



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: 03 October 2025

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 40 OF 2025

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

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: 17 October 2025

APPLICATIONS: Must be –

- submitted online <https://erecruitment.dha.gov.za> or sent 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**DIRECTOR : PHYSICAL SECURITY, HRMC 40/25/1****SALARY LEVEL**

An all-inclusive salary package **R1 266 714- 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: Counter Corruption and Security Services.

REQUIREMENTS

• An undergraduate qualification in Security Management/ Security Risk Management at NQF level 7 as recognised by SAQA. • 5 years Middle Management / Senior Management experience in a security management environment. • Knowledge and understanding of all legislations, policies and prescripts. • Knowledge of Minimum Physical Security Standards (MPSS). • Knowledge of anti-corruption systems including biometric testing and document tracking systems. • Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. • Knowledge of policy development and government procedures. • Knowledge of the Minimum Information Security Standard (MISS). Knowledge of PFMA and Treasury Regulations. • Knowledge of control access to public premises and vehicle act. • Knowledge of National Key Points Act. • Knowledge of Firearms Control Act, 2000. • A valid drivers' license. • Willingness to travel and work extended hours. • Completion of the Senior Management Services Pre-entry Certificate upon appointment.

Required skills and competencies: • Strategic Capability and Leadership Execution. • Service Delivery Innovation. • Client Orientation and Customer Focus. • People Management and Empowerment. • Financial Management. • Honesty and Integrity. • Programme and Project Management. • Change Management. • Communication. • Knowledge Management. • Presentation Skills. • Business report writing. • Influencing and negotiating. • Planning and organising. • Attention to detail. • Interpersonal skills. • Process analysis and improvement. • Computer literacy. • Conflict resolution and management. • Crime intelligence and analysis. • Security systems and access control design.

DUTIES

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

- Ensure the effective implementation of security measures across the Department
- Develop identified policies and procedures in conjunction with the policy and strategy unit
- Co-ordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time, quality and budget
- Enforce agencies to ensure rapid deployment of law enforcement officers to various DHA office when required
- Ensure adequate availability of trained security officers to address physical security risks and compliance
- Ensure effective integration of current security practices within DHA.
- Ensure that breaches of security are investigated, and corrective measures are implemented.
- Develop the business plan for the directorate and ensure effective implementation, prioritization and resource planning.
- Provide strategic direction within the directorate.
- Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the directorate.
- Develop technical expertise and ensure the implementation of innovation initiatives.
- Provide strategic advice and guidance on security measures and best practice aspects and matters.
- Oversee the effective implementation of physical security processes and systems enhancement initiatives.
- Agree on the training and development needs of the directorate and ensure that these are acted on.
- Ensure appropriate technical behavior, conduct and skills of staff within the directorate.
- Implement effective performance management within the unit in line with performance management system of the DHA.
- Ensure that staff are motivated and committed to the vision and goals of the directorate.
- Ensure that human resources are managed within the unit in accordance with relevant policies and prescripts.
- Ensure that budget spending is maximized in line with strategic objective.
- Monitor and report on the utilization of equipment.
- Ensure that the preparations of the budget are in line with strategic plans & department objectives.
- Ensure proper interpretation of the budget by monitoring, projecting & reporting on expenditure.
- Co-ordinate memorandum of understanding, service level agreements and performance review.
- Ensure capacity and development of staff.
- Enhance and maintain employee motivation and cultivate a culture of performance excellence.
- Ensure that the Division is adequately staffed.

