



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: 05 June 2026

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 30 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:** 26 June 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](http://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** : **LOCAL OFFICE MANAGER (2 POSITIONS)**
- SALARY LEVEL** : An all-inclusive salary package of **R1 101 468 to R1 297 476** per annum (Level 12).
- CENTRE REF NO** : **Limpopo: Large Office:** Jane Furse: Limpopo (1 Post)  
**REF NO** : **HRMC 30/26/1a**
- CENTRE REF NO** : **North West: Large Office:** Klerksdorp: (1 Post)  
**REF NO** : **HRMC 30/26/1b**
- REQUIREMENTS** :
  - An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA.
  - 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment.
  - Experience in Civic or Immigration Operations will be an added advantage.
  - Knowledge of South African Constitution.
  - 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 use of online systems.
  - Knowledge of National Treasury Regulations and Public Finance Management Act.
  - Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act.
  - Knowledge of South African Constitution.
  - Knowledge of workflow and capacity planning.
  - Knowledge of Batho Pele Principles.
  - Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).
  - A valid drivers' license.
  - Willingness to travel and work extended hours.

**Required skills and competencies:** Strong Management and Leadership capability. • 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 digital transformation. • Excellent verbal and written communication, as well as report writing and presentation skills. • Problem-solving and analysis. • Policy interpretation. • Risk Management. • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Decision making and initiating action. • Planning, organising and time management. • Computer literacy. • Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:

  - Manage the overall operations and performance of the Office against agreed service delivery standards.
  - Provide advice and guidance on operations of the Department at a Local Office level.
  - Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports.
  - Ensure delivery against the mandates derived from the Government's Programme of Action (POA).
  - Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities.
  - Foster effective partnerships with all stakeholders and represent the Office at various forums.
  - Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office.
  - Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives.
  - Implement governance processes, frameworks, policies, procedures and manage risks.
  - Ensure effective and efficient management of human, physical and financial resources within the Local Office.
  - Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802  
**North West:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915

**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:-

**Limpopo:**  
Physical Address: 89 Biccard Street, Polokwane, 0699

**North West:**

- POST NO 2** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY, REF NO: HRMC 30/26/2**
- SALARY LEVEL** : An all-inclusive salary package of **R932 292 to R1 098 195** per annum (Level 11).
- CENTRE** : Head Office: Tshwane, Sub-Directorate: Occupational Health and Safety
- REQUIREMENTS** :  
• An undergraduate qualification in Environmental Studies, Occupational Health and Safety, Occupational Health Hygiene, Safety Management, Public Administration, Public Management, or Human Resources Management with specialisation in Employee Wellness or Occupational Health and Safety or relevant at NQF level 6 as recognized by SAQA. • 3 years' experience in a Junior Management / Assistant Director / Specialist role in Occupational Health and Safety (OHS) / Environmental Management or a Employee Wellness generalist environment is required. • SAMTRACK / courses offered by NOSA is required. • Knowledge of Safety, Health, Environment, Risk and Quality Management (SHERQ). • Knowledge of the relevant sections of the Compensation for Occupational Injuries and Diseases Act (COIDA) and Unemployment Insurance Act (UIA). • Knowledge of Occupational Health and Safety Act. • Knowledge and understanding of all legislations, policies and prescripts. • Knowledge of Anti-corruption legislation, LRA, BCEA, PSA. • Knowledge of policy development and government protocol. • Knowledge of PFMA and Treasury Regulations. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Human Resource Regulatory 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:** • Capability and Leadership Execution. • Service Delivery Innovation. • Client Orientation and Customer Focus. • People Management and Empowerment. • Financial Management. • Programme and Project Management. • Decision Making Skill. • Business Continuity. • Conflict Management. • Workplace Safety Assessment. • Influencing and networking. • Attention to detail. • Process analysis and improvement. • Conflict resolution and management. • OHS risk Assessment. • Business report writing. • Presentation Skills. • Interpersonal Skills. • Communication Skills. • Planning and Organising Skills. • Analytical thinking Skills. • Facilitation Skills. • Problem Solving and analysis. • Computer Literacy. • Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Coordinate and manage Occupational Health and Safety (OHS) procedures in the department. • Analyse health trends and develop appropriate actions. • Conduct incident investigation (formal and informal) and audit approved inspections authorities Occupational Hygiene, First Aid. • Ensure that safety, accident reduction and health survey programs are implemented. • Form part of the disaster task team Committee. • Form part of the risk assessment task team responsible for occupation or relocation of offices. • Compile and consolidate monthly, quarterly and annual reports on OHS. • Coordinate and monitor disaster. • Coordinate and support quarterly Safety health Environment Committee meetings physically in the Department (Head Office and Provinces). • Conduct Audit occupational hygiene and safety according to the OHS Act. • Attend various site meetings and provide specialist advice on OHS matters. • Write Occupational Safety and Health incidents reports. • Ensure the business achieve OHS objectives and targets. • Conduct risk assessment, provide advice and recommend on range of specialist areas such as fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases. • Maintain strong focus on health and safety within the work environment and demonstrate accountability for actions. • Ensure that occupational hygiene and medical surveillance are conducted on work areas to identify potential incidents on health hazards. • Coordinate OHS processes, standards and principles. • Develop and implement 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 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 [hrrecruitment@dha.gov.za](mailto:hrrecruitment@dha.gov.za)

