functions (make accommodation, flight and ground transport arrangements). • Monitor assets and audits in the unit. • Administer the budget of the unit. • Perform/ assist in completing and processing subsistence claims. • Keep track of all incoming work and ensure that all deadlines are met. • Liaise with all stakeholders relevant to the office. • Provide office administration services in the functional unit. • Ensure innovation and service delivery within the Unit. • Ensure the implementation of effective risk and compliance management practices. • Administer leave arrangements and audits. • Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. • Provide office administration 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
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or rassarecruitment@dha.gov.za