



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: 26 June 2026

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 41 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: 10 July 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. **Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV.** 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** : **ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE, (6 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R605 742 to R713 535** per annum (Level 10).

**CENTRE** : **Eastern Cape: Large Office: Mthatha (1 Post)**

**REF NO** : **HRMC 41/26/1a**

**CENTRE** : **Free State: Large Office: Phuthatditjhaba (1 Post)**

**REF NO** : **HRMC 41/26/1b**

**CENTRE** : **Mpumalanga: Large Office: Ermelo (1 Post)**

**REF NO** : **HRMC 41/26/1c**

**CENTRE** : **Northern Cape: Large Office: Kimberley (1 Post)**

**REF NO** : **HRMC 41/26/1d**

**CENTRE** : **Northern Cape: Large Office: Upington (1 Post)**

**REF NO** : **HRMC 41/26/1e**

**CENTRE** : **Western Cape: Large Office: Khayelitsha (1 Post)**

**REF NO** : **HRMC 41/26/1f**

**REQUIREMENTS** : 

- An undergraduate qualification in Law, Public Management, Public Administration, LLB, Policing, Criminology, Forensics, Paralegal, Criminal Justice at NQF level 6 as recognized by SAQA.
- A minimum of 3 years' supervisory experience in a law enforcement, Legal or Security environment is required.
- Knowledge of the Public Service Regulatory Framework.
- Knowledge of Refugee Act and Immigration Act.
- Knowledge and understanding of all Acts administered by the Department.
- Knowledge and understanding of Criminal Prosecution Act.
- Knowledge of International treaties.
- Knowledge of the South African Constitution.
- Knowledge of Human Resource 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.

**Required skills and competencies:** • Liaison and interpersonal skills. • Problem Solving Skills. • Customer orientation. • Planning and Organising. • Strong Analytical Skills. • Written and verbal communication. • Diplomacy. • Accountability. • Conflict management and resolution. • Analytical skills. • Communication Skills. • Computer Literacy. • Patriotism, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Manage Inspectorate operations management within the Office/district. • Provide advice and recommendation on immigration transgression cases to the office/region/district. • Represent the department on security cluster forums. • Ensure effective investigations of transgressions of the DHA legislation. • Review quality management (investigation)reports and take corrective action where required and provide necessary support and leadership to immigration officials under his/her chain of command. • Develop quality assurance and data quality strategies and actions. • Monitor statistics of inspections/investigations within the office/district/Region. • Analyse trends and communicate the information to the Office Manager. Advise the office manager, District Manager Operations and Provincial Manager on immigration matters. • Liaise with Central law enforcement regarding priority and high profile cases, • Liaise and provide support to Counter Corruption on cases that involve their mandate and immigration matters. • Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region Assistant Director: Immigration Services Inspectorate Page 3 of 8. • Liaise with deportation unit to effect deportations and oversee the effective, humane and speedy deportation of cases from the office/district/region. • Coordinate information and assist with regards to the investigation of issuing of temporary residence permits/permanent residence permits. • Oversee Court cases involving the office/district/region. • Provide effective oversight and management of Immigration functions within the office/district/region and Provide investigative support to Civic services. • Develop and implementation of policies, procedures, directives, acts and regulations. • Ensure effective risk and compliance

management. • 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** : **Eastern Cape:** Mr L Jama, Tel No: (043) 642 1846  
**Free State:** Ms V Molefe, Tel No: (051) 430 0378  
**Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504  
**Northern Cape:** Mr W Masilonyana, Tel No: (053) 807 6725  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

**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  
**Free State**  
Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301  
**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: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

**POST NO 2** : **CONTROL IMMIGRATION OFFICER: INSPECTORATE, (24 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R413 001** to **R486 501** per annum (Level 8)