- POST NO 3** : **LOCAL OFFICE MANAGER (3 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R605 742 to R713 535** per annum (Level 10).
- CENTRE REF NO** : **KwaZulu-Natal: Medium Office: Commercial Road (1 Post)**  
: **HRMC 30/26/3a**
- CENTRE REF NO** : **KwaZulu-Natal: Medium Office: Tongaat (1 Post)**  
: **HRMC 30/26/3b**
- CENTRE REF NO** : **Mpumalanga: Medium Office: Komatipoort (1 Post)**  
: **HRMC 30/26/3c**
- REQUIREMENTS** : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. • 3 Years' experience as a Supervisor in Operations in a Client or customer services environment. • Experience in Civic or Immigration Operations will be an added advantage. • Knowledge of South African Constitution. • 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 use of online systems. • Knowledge of National Treasury Regulations and Public Finance Management Act. • Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. • Knowledge of workflow and capacity planning. • Knowledge of Batho Pele Principles. • Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). • A valid drivers' license. • Working extended hours may be required.
- Required skills and competencies:** Strong Management and Leadership capability. • 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 digital transformation. • Excellent verbal and written communication, as well as report writing and presentation skills. • Problem-solving and analysis. • Policy interpretation. • Risk Management. • Influencing, networking, conflict management and negotiation skills. • Knowledge and Information management. • Decision making and initiating action. • Planning, organising and time management. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Manage Operations of the Civic Services in the Local Office in accordance with the service delivery standards. Coordinate and monitor the effective processing of enabling documents in local office and DHA service points. • Manage the security integrity of the national register in local offices. • Participate on outstretch programmes to ensure the accessibility of DHA services by the public. • Develop and Implement Civic Services strategies and plans. • Ensure that Operations in Local Offices meet the needs of the clients inline with the Departmental services standards. • Collate, interpret and manage statistically information on service standards, throughout times, bottlenecks, volumes and error rates. Monitor and enforce the implementation of standard operating procedures (SOP's) within Local Offices that adhere to the set requirements. • Provide expert advice and guidance to Local Offices on Operational issues and matters. • Serve as a project leader within the Local Offices to ensure effective project in management implementation. • Ensure effective and efficient management of queues. • Manage the revenue collected from clients on services rendered by the Office. • Manage Immigration Services Operations in the Local Office in line with Immigration Act. • Establish and maintain relationships with stakeholders to support service delivery. • Implementation of Policies, Procedures, Directives, Acts and Regulations. • Manage governance risk and compliance (GRC). • Ensure effective and efficient management of human, physical and financial resources within the Local Office. • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : **KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003  
**Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504
- 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:

