



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

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VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 33 OF 2025

The Department of Home Affairs is a merit-based, equal opportunity and affirmative action employer. It is our intention to appoint excellent candidates while promoting representivity (race, gender, disability). Applicants who fall within these categories are encouraged to apply

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.

The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.



DIRECTIONS TO APPLICANTS



CLOSING DATE: 10 October 2025

APPLICATIONS: Must be –

- submitted online <https://erecruitment.dha.gov.za> or send to the correct email 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 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), limited to **2.5MB** in size.

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 details of **current earnings** (latest salary advice) 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 employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "**Pre-entry Certificate for entry into the Senior Management Services**" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

- APPOINTMENT:** Once appointed, the entering into of an employment contract (for SMS posts), 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**SALARY LEVEL****DIRECTOR : CENTRAL LAW ENFORCEMENT, HRMC 33/25/1**

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.

CENTRE

: Head Office, Tshwane, Branch: Immigration Services, Chief Directorate: Inspectorate

REQUIREMENTS

: • An undergraduate qualification in Security Management / Policing / Public Management / Public Administration / International Relations at NQF level 7 as recognised by SAQA. • 5 years experience at middle / senior management level is required. • Experience in a Law / analysis or interpretation of information environment is required. • Experience in law enforcement (SAPS / Defence / Immigration). • Experience in operational planning in joint operations. Knowledge of the Public Service Regulatory Framework, Immigration Act 13 of 2002 and DHA Enabling Legislation. • Sound knowledge and understanding of Government Structures. • Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). • Knowledge of Departmental Legislation and Prescripts. Knowledge of the Constitution of the Republic of South Africa. • A valid drivers' license. • Willingness to travel and work extended hours.

Required skills and competencies: • Strategic capability and leadership. • Strategy execution. • Service delivery innovation. • Stakeholder relations, Operational planning. • People management and empowerment. • Financial management. • Presentation skills. • Investigations. • Problem solving and analysis. • Business Report Writing. • Information and Networking. • Negotiation Skills. • Conflict Management Skills. • Diplomacy. • Research methodology and Analysis. • Policy development. • Digital skills. • Data analysis. • Coaching and facilitating.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Monitor province's functions and ensure the implementation of uniform and standardised policies, processes and procedures. • Oversee effective inspections, checking of documents, arrests, detention and prosecution of illegal foreigners. • Ensure effective reporting on statistics and trends on activities nationally (inspections, status of open cases, arrests, deportations). • Analyse all data and records provided by provinces and provide recommendations to improve future service delivery. • Liaise with Deportation unit, Correctional Services, SAPS and NIA to ensure co-ordination and partnership in the detection, processing, detention, arrest and legal management of foreigners convicted of criminal activities. • Manage the effective planning and coordination of raids, roadblocks and investigations with regional offices and SAPS where required. • Ensure that cases opened in provinces are transferred to Integrity management unit (typically cases spanning several provinces, involving syndicates, corrupt DHA officials etc.). • Monitor effective interface between Inspectorate officers in zones and Integrity management unit. • Identify and communicate new priorities and planned raids or initiatives to SAPS, Correctional Services, NIA and Regional Offices. • Develop the Operational Plan for the directorate and ensure effective prioritization and resource planning. • Coordinate, monitor and report on the delivery of the Operational Plan against agreed objectives and performance indicators. • Report on the performance of the directorate against the Operational Plan to the Chief Director / Deputy Director-General. • Develop technical expertise and skills within the directorate based on business needs and environmental changes. • Ensure business transformation and partnerships with various stakeholders. • Ensure business alignment to agreed business requirements. • Liaise with internal and external stakeholders on law enforcement related matters. • Benchmark with various institutions for best practice. • Develop identified law enforcement policies and procedures in conjunction with the Policy and Strategy directorate. • Contribute to the review of code of practice for the directorate. • Contribute towards the development, and ensure implementation, of an appeal system with clear processes and procedures. • Determine appropriate resources to achieve objectives. • Monitor and evaluate the compliance with the provisions of the Immigration Act, Immigration Regulations and other relevant policies and procedures. • Develop and implement within the directorate governance processes, frameworks and procedures associated with statutory financial responsibilities. • Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. • Ensure compliance with all audit findings within the directorate. • Represent the directorate at management and other relevant forums. • Monitor quality, risk, standards and practices against prescribed frameworks.