ENQUIRIES

: **Head Office:** Mr BC Mathatho, Tel No:012 406 4250

APPLICATIONS

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

POST NO 2**DIRECTOR : BUSINESS ANALYSIS, HRMC 40/25/2****SALARY LEVEL**

An all-inclusive salary package **R1 266 714- 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

• An undergraduate qualification in information Technology / Computer Science or related at NQF 7 as recognised by SAQA • 5 years' experience in Middle Management /Senior Management as a business analyst or business process engineer is required. • Solid experience in Business Analysis is required Basic experience of System analysis, prioritizing changes, reporting services and testing procedures. • Proven experience of process management, engineering and design is required. • Knowledge of different development and database tools, techniques and environments in order to develop and deliver quality applications and documentation. • Knowledge of Oracle and SQL database. • Knowledge of Public Service Regulatory Framework. • Knowledge of the Departmental Legislations and Prescripts. • Knowledge of application of the GITO Requirement and Frameworks. Knowledge of state information Technology Agency Act 88 of 1998. • Knowledge of Minimum Information Security Standards (MISS). • A valid drivers' license • Willingness to travel and work extended hours • Completion of the Senior Management Services Pre-Entry Certificate upon appointment.

Required skills and competencies: • Strategic capability and leadership. • Client Orientation and Customer focus. • People Management and empowerment. • Financial Management. • Change Management • Communication. • Knowledge Management. • Decision Making. • Service Innovation. • Strong Numerical Skills. • Conceptual Thinking ability. • Strong Analytical Skills.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: • Manage business analysis and process engineering policies in support of the identified business needs. • Manage and coordinate relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. • Oversee the effective implementation of process and system application, maintenance initiatives. • Create and build partnerships with various internal and external stakeholders in order to enhance services delivery. • Develop the Operational plan for directorate and ensure effective prioritisation and resource planning. • Provide strategic direction within the Directorate. • Develop identified policies and procedures in conjunction with the policy and strategy directorate. • Ensure the implementation of innovative initiative. • Provide advice and guidance on Business analysis and process engineering aspects and matters. • Effectively manage the performance of the directorate against service levels, business requirements and targets. • Oversee the effective implementation of projects initiatives. • Develop identified policies and procedures in conjunction with the policy and strategy directorate. • Report on all risk and finance financial indicators including e.g. financial losses, overpayment, etc. according to requirements • Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. • Implement compliance with all duties of employer in terms of the applicable legislative framework falling within office duties. • Report on the performance of unit against operational plan, business requirements and targets. • Develop and implement the work plan for the unit and ensure effective prioritisation and resource planning. • Manage the implementation of compliant performance management system.

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 isrecruitment@dha.gov.za

POST NO 3**DEPUTY DIRECTOR: LINDELA HOLDING FACILITY, REF NO: HRMC 40/25/3****SALARY LEVEL**

A basic salary of **R 1 059 105 to R1 247 574** per annum (Level 12).

CENTRE

: Head Office: Tshwane, Branch: Immigration Services, Directorate: Deportation.

REQUIREMENTS

: • An undergraduate qualification in Security Management/ Policing/ Public Management/ Public Administration /International Relations at NQF level 6 as recognized by SAQA. • A minimum of 3 years' middle management experience in an operations management or law enforcement environment is required. • Experience in Law / analysis or interpretation of law enforcement environment. • Knowledge of the Refugees Act. • Knowledge of the Immigration Act. • Knowledge of the Public Service Regulatory Framework. • Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. • Knowledge of the South African Constitution. • Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. • A valid drivers' license. • Willingness to travel and work extended hours.