**KwaZulu-Natal:**

Physical address: 181 Church Street, Pietermaritzburg 3209

**Mpumalanga:**

Physical Address: 29 Bester Street, Nelspruit, 1200

- POST NO 4** : **ASSISTANT DIRECTOR: ADMINISTRATION, REF NO: HRMC 30/26/4**
- SALARY** : A basic salary of **R487 197 to R 573 897** per annum (Level 9)
- HEADQUARTERS** : **Head Office, Tshwane, Branch:** Finance and Supply Chain Management
- REQUIREMENTS** :  
• An undergraduate qualification in Office Management and Technology, Business Management, Administration Management, Public Management or Public Administration at NQF level 6 as recognized by SAQA • 3 Years' experience at Supervisory / Senior Administrative Officer is required. • Experience in Administrative support and monitoring of the budget is required. • Knowledge of Office Administration. • 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 Public Finance Management Act (PFMA) and Treasury regulations. • Knowledge of Public Service Regulatory Framework. • A valid drivers' license. • Willingness to travel and work extended hours.
- Required skills and competencies:** • Accountability. • Service Delivery. • Innovation. • Budget and Expenditure administration. • Problem Solving. • Business Continuity. • Time Management. • Database and spreadsheet applications. • Planning and Organizing. • Conflict Resolution skills. • Ability to meet deadlines. • Communication. • Office Management and administration. • Presentation skills. • Asset management. • Client Orientation and Customer Focus. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Facilitate finance and administration processes within the unit. • Control the administration of office maintenance, financial, human resources, and procurement matters in the Unit. • Control the flow of correspondence and monitor target dates and turnaround times. • Facilitate the management of the Chief Directorate financial projections/analysis, reporting. • Compile financial and administration reports and documents (S&T claims and travelling). • Provide expert advice to administrators in the Chief Directorate on the consolidation of the Directorates' budget/ financial information. • Facilitate and monitor the budget of the Chief Directorate according to Medium Term Expenditure Framework processes in the Office. • Ensure the effective compilation of budget and cash flow projections, analysis, and reporting. • Manage a variety of administrative duties related to human resources, financial administration and provisioning services at the operational level. • Coordinate the budget of the Chief Directorate on the spending plan, expenditure and budget of the Chief Directorate. • Monitor financial and budget allocations with administrators in the Chief Directorate. • Evaluate financial documents for completeness, format and linguistic correctness. • Management of communication system e.g. (documentation flow, system development, follow up system and target dates). • Convene and attend Chief Directorate meetings and act as secretariat during meetings. • Monitor financial irregularities and take on precautions measures to prevent unauthorised wasteful and fruitless expenditure. • Liaise with Directors and administrator in the Chief Directorate in consolidating budget reports including narrative and any recommendations. • Facilitate the management of Assets in line with Asset and Supply Chain Management Framework. • Facilitate the effective operational and administrative support to the Chief Director. • Ensure effective risk and compliance management related to Finance and Supply Chain Management. • Ensure effective and efficient management of human, physical and financial resources within the Unit.
- 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 [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)

- POST NO 5** : **CIVIC SERVICES SUPERVISOR (3 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R413 001 to R486 501** per annum (Level 8).
- CENTRE REF NO** : **KwaZulu-Natal: Large Office: Ethekwini (1 Post)**  
**HRMC 30/26/5a**
- CENTRE REF NO** : **North West: Large Office: Mmabatho (1 Post)**  
**HRMC 30/26/5b**
- CENTRE REF NO** : **Western Cape: Large Office: Bellville (1 Post)**  
**HRMC 30/26/5c**
- REQUIREMENTS** : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. • 2 Years' experience in Operations in a Client or Customer Services environment is required. • Experience in Civic or Immigration Operations and a drivers licence may be an added advantage. • Knowledge of front office operations. • Extensive knowledge of various filing systems. • Knowledge of fingerprint verification. • Knowledge and understanding of Civic Services Regulatory Framework. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Supply Chain Management process and procedures. • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. • Knowledge of Human Resources Regulatory Framework. • Work extended hours may be required.
- Required skills and competencies:** Customer Focus. • Analytical thinking. • Planning and organizing. • Problem Solving. Verbal and written Communication. • Financial Administration. • Interpersonal skills. Attention to detail. • Clerical and Administration. • Multi Tasking. • Supervisory skills. Teamwork. • Time Management. • Conflict Management and resolution. • Computer literacy. • Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the administration of the front line office in an effective manner. • Ensure enquiries are attended to and perform online (meter greeter) verification. • Ensure the monitoring of the live capture photo boot in the department. • Facilitate the verification and validation of client information on system, fingerprint, scan client supporting document on line. • Ensure the effective delivery of ID smart cards. • Facilitate and quality assure the authorisation and collection of applications from clients. • Facilitate the implementation of security control processes and policies. • Attend to problematic areas related to general services to all clients. • Facilitate the implementation of BMD (Birth, Marriage and Death) and ID smart cards operations. • Facilitate and monitor effective daily operations of the front office. • Build and maintain relationships with clients. • Ensure the implementation of effective governance, risk, and compliance management practices. • Ensure effective and efficient management of human, physical and financial resources within the Local Office. • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : **KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003  
**North West:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409 / (021) 488 1412
- 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:-
- KwaZulu-Natal:**  
Physical address: 181 Church Street, Pietermaritzburg 3209
- North West:**  
Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
- Western Cape:**  
Physical Address: 4<sup>th</sup> Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