**CENTRE** : **Eastern Cape: Large Office:** Mthatha (1 Post)

**REF NO** : **HRMC 41/26/2a**

**CENTRE** : **Eastern Cape: Medium Office:** Mount Frere (1 Post)

**REF NO** : **HRMC 41/26/2b**

**CENTRE** : **Eastern Cape: Medium Office:** Aliwal North (1 Post)

**REF NO** : **HRMC 41/26/2c**

**CENTRE** : **Eastern Cape: Medium Office:** Mdantsane (1 Post)

**REF NO** : **HRMC 41/26/2d**

**CENTRE** : **Eastern Cape: Medium Office:** Graaff Reinet (1 Post)

**REF NO** : **HRMC 41/26/2e**

**CENTRE** : **Free State: Large Office:** Bloemfontein (1 Post)

**REF NO** : **HRMC 41/26/2f**

**CENTRE** : **Free State: Medium Office:** Bethlehem (1 Post)

**REF NO** : **HRMC 41/26/2g**

**CENTRE** : **Free State: Medium Office:** Kroonstad (1 Post)

**REF NO** : **HRMC 41/26/2h**

**CENTRE** : **Limpopo: Medium Office:** Nebo (1 Post)

**REF NO** : **HRMC 41/26/2i**

**CENTRE** : **Limpopo: Medium Office:** Modjadjiskloof (1 Post)

**REF NO** : **HRMC 41/26/2j**

**CENTRE** : **Mpumalanga: Large Office:** Nelspruit (1 Post)

**REF NO** : **HRMC 41/26/2k**

**CENTRE** : **Mpumalanga: Medium Office:** Malelane (1 Post)

**REF NO** : **HRMC 41/26/2l**

**CENTRE** : **Mpumalanga: Medium Office:** Barberton (1 Post)

**REF NO** : **HRMC 41/26/2m**

**CENTRE** : **Mpumalanga: Medium Office:** White River (Nsikazi) (1 Post)

**REF NO** : **HRMC 41/26/2n**

**CENTRE** : **Mpumalanga: Large Office:** Ermelo (1 Post)

**REF NO** : **HRMC 41/26/2o**

**CENTRE** : **Northern Cape: Large Office:** Kimberley (1 Post)

**REF NO** : **HRMC 41/26/2p**

**CENTRE** : **Northern Cape: Large Office:** Kuruman (1 Post)

**REF NO** : **HRMC 41/26/2q**

**CENTRE** : **Northern Cape: Large Office:** Upington (1 Post)

**REF NO** : **HRMC 41/26/2r**

**CENTRE** : **Northern Cape: Medium Office:** Calvinia (1 Post)

**REF NO** : **HRMC 41/26/2s**

**CENTRE** : **Western Cape: Medium Office:** Somerset West (1 Post)

**REF NO** : **HRMC 41/26/2t**

**CENTRE** : **Western Cape: Large Office:** Paarl (1 Post)

**REF NO** : **HRMC 41/26/2u**

**CENTRE** : **Western Cape: Medium Office:** Mitchell's Plain (1 Post)

**REF NO** : **HRMC 41/26/2v**

**CENTRE** : **Western Cape: Medium Office:** Oudtshoorn (1 Post)

**REF NO** : **HRMC 41/26/2w**

**CENTRE** : **Western Cape: Large Office:** George (1 Post)

**REF NO** : **HRMC 41/26/2x**

**REQUIREMENTS** : • A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA • 2 Years' experience in a law enforcement environment • Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations • Knowledge of International treaties • Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures • A valid drivers' license (Code C1) or C (Code 10) • Valid Public Driver Permit ( PDP) • Willingness to travel including outside of the borders of South Africa • Work extended hours.

**Required skills and competencies:** • Service delivery innovation • Client orientation and customer focus • Excellent interpersonal skills • Problem solving and conflict management • Analytical skills • Planning, organising and time management • Good written and verbal communication skills • Report writing • Computer literacy • Patriotic, Honesty and Integrity.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: • Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002 • Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country • Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents • Assist in dealing with illegal migration facilitated by corruption, and other high profile cases • Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on

behalf of the Department • Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin • Administrate and implement inspections in loco • Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations • Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation • Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation • Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner • Assist in crime combatting operations with other law enforcement agencies • Participate in security cluster forums and case flow management meetings • Prepare reports and statistics as directed • Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks • Ensure the implementation of Departmental policies and procedures • Maintain relationships with various stakeholders (Internal and External) • Ensure effective and efficient management of human, physical and financial resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES** : **Eastern Cape:** Mr L Jama, Tel No: (043) 642 1846  
**Free State:** Ms V Molefe, Tel No: (051) 430 0378  
**Limpopo:** Mr J Kgole, Tel No: (015) 287 2802  
**Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504  
**Northern Cape:** Mr W Masilonyana, Tel No: (053) 807 6725  
**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

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Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301  
**Limpopo:**  
Physical Address: 89 Biccard Street, Polokwane, 0699  
**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: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

**POST NO 3** : **IMMIGRATION OFFICER: INSPECTORATE (106 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R280 278 to R330 162 per annum** (Level 6).