Required skills and competencies: • Leadership skills. • Ability to prepare reports and conduct presentations. • Financial Management. • Customer focus. • Knowledge management. • Program and project management. • Change management. • Influencing and Networking. • Problem Solving. • Proven verbal and written communication skills. • Presentation Skills. • Sound Analytical Skills. • Excellent interpersonal skills. • Ability to effectively develop unit work program. • Ability to produce high quality work under pressure.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Manage effective deportation operations in the department. • Coordinate the transfer of illegal foreigners to Lindela Holding Facility. • Ensure adherence to policy and legislation regarding immigration matters. • Ensure documentation management of the department and tracking the arrival of deported illegal foreigners. • Ensure effective screening and fingerprinting of illegal foreigners at the holding facility. • Coordinate information and monitor statistics with regards to illegal foreigners held at Lindela Holding Facility. • Manage the Lindela Holding Facility operations. • Oversee the provision of humane accommodation by providing adequate space and catering services. • Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. • Oversee the provision of humane accommodation by providing adequate space and catering services. • Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Implement security measures to ensure a secure and humane environment for the illegal foreigners at the holding facility. • Ensure compliance with policies, procedures, and prescripts. • Determine appropriate resources to achieve objectives. • Monitor progress on execution of operational plans. • Ensure compliance with all audit requirements, quickly and risk management frameworks, standards and procedures. • Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. • Plan the production of annual reports in line with corporate strategy. • Ensure compliance to stakeholders within and external to the organization to ensure accurate implementation. • Implement compliance with all duties of the unit in line with the applicable legislative framework. • Establish and implement a quality control, norms and standards framework. • Participate in the development of Standard Operating Procedure in the unit. • Interpret and implement Department circulars, policy and other communications that impact on the operation of the s unit. • Implement compliance in line with all relevant Framework. • Monitor and report on the utilization of equipment. • Co-ordinate memorandum of understanding, service level agreements and expenditure review. • Ensure capacity and development of staff. • Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES

: **Head Office:** Ms S Maswanganyi, Tel No: (012) 406 4236

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

POST NO 4**SENIOR LEGAL ADMINISTRATION OFFICER (MR-6), REF NO HRMC 40/25/4****SALARY LEVEL**

A basic salary package of **R586 956 to R1 386 972** per annum (MR-6). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE

: Head Office: Tshwane, Directorate: Litigation.

REQUIREMENTS

: • An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. • 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in a Civil Litigation environment. • Admission as an Attorney or Advocate is required. • Knowledge of Court Processes and Procedures. • Knowledge of all legislation (primary and secondary legislation) administered by the Department. • Knowledge of the Public Service Act, 1994 and Regulations. • Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. • Knowledge of the South African Legal System and legal practices. • Understanding of Human Resources legislation and prescripts. • Knowledge of the Constitution of the Republic of South Africa, 1996. • Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. • Willingness to travel and work extended hours. • A valid Driver's License.

Required skills and competencies: • Strategic capability and leadership. • Service delivery innovation. • Client orientation and customer focus. • People management and empowerment. • Financial management. • Honesty and integrity. • Program and project management. • Change management. • Communication. • Knowledge management. • Decision-making. • Presentation skills. • Problem solving and analysis. • Business report writing. • Influencing and networking. • Planning and organizing. • Interpersonal skills. • Technical skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters. • Commercial skills. • Computer literacy. • Negotiation skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Conduct daily operations on litigation matters. • Conduct research to provide information and case law relevant to the legal matter at hand. • Provide strategic guidance in an attempt to reduce litigation and costs. • Provide proposals on how a case should be approached to obtain the most suitable outcome given the specifics of the case. • Draft legal documents that provide clear motivation for a particular position pertaining to the case. • Propose an approach to be followed to ensure success in resolving the case. • Conduct an interview with the relevant line function in order to determine the line function's goals and objectives. • Document in writing such interviews and all advice given during consultation. • Render legal advice on litigation matters. • Assist in searching and finding all relevant documents for instituting and conducting action or application proceedings. • Consult with line function, witnesses, colleagues, advocates, experts and any other relevant person. • Study court records, file records, contracts, witness statements and other documents. • Conduct analyses of and interpret research done that will provide evidence and case law relevant to the legal matter at hand and advise/mentor juniors on same. • Protect, advise and mentor juniors on motivation/proposals on how specific cases should be approached to obtain the most suitable outcome/result in the circumstances. • Sending instructions to the relevant State Attorney and ensuring that the Department and/or Minister is represented in civil litigation brought against or by the Department and/or the Minister. • Develop and submit reports to the Minister and Director-General. • Development and implementation of policies, procedures, directives, Acts and Regulations. • Advise on policies and procedures of the Department taking into consideration the outcome of civil litigation. • Ensure optimal utilization of resources. • Ensure training needs are met. • Ensure the Performance Management Development System is implemented. • Provide inputs on the Strategic Plan and Annual Budget of the Department. • Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. • Manage external consultants/service providers in an effective and efficient manner. • Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. • 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.