**POST NO 6** : **SENIOR STATE ACCOUNTANT: PLANNING AND BUDGETING, REF NO: HRMC 30/26/6**

**SALARY LEVEL** : A basic salary of **R413 001 to R 486 501** per annum (Level 8).

**CENTRE** : Head Office: Tshwane, Branch: Finance and Supply Chain Management

**REQUIREMENTS** :  
• An undergraduate qualification in Financial Management, BCom Accounting, Management Accounting at NQF level 6 as recognized by SAQA. • Two (2) years' experience in budgeting / planning / financial administration environment is required. • Knowledge of the Public Service Regulations Act. • Knowledge of the Public Finance Management Act. • Knowledge of the South African Constitution. • Understanding of departmental legislation as well as Human Resources legislation and prescripts. • Knowledge of the National Treasury Regulations. • Knowledge of the Appropriation Act. • Knowledge of the planning and budgeting process and related activities. • Knowledge of Financial Risk Management Practices. • Knowledge of the Standard Chart of Accounts (SCOA). • Knowledge of Basic Accounting System (BAS). • Knowledge of Vulindlela. • Willingness to travel.

**Required skills and competencies:** • Planning and organising. • Financial accounting. • Record Management. • Reconciliation and reporting. • SCOA application. • Use of financial systems (BAS/Vulindlela). • Attention to detail. • Time management. • Problem Solving skills. • Interpersonal skills. • Communication skills. • Planning and Organising skills. • Computer literacy skills. • Numeracy and analytical skills. • Patriotism, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Render the implementation of budget administration and allocations. • Capture and monitor the administration of budget on Basic Accounting Systems (BAS). • Capture the budget in line with the PFMA and Treasury Regulations. • Capture budget adjustments (MTEF/AENE/Self Financing/Roll-overs) for the financial year on approved system (BAS). • Capture virements and shiftings for the financial year. • Report on budget versus expenditure and cash flow. • Compile daily, weekly and monthly budget versus expenditure reports. • Produce in-year monitoring (IYM) shifting and virement schedules. • Verify SCOA allocation document compiled by the System Controller. • 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 [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)

**POST NO 7** : **CIVIC SERVICES OFFICER, HRMC 30/26/7**

**SALARY LEVEL** : A basic salary of **R338 106 to R398 277 per annum** (Level 7).

**CENTRE** : **Limpopo: Medium Office:** Giyani

**REQUIREMENTS** :  
• An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. • 1 Year experience in Operations, client or customer services environment. • Knowledge of front office operations. • Extensive knowledge of various filing systems. • Knowledge of finger print verification. • Knowledge and Understanding of Civic Services Regulatory Framework. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Supply Chain Management process and procedures. • A valid Driver's License. • Willingness to travel and work extended hours. Overtime may be required on request occasionally. Weekend working may be required on request occasionally

**Required skills and competencies:** • Computer literacy. Analytic thinking. • Planning and organizing. • Problem solving. Problem solving. • Verbal and written communication. • Financial administration. • Planning and skills, Interpersonal. • Attention to detail. • Clerical and administration. • Professionalism. • Compassion. • Conscientious. • Patriotic, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:

• Supervise the effective daily operations of civic services of offices. • Ensure effective service delivery and assist staff where service standard are not met. • Produce quality reports regarding turnaround times (documents processed and error rates). • Implement

quality assurance measures to ensure quality of service delivery. • Ensure safekeeping of records/documentation according to DHA requirements. • Allocate work to staff members and monitor their progress against daily targets or goals. • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. • Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Superiors. • Identify trends and take corrective action. • Perform overriding functions on system. • Ensure full implementation of all relevant SOP's. • Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted • Supervise the application of ID smart cards, BMD Registration of Birth, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents. • Ensure effective and efficient management of human, physical and financial resources within the Unit.

