



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: 25 July 2025

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 27 OF 2025

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: 15 August 2025

APPLICATIONS: Must be –

- submitted online at dha-erecruitment-publicportal.azurewebsites.net or send 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.

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 **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 : **ASSISTANT DIRECTOR: LABOUR RELATIONS, REF NO: HRMC 27/25/1**

(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY LEVEL : A basic salary of **R468 459 to R551 823** per annum (Level 9).

CENTRE : Northern Cape: Provincial Manager's Office (1 Post)

REQUIREMENTS :
 • An undergraduate qualification in Labour Relations or Labour Law at NQF level 6 as recognized by SAQA. • 3 Years' experience as Labour Relations Officer or Practitioner. • Knowledge of Human Resources Regulatory Framework. • Knowledge of Labour Relations Act, 66, 1995. • Knowledge of Collective Bargaining. • Knowledge of relevant Departmental Legislation and prescripts. • Knowledge of the Public Service Act and Regulations. • Knowledge of DPSA guidelines. • A valid drivers' license. • Willingness to travel and work extended hours.

Required skills and competencies: Capability and Leadership. • Client Orientation and customer focus. • Time Management and ability to meet deadlines. • Good verbal and written communication, as well as report writing and presentation skills. • Problem-solving and Analytical skills. • Program and project management. • Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. • Support digital transformation. • Decision making. • Accountability. • Interviewing skills. • Planning and organizing. • Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: • Facilitate the implementation of misconduct and disciplinary processes in the Province. • Represent the Province at all disciplinary hearings. • Provide expert advice in the Province on disciplinary and misconduct matters. • Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. • Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. • Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the Province. • Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. • Co-ordinate and participate in the Provincial Consultative Forum (PCF). • Conduct research on case law, adjudication trends and developments in labour law and labour relations. • Prepare and submit reports on grievances, disputes and misconduct cases to Head Office on a weekly basis. • Represent the Department in mediation, conciliation and arbitration matters. • Build and maintain relationships with various stakeholders. • Benchmark with various institutions for best practice. • Provide expert advice to the Province on Labour Relations matters. • 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 compliance with all regulatory requirements.

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

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at dha-erecruitment-publicportal.azurewebsites.net or sent to the correct address specified as follows:-

Northern Cape:

Postal Address: Private Bag X 6073, Kimberley 8300

Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300