ENQUIRIES

: **Head Office:** Ms N Mnisi, Tel No: (012) 406 4238

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

POST NO 5**SENIOR LEGAL ADMINISTRATION OFFICER (MR-6), REF NO HRMC 40/25/5 (2 POSITIONS)****SALARY LEVEL**

A basic salary package of **R586 956 to R1 386 972** per annum (MR-6). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE

: Head Office: Tshwane, Directorate: Drafting.

REQUIREMENTS

: • An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. • 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in a Legislative Drafting environment. • Admission as an Attorney or Advocate is required. • Knowledge of all legislation (primary and secondary legislation) administered by the Department. • Knowledge of the Public Service Act, 1994 and Regulations. • Knowledge of the Public Finance Management Act and Treasury Regulations. • Knowledge of the South African Legal System and legal practices. • Understanding of Human Resources legislation and prescripts. • Knowledge of the Constitution of the Republic of South Africa, 1996. • Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. • Knowledge of the Promotion of Access to Information Act, 2000 ("PAIA") and Regulations. • Knowledge of the Protection of Personal Information Act, 2013 • Willingness to travel and work extended hours. • A valid Driver's License.

Required skills and competencies: • Strategic capability and leadership. • Service delivery innovation. • Client orientation and customer focus. • People management and empowerment. • Financial management. • Honesty and integrity. • Program and project management. • Change management. • Communication. • Knowledge management. • Decision-making. • Influencing and networking. • Planning and organizing. • Interpersonal skills. • Technical skills: Writing/drafting of legal documents. • Computer literacy. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Drafting of new or amending of existing legislation (both primary and secondary legislation) administered by the Department. • Seeing Bills through the legislative process in Parliament. • Engagement with the Office of the Chief State Law Adviser: Department of Justice and Constitutional Development ("OCSLA") on the drafting of new or the amending of existing legislation pertaining to the Department. • Provide verbal and written legal opinions relating to all pieces of legislation (both primary and secondary legislation) administered by the Department, as well as any other legislation, as and when requested to do so, including requests for access to information submitted in terms of PAIA. • Scrutinise or draft International Agreements and/or Memoranda of Understanding involving the Department. • Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. • Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. • Ensure optimal utilization of resources. • Ensure training needs are met. • Ensure the Performance Management Development System is implemented. • Provide inputs on the Strategic Plan and Annual Budget of the Department. • Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. • Manage external consultants/service providers in an effective and efficient manner. * 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.

ENQUIRIES

: **Head Office:** Ms T Rakgoale, Tel No: (012) 406 2808

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

POST NO 6**SENIOR LEGAL ADMINISTRATION OFFICER (MR-6), REF NO HRMC 40/25/6**

(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 package of **R586 956 to R1 386 972** per annum (MR-6). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE

: Head Office: Tshwane, Directorate: Contracts.

REQUIREMENTS

:

- An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA.
- 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in the Commercial Contracts environment.
- Knowledge of all legislation (primary and secondary legislation) administered by the Department.
- Knowledge of the Public Service Act, 1994 and Regulations.
- Knowledge of the Public Finance Management Act and Treasury Regulations.
- Knowledge of the South African Legal System and legal practices.
- Understanding of Human Resources legislation and prescripts.
- Knowledge of the Constitution of the Republic of South Africa, 1996;
- Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations.
- Willingness to travel and work extended hours.
- A valid Driver's License.