- ENQUIRIES** : **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802
- 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:-
- Limpopo:**  
Physical Address: 89 Biccard Street, Polokwane, 0699
- POST NO 8** : **CIVIC SERVICES CLERK, (18 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R280 278 to R330 162 per annum** (Level 6).
- CENTRE** : **Eastern Cape: Large Office:** Lusikisiki (1 Post)
- REF NO** : **HRMC 30/26/8a**
- CENTRE** : **Eastern Cape: Medium Office:** Mqanduli (1 Post)
- REF NO** : **HRMC 30/26/8b**
- CENTRE** : **Free State: Large Office:** Bloemfontein (1 Post)
- REF NO** : **HRMC 30/26/8c**
- CENTRE** : **Free State: Large Office:** Phuthatditjhaba (2 Posts)
- REF NO** : **HRMC 30/26/8d**
- CENTRE** : **Limpopo: PSP:** Praktiseer (1 Post)
- REF NO** : **HRMC 30/26/8e**
- CENTRE** : **Limpopo: Large Office:** Mokopane (1 Post)
- REF NO** : **HRMC 30/26/8f**
- CENTRE** : **Limpopo: Medium Office:** Bela Bela (1 Post)
- REF NO** : **HRMC 30/26/8g**
- CENTRE** : **Mpumalanga: PSP:** Kabokweni (1 Post)
- REF NO** : **HRMC 30/26/8h**
- CENTRE** : **Mpumalanga: PSP:** Mbibane (1 Post)
- REF NO** : **HRMC 30/26/8i**
- CENTRE** : **Northern Cape: Large Office:** Kimberley (1 Post)
- REF NO** : **HRMC 30/26/8j**
- CENTRE** : **Western Cape: Medium Office:** Malmesbury (1 Post)
- REF NO** : **HRMC 30/26/8k**
- CENTRE** : **Western Cape: Large Office:** Paarl (1 Post)
- REF NO** : **HRMC 30/26/8l**
- CENTRE** : **Western Cape: Medium Office:** Worcester (1 Post)
- REF NO** : **HRMC 30/26/8m**

<b><u>CENTRE</u></b>	:	<b>Western Cape: Medium Office:</b> Wynberg (4 Post)
<b><u>REF NO</u></b>	:	<b>HRMC 30/26/8n</b>
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An undergraduate qualification in Public Management, Administration, Operations, Business Management, Management or Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA.</li> <li>• Basic understanding Public Service Regulatory Framework.</li> <li>• Knowledge of Civic Services Regulatory Frameworks</li> <li>• Knowledge of the Batho Pele Principles.</li> <li>• Knowledge of Fraud prevention.</li> <li>• Knowledge of the Constitution.</li> <li>• Knowledge of the Departmental Regulations and Prescripts.</li> <li>• Willingness to travel and work extended hours.</li> </ul> <p><b>Required skills and competencies:</b> Interpersonal Skills. • Client Orientation and Customer Focus. Computer Literacy. • Communication Skills (Written and Verbal). • Telephone etiquette • Analytical Skills. • Professionalism. • Compassion. • Conscientious. • Patriotic, Honesty and Integrity.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <p>Attend to enquire and perform online verification. • Greet customers, and ensure that they receive a professional, warm and friendly welcome. • Provide customers with orientation and information on the services required. • Check status of the applicant (Fingerprint register on HANIS and marital status), and conduct online verification and issue a ticket. • Provide advice and direction to relevant unit and ensure the highest customer service standards. • Operate in front and behind the pay barrier and the point of contact for customers. • Direct customers to relevant service departments in a timely manner and with the highest customer service standards. • Ensure that all the customers waiting areas are maintained in the highest standards as per the appearance, accessibility and demarcation. • Ensures that the customer receives the highest service standards in accordance with the departmental values and vision statements. • Monitor the records of all cases. • Monitor the influx of foreigners residing in the country with no legal documentation. • Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. • Operate the live capture photo booth in the office. • Verify, validate and capture client information on system, administer fingerprints, scan client supporting documents. • Receive, scan and file smart cards upon receipt. • Process collections of ID smart cards to clients. • Process application of Identity Document, Registration of Birth, Marriages and Deaths, Late Registrations. • Rectifications and Amendment of particulars and issuing and Citizenship documents. • Implement policies and procedures in line with the approval Framework. • Monitor individual resources (Physical).</p>
<b><u>ENQUIRIES</u></b>	:	<p><b>Eastern Cape:</b> Mr L Jama, Tel No: (043) 604 6417</p> <p><b>Free State:</b> Ms V Molefe, Tel No: (051) 430 0378</p> <p><b>KwaZulu-Natal:</b> Ms N Ngema, Tel No: (033) 845 5003</p> <p><b>Limpopo:</b> Mr J Kgole, Tel No: (015) 287 2802</p> <p><b>Mpumalanga:</b> Ms N Dlangisa, Tel No: (013) 752 2504</p> <p><b>Western Cape:</b> Mr M Pienaar, Tel (021) 488 1409</p>
<b><u>APPLICATIONS</u></b>	:	<p>Applications compliant with the “Directions to Applicants” above, must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> or sent to the correct address specified as follows:-</p> <p><b>Eastern Cape:</b></p> <p>Physical address: 11 Hargreaves Avenue, King William’s Town, 5600</p> <p><b>Free State</b></p> <p>Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301</p> <p><b>Limpopo:</b></p> <p>Physical Address: 89 Biccard Street, Polokwane, 0699</p>