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 sent via email to imsrecruitment@dha.gov.za

POST NO 2**SALARY LEVEL****DIRECTOR : IS SECURITY, HRMC 33/25/2**

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.

CENTRE

: Head Office, Tshwane, Branch: Information Services

REQUIREMENTS

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- An undergraduate qualification in Information Technology / Computer Science or related field at NQF level 7 as recognized by SAQA.
- 5 years' experience in middle management / senior management in IS Security is required.
- Extensive experience in IS Security environment is required.
- Experience in establishing cybersecurity.
- Sound knowledge and application of the GITO Requirements and Frameworks.
- Knowledge of the state information Technology Agency Act (SITA) and 88 of 1998.
- Knowledge of e-Government policy framework consultation paper developed by GITO.
- Sound knowledge of minimum information security standards (MISS).
- The position paper on information security ISO 1799 (Information security framework).
- National Strategic Intelligence Act and Draft Electronica Transaction Bill.
- Knowledge of server hardening on multiple platforms.
- Knowledge of Information technology infrastructure (ITIL).
- Understanding of relevant Legislation and Prescripts.
- A valid drivers' license. Willingness to travel and work extended hours.

Required skills and competencies: • Strategic capability and leadership. • Accountability. Business Continuity. • Financial management. • People management and empowerment. • Planning and organizing. • Decision making. • Conflict management and resolution. • Service delivery innovation. • Stakeholder Relations (Internal and External). • Program and project management. • Problem-solving and analysis. • Presentation skills. • Business report writing. • Influencing and networking and Communication skills.

DUTIES

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

- Manage the coordination of communication security systems by providing dynamic, wireless bridging in the event of disruption of the backbone at critical junctures.
- Ensure prevention of threats imposed on the backbone communication networks and their core.
- Manage the prevention of insider attacks that may easily circumvent all the counter measures designed for outsider attacks.
- Lead and direct the protection of all-optical departmental network infrastructure to embedded sufficient intelligence and learning capacity to networks that it heals damages by itself and protect itself from unforeseen.
- Provide advice on research conducted on new technologies to ensure audit readiness, technical design and expertise.
- Manage the coordination and monitoring of security authentication and access control. Provide expert to the advice DHA security management team on technical issues associated with security solutions deployment.
- Lead and direct the development and implementation of desktop/server security Strategy.
- Ensure that user computers are protected from viruses which can be transferred between programs or computer without, the knowledge of user.
- Lead and direct the coordination of employees support to secure user systems against attacks and data corruption.
- Oversee the installation of antivirus software in the employees computer in order to protect it from viruses.
- Ensure that information or files in the computer are protected by providing remote access to employees in the Department.
- Lead and direct the implementation of personal firewall software installed for DHA employees to provide the ability to control the services which are permitted access to, and from the computer.
- Lead and direct the design, implementation and monitoring of information System Security solutions and applications.
- Lead the research, design and advocate new technologies, architecture, and security products.
- Manage the analysis of business impact and exposure, based on emerging security service catalogue and service policies, procedures and standards.
- Manage the development and implementation of information systems, security services catalogue and service policies and procedures.
- Lead and direct the coordination of Cyber-security monitoring, analysis and incident response.
- Lead the coordination and conducting of Cybercrime investigation, prosecution and implementation of outcomes.
- Lead the development of information security technology strategy that relates to the overall departmental strategy.
- Lead and direct information security controls and requirements of a complex and technical environment.
- Ensure that technical and non-technical security controls are established and maintained and in compliance with a variety of security requirements.
- Manage the development and implementation of information security technology strategy and baseline.
- Develop and implement operational plan and ensure effective prioritization and resource planning.
- Provide strategic direction to the unit.
- Manage and monitor the delivery of the operational plan against the agreed objectives and time frames.
- Report on the performance of the directorate against the business plan and APP to the Chief Director.
- Develop technical expertise within the directorate and keep abreast of technological advancements.
- Ensure the implementation of innovation initiatives.
- Develop and implement governance processes, framework and procedures within the directorate.
- Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate.
- Ensure compliance with all audit requirements, quality and risk management framework, standards and procedures with the directorate.
- Represent the directorate at management and other government forums.
- Develop and implement the operational plan of Directorate.
- Ensure

that targets of the Directorate are aligned to the operational project plan. • Develop and submit proposals, plans and budgets in advance for all project initiatives that are required.