**CENTRE** : **Eastern Cape: Medium Office:** Butterworth (1 Post)

**REF NO** : **HRMC 41/26/3a**

**CENTRE** : **Eastern Cape: Medium Office:** Idutywa (1 Post)

**REF NO** : **HRMC 41/26/3b**

**CENTRE** : **Eastern Cape: Medium Office:** Peddie (1 Post)

**REF NO** : **HRMC 41/26/3c**

**CENTRE** : **Eastern Cape: Medium Office:** Mdantsane (1 Post)

**REF NO** : **HRMC 41/26/3d**

**CENTRE** : **Eastern Cape: Medium Office:** Graaff Reinet (1 Post)

**REF NO** : **HRMC 41/26/3e**

**CENTRE** : **Eastern Cape: Medium Office:** Grahamstown (1 Post)

**REF NO** : **HRMC 41/26/3f**

**CENTRE** : **Eastern Cape: Medium Office:** Motherwell (1 Post)

**REF NO** : **HRMC 41/26/3g**

**CENTRE** : **Eastern Cape: Medium Office:** Cofimvaba (1 Post)

**REF NO** : **HRMC 41/26/3h**

**CENTRE** : **Eastern Cape: Medium Office:** Aliwal North (1 Post)

**REF NO** : **HRMC 41/26/3i**

**CENTRE** : **Eastern Cape: Medium Office:** Engcobo (1 Post)

**REF NO** : **HRMC 41/26/3j**

**CENTRE** : **Eastern Cape: Medium Office:** Mqanduli (1 Post)

**REF NO** : **HRMC 41/26/3k**

**CENTRE** : **Eastern Cape: Medium Office:** Libode (1 Post)

**REF NO** : **HRMC 41/26/3l**

**CENTRE** : **Eastern Cape: Medium Office:** Bizana (1 Post)

**REF NO** : **HRMC 41/26/3m**

**CENTRE** : **Eastern Cape: Medium Office:** Matatiele (2 Posts)

**REF NO** : **HRMC 41/26/3n**

**CENTRE** : **Eastern Cape: Medium Office:** Mount Fletcher (1 Post)

**REF NO** : **HRMC 41/26/3o**

**CENTRE** : **Eastern Cape: Medium Office:** Sterkspruit (1 Post)

**REF NO** : **HRMC 41/26/3p**

**CENTRE** : **Eastern Cape: Large Office:** Mthatha (1 Post)

**REF NO** : **HRMC 41/26/3q**

**CENTRE** : **Eastern Cape: Medium Office:** Qumbu (1 Post)

**REF NO** : **HRMC 41/26/3r**

**CENTRE** : **Eastern Cape: Large Office:** East London (1 Post)

**REF NO** : **HRMC 41/26/3s**

**CENTRE** : **Eastern Cape: Large Office:** Gqeberha (2 Posts)

**REF NO** : **HRMC 41/26/3t**

**CENTRE** : **Free State: Medium Office:** Botshabelo (3 Posts)

**REF NO** : **HRMC 41/26/3u**

**CENTRE** : **Free State: Medium Office:** Thaba Nchu (2 Posts)

**REF NO** : **HRMC 41/26/3v**

**CENTRE** : **Free State: Medium Office:** Zastron (1 Post)

**REF NO** : **HRMC 41/26/3w**

**CENTRE** : **Free State: Large Office:** Koffiefontein (1 Post)

**REF NO** : **HRMC 41/26/3x**

**CENTRE** : **Free State: Large Office:** Welkom (3 Posts)

**REF NO** : **HRMC 41/26/3y**

**CENTRE** : **Free State: Medium Office:** Bultfontein (1 Post)

**REF NO** : **HRMC 41/26/3z**

**CENTRE** : **Free State: Large Office:** Phuthatditjhaba (6 Posts)

**REF NO** : **HRMC 41/26/3aa**

**CENTRE** : **Free State: Large Office:** Bloemfontein (1 Post)

**REF NO** : **HRMC 41/26/3ab**

**CENTRE** : **Free State: Medium Office:** Harrismith (1 Post)

**REF NO** : **HRMC 41/26/3ac**

**CENTRE** : **Limpopo: Medium Office:** Nebo (1 Post)

**REF NO** : **HRMC 41/26/3ad**

**CENTRE** : **Limpopo: Medium Office:** Modjadjiskloof (1 Post)

**REF NO** : **HRMC 41/26/3ae**

**CENTRE** : **Mpumalanga: Large Office:** Nelspruit (4 Posts)

**REF NO** : **HRMC 41/26/3af**

**CENTRE** : **Mpumalanga: Medium Office:** Barberton (1 Post)

**REF NO** : **HRMC 41/26/3ag**

**CENTRE** : **Mpumalanga: Medium Office:** Hazyview (1 Post)

**REF NO** : **HRMC 41/26/3ah**

**CENTRE** : **Mpumalanga: Medium Office:** Mashishing (Lydenburg) (3 Posts )

**REF NO** : **HRMC 41/26/3ai**

**CENTRE** : **Mpumalanga: Medium Office:** Nkomazi (1 Post)

**REF NO** : **HRMC 41/26/3aj**

**CENTRE** : **Mpumalanga: Medium Office:** White River (Nsikazi) (3 Posts)

**REF NO** : **HRMC 41/26/3ak**

**CENTRE** : **Mpumalanga: Medium Office:** Maphulaneng (1 Post)

**REF NO** : **HRMC 41/26/3al**

**CENTRE** : **Mpumalanga: Medium Office:** Belfast (1 Post)

**REF NO** : **HRMC 41/26/3am**

**CENTRE** : **Mpumalanga: Medium Office:** Delmas (1 Post)

**REF NO** : **HRMC 41/26/3an**

**CENTRE** : **Mpumalanga: Medium Office:** Middleburg (2 Posts)

**REF NO** : **HRMC 41/26/3ao**

**CENTRE** : **Mpumalanga: Medium Office:** Mkobolo (1 Post)

**REF NO** : **HRMC 41/26/3ap**

**CENTRE** : **Mpumalanga: Large Office:** Ermelo (2 Posts)

**REF NO** : **HRMC 41/26/3aq**

**CENTRE** : **Mpumalanga: Medium Office:** Piet Retief (1 Post)

**REF NO** : **HRMC 41/26/3ar**

**CENTRE** : **Mpumalanga: Medium Office:** Secunda (1 Post)

**REF NO** : **HRMC 41/26/3as**

**CENTRE** : **Mpumalanga: Medium Office:** Volksrust (1 Post)

**REF NO** : **HRMC 41/26/3at**

**CENTRE** : Mpumalanga: Medium Office: Eerstehoek (1 Post)  
**REF NO** : **HRMC 41/26/3au**

**CENTRE** : Mpumalanga: Medium Office: Standerton (1 Post)  
**REF NO** : **HRMC 41/26/3av**

**CENTRE** : Mpumalanga: Medium Office: Malelane (1 Post)  
**REF NO** : **HRMC 41/26/3aw**

**CENTRE** : Northern Cape: Large Office: Kimberley (5 Posts)  
**REF NO** : **HRMC 41/26/3ax**

**CENTRE** : Northern Cape: Medium Office: Pampierstad (1 Post)  
**REF NO** : **HRMC 41/26/3ay**

**CENTRE** : Northern Cape: Medium Office: Jan Kemdorp (1 Post)  
**REF NO** : **HRMC 41/26/3az**

**CENTRE** : Northern Cape: Medium Office: De Aar (1 Post)  
**REF NO** : **HRMC 41/26/3aaa**

**CENTRE** : Northern Cape: Medium Office: Prieska (1 Post)  
**REF NO** : **HRMC 41/26/3aab**

**CENTRE** : Northern Cape: Large Office: Kuruman (1 Post)  
**REF NO** : **HRMC 41/26/3aac**

**CENTRE** : Northern Cape: Large Office: Upington (2 Posts)  
**REF NO** : **HRMC 41/26/3aad**

**CENTRE** : Northern Cape: Medium Office: Postmasburg (1 Post)  
**REF NO** : **HRMC 41/26/3aae**

**CENTRE** : Northern Cape: Medium Office: Calvinia (1 Post)  
**REF NO** : **HRMC 41/26/3aaf**

**CENTRE** : Western Cape: Large Office: George (2 Posts)  
**REF NO** : **HRMC 41/26/3aag**

**CENTRE** : Western Cape: Medium Office: Knysna (2 Posts)  
**REF NO** : **HRMC 41/26/3aah**

**CENTRE** : Western Cape: Medium Office: Mossel Bay (2 Posts)  
**REF NO** : **HRMC 41/26/3aai**

**CENTRE** : Western Cape: Medium Office: Beaufort West (1 Post)  
**REF NO** : **HRMC 41/26/3aaj**

**CENTRE** : Western Cape: Large Office: Paarl (1 Post)  
**REF NO** : **HRMC 41/26/3aak**

**CENTRE** : Western Cape: Medium Office: Stellenbosch (1 Post)  
**REF NO** : **HRMC 41/26/3aal**

**CENTRE** : Western Cape: Medium Office: Somerset West (2 Posts)  
**REF NO** : **HRMC 41/26/3aam**