**Mpumalanga:**

Physical Address: 29 Bester Street, Nelspruit, 1200

**Northern Cape**

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

**Western Cape:**

Physical Address: 4<sup>th</sup> Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

<b><u>POST NO 9</u></b>	:	<b><u>IMMIGRATION OFFICER: INSPECTORATE (14 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	:	A basic salary of <b>R280 278 to R330 162 per annum</b> (Level 6).
<b><u>CENTRE</u></b>	:	<b>Eastern Cape: Large Office: Mthatha</b> (1 Post)
<b><u>REF NO</u></b>	:	<b><u>HRMC 30/26/9a</u></b>
<b><u>CENTRE</u></b>	:	<b>Head Office: Tshwane</b> : Branch: Immigration Services: Inspectorate (12 Posts)
<b><u>REF NO</u></b>	:	<b><u>HRMC 30/26/9b</u></b>
<b><u>CENTRE</u></b>	:	<b>Kwa- Zulu Natal: Large Office: Ethekwini</b> (1 Post)
<b><u>REF NO</u></b>	:	<b><u>HRMC 30/26/9c</u></b>
<b><u>REQUIREMENTS</u></b>	:	<p>An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. • Basic understanding of the Refugees Act and Immigration Act. • Basic understanding of South African Constitution. Basic understanding the Immigration Act. • Basic understanding Public Service Regulatory Framework. • A valid driver's license (Code B/C1/C/ EC1). • Valid Public Driver Permit (PDP). • Willingness to travel outside the borders and work extended hours</p> <p><b>Required skills and competencies:</b> Liaison and interpersonal skills. • Problem Solving Skills. • Customer orientation. • Planning and Organising. • Strong Analytical Skills. • Computer Literacy. • Written and verbal communication. • Diplomacy. • Patriotic, Honesty and Integrity.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <p>Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. • Detect, trace, detain and prosecute illegal foreigners within the country. • Process the deportation of illegal foreigners out of the country to their country of origin. • Provide support on law enforcement investigations and anti-corruption cases. • Conduct inspections in loco with or without warrant as allowed by law. • Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. • Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. • Issue notices to appear in front of the Director-General to transgressors. • Process and present evidence in court and Departmental cases. • Issue admission of guilt to fines to transgressors. • Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. • Process the application and the extensions of detention warrants. • Monitor the records of all cases. • Monitor the influx of foreigners residing in the country with no legal documentation. • Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. • Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. • Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. • Ensure compliance with the terms and conditions of permits. • Participate in the processing of illegal foreigners for deportation to their country of origin. • Participate in law enforcement operations with other security cluster agencies. • Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. • Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace office. • Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage</p>

state properties and assets. • Implement policies and procedures in line with the approved Framework. • Monitor individual resources (Physical).

**ENQUIRIES**

:

**Eastern Cape:** Mr L Jama, Tel No: (043) 604 6417

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

**KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003

**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:-

**Eastern Cape:**

Physical address: 11 Hargreaves Avenue, King William’s Town, 5600

**Head Office, Hallmark Building:**

Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

**KwaZulu-Natal:**

Physical address: 181 Church Street, Pietermaritzburg 3209