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 sent via email to isrecruitment@dha.gov.za

POST NO 3 **DIRECTOR : LABOUR RELATIONS, HRMC 33/25/3**

SALARY LEVEL : 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.

CENTRE : Head Office, Tshwane, Branch: Human Resources Management and Development

REQUIREMENTS : • An undergraduate qualification in Labour Relations / Industrial Relations / Labour Law / Law at NQF 7 as recognized by SAQA. • 5 years' experience in middle / senior management is required. • 5 years extensive experience in a Labour Relations environment is required. • Experience in management of collective agreement. • Ability to develop and implement effective strategies and solutions to complex employee relations issues. • Proven ability to resolve disputes, mediate conflicts, and represent the department in negotiations. • Extensive knowledge of the Labour Relations Act, Frameworks and processes for the Public Service. • Knowledge of applicable Public Service Resolutions and all Collective Agreements reached in the Bargaining Council. • Knowledge of the Basic Conditions of Employment Act. • Knowledge of Statutory Dispute Resolution structures. • Knowledge of the Public Finance Management Act and Treasury Regulations. • Knowledge of the South African Constitution. • Knowledge of Departmental legislation. • Understanding of Human Resources legislative framework and prescripts. • Knowledge of Investigation techniques and methodologies. • Knowledge of the Promotion to Access to Information Act, PAIA. • Knowledge of the Public Service Regulations. • A valid driver's license. •Willingness to travel and work extended hours.

Required skills and competencies: • Strategic capability and leadership. • Business Continuity. • Financial management. • People management and empowerment. • Planning and organizing. • Decision Making. • Ability to work under severe pressure. • Conflict and dispute resolution. • Service delivery innovation. • Stakeholder relations (Internal and External). • Program and project management. • Problem-solving and analysis. • Presentation Skills. • Ability to meet deadlines. • Excellent Business report, writing skills, Influencing and networking. • Excellent Negotiation skills. • Facilitation skills. • Research skills. • Interpersonal skills. • Communication skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Manage the development and implementation of effective strategies and solutions to complex employee relations issues, policies, case management systems and tools. • Manage the resolution of high-risk and sensitive employee relations issues, such as workplace investigations and conflict resolution. • Provide expert advice to management on employee relations matters, including interpretation of policies, labour law and best practice. • Manage the coordination of misconduct and disciplinary cases within applicable deadlines. • Ensure that the Department is sufficiently represented at all disciplinary hearings. • Provide advice to line managers in the administration of their labour contracts and discipline management. • Manage labour disputes and provide support to legal services on litigation related cases. • Lead and direct internal procedures and external interventions with third parties' dispute resolution matters, in order to reach a mutually agreeable solution through negotiations. • Manage disciplinary hearings, and other disputes, often representing the Department in negotiations or hearings. • Lead and direct the analysis and interpretation of information / trends to address and resolve non-routine business-related concerns. • Provide advice and counsel to management in collective bargaining, contract interpretation and discipline matters. • Research trends and practices in employee relations and recommend programs that will improve and maintain employer and employee relations in the Department. • Represent the Department in all bargaining structures and Consultative Forums. • Ensure that the Department is represented in mediation and labour arbitration hearings. • Provide expert advice on grievances and matters relating to collective bargaining and conflict resolution. • Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. • Provide strategic direction within the directorate. • Coordinate and monitor the delivery of the Operational plan against the agreed objectives and timeframes. • Report on the performance of the Directorate against the business plan to the CD. • Develop technical expertise within the Directorate and keep abreast of technical developments. • Ensure the implementation of innovation initiatives. • Provide advice and guidance on labour relations policies, union engagements and collective bargaining aspects and matters. • Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. • Ensure business transformation and partnership with various stakeholders. • Coach and guide staff on compliance with all relevant regulatory, internal and external compliance requirements. • Report on all risk and

financial indicators including e.g. financial losses, overpayment, etc. according to the required format. • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.

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 sent via email to hrrecruitment@dha.gov.za