Required skills and competencies: • Strategic capability and leadership. • Service delivery innovation. • Client orientation and customer focus. • Financial Management. • Program and project management. • Problem solving and analysis. • Change Management. • Legal writing or drafting of legal documents. • Planning, organising and time management. • Excellent written and verbal communication skills, as well as report writing and presentation skills. • Influencing, networking, conflict management, facilitation and negotiation skills. • Innovation. • Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Computer literacy. • Patriotism, honesty and integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Carry out daily operations of the Directorate: Contracts effectively. • Draft and scrutinize Commercial Contracts and/or Service Level Agreements. • Provide high-quality legal advice and legal opinions pertaining to Commercial Contracts and/or Service Level Agreements. • Conduct research in the drafting of Commercial Contracts, Service Level Agreements and legal opinions. • Develop and implement policies, procedures and directives. • Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. • Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. • Ensure optimal utilization of resources. • Ensure training needs are met. • Ensure the Performance Management Development System is implemented. • Provide inputs on the Strategic Plan and Annual Budget of the Department. • Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. • Manage external consultants/service providers in an effective and efficient manner. • 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.

ENQUIRIES

: **Head Office:** Mr BC Mathatho, Tel No: (012) 406 4250

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

POST NO 7**LEGAL ADMINISTRATION OFFICER (MR1-MR5), REF NO HRMC 40/25/7 (3 POSITIONS)****SALARY LEVEL**

A basic salary package of **R252 855 to R1 111 323** per annum (MR1-MR5). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE

: Head Office: Tshwane, Directorate: Litigation.

REQUIREMENTS

: • An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. • MR1 - No previous legal experience is required. • MR 2 - 1 (one) years' relevant post-qualification legal experience in a litigation environment. • MR 3 - 2 (two) years' relevant post-qualification legal experience in a litigation environment. • MR 4 - 4 (four) years' appropriate post qualification legal experience in a litigation environment. • MR 5 - 6 (six) years' relevant post-qualification legal experience in a litigation environment. • Admission as an Attorney or Advocate is required for MR 2–5. • A valid Driver's License. • Knowledge of all legislation (primary and secondary legislation) administered by the Department will be an added advantage.

Required skills and competencies: • Legal research and drafting. • Case flow management. • Computer literacy. • Good interpersonal relations. • Communication (written and verbal). • Planning, organising and decision-making. • Program and project management. • Service delivery innovation. • Client orientation and customer focus. • Financial management. • Change management. • Negotiation skills. • Presentation skills. • Problem solving and analysis. • Business report writing. • Influencing and networking. • Technical Skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Ensure proper administration of litigation matters and provide litigation trends. • Consult with line managers and advise on policy implementation. • Send instructions to State Attorney and ensuring that the Department and the Minister is represented in civil litigation matters involving the Department and the Minister. • Display understanding of the drafting of legal documents that provide a clear motivation for a particular position pertaining to a specific case. • Propose an approach to be followed to ensure the best possible outcome for the Department on a litigious matter. • Be guided in presenting motivation on how a specific case should be approached to obtain the most desirable outcome in the specific circumstances. • Accurately document interview with a client. • Render administration duties in relation to the litigation function. • Conduct research that will provide information and case law relevant to the legal matter at hand. • Provide strategy in reducing litigation and costs. • Consult State Attorney and/or Counsel and capture in writing advice given during consultation. • Conduct research and provide information for instructions and consultation with client, line functionaries, advocates, attorneys, experts and any other relevant stakeholders. • Conduct research, file records, contracts, and other relevant documents that will provide information relevant to the matter. • Manage and ensure compliance with legislation (both primary and secondary legislation) and policies and procedures of the Department. • Manage external consultants/service providers in an effective and efficient manner. • Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. • Support digital transformation.

ENQUIRIES

: **Head Office:** Ms VT Motshegoe, Tel No: (012) 406 4252

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