**CENTRE** : Western Cape: Medium Office: Malmesbury (1 Post)  
**REF NO** : **HRMC 41/26/3aan**

**CENTRE** : **Western Cape: Large Office:** Khayelitsha (1 Post)

**REF NO** : **HRMC 41/26/3aa0**

**CENTRE** : **Western Cape: Medium Office:** Bellville (1 Post)

**REF NO** : **HRMC 41/26/3aap**

**CENTRE** : **Western Cape: Large Office:** Cape Town (1 Post)

**REF NO** : **HRMC 41/26/3aaq**

**CENTRE** : **Western Cape: Medium Office:** Caledon (3 Posts)

**REF NO** : **HRMC 41/26/3aar**

**CENTRE** : **Western Cape: Medium Office:** Vredendal (2 Posts)

**REF NO** : **HRMC 41/26/3aas**

**CENTRE** : **Western Cape: Medium Office:** Wynberg (2 Posts)

**REF NO** : **HRMC 41/26/3aat**

**REQUIREMENTS** : 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

**Required skills and competencies:** 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.

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

- 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 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) 624 1846

**Free State:** Ms V Molefe, Tel No: (051) 430 0378

**Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

**Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504

**Northern Cape:** Mr W Masilonyana, Tel No: (053) 807 6725

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**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

**Free State**

Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

**Limpopo:**

Physical Address: 89 Biccard Street, Polokwane, 0699

**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: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

**POST NO 4** : **HOSPITAL CLERK, (20 POSITIONS)**

**SALARY LEVEL** : A basic salary of **R237 453 to R 279 708** per annum (Level 5).

**CENTRE** : **Eastern Cape: Large Office:** Gqeberha (1 Post)

**REF NO** : **HRMC 41/26/4a**

**CENTRE** : **Eastern Cape: Large Office:** Lusikisiki (1 Post)

**REF NO** : **HRMC 41/26/4b**

**CENTRE** : **Free State: Medium Office:** Bloemfontein (2 Posts)

**REF NO** : **HRMC 41/26/4c**

**CENTRE** : **Gauteng:** Coronation (1 Post)

**REF NO** : **HRMC 41/26/4d**

**CENTRE** : **Gauteng:** Temba (1 Post)

**REF NO** : **HRMC 41/26/4e**

**CENTRE** : **Gauteng: Medium Office:** Brakpan (1 Post)

**REF NO** : **HRMC 41/26/4f**

**CENTRE** : **Kwa-Zulu Natal:** Dundee (1 Post)

**REF NO** : **HRMC 41/26/4g**

**CENTRE** : **Kwa-Zulu Natal:** Prospecton (1 Post)

**REF NO** : **HRMC 41/26/4h**

**CENTRE** : **Limpopo:** WF Knobel Hospital (1 Post)

**REF NO** : **HRMC 41/26/4i**

**CENTRE** : **Limpopo:** Louis Trichard (1 Post)

**REF NO** : **HRMC 41/26/4j**

**CENTRE** : **Limpopo:** Medium Office: Bochum (1 Post)

**REF NO** : **HRMC 41/26/4k**

**CENTRE** : **Mpumalanga:** Embuleni (1 Post)

**REF NO** : **HRMC 41/26/4l**

**CENTRE** : **Mpumalanga:** Volksrust (1 Post)

**REF NO** : **HRMC 41/26/4m**

**CENTRE** : **North West:** Taung (1 Post)

**REF NO** : **HRMC 41/26/4n**

**CENTRE** : **North West:** Itsoseng (1 Post)

**REF NO** : **HRMC 41/26/4o**

**CENTRE** : **Northern Cape:** Upington (1 Post)

**REF NO** : **HRMC 41/26/4p**

**CENTRE** : **Northern Cape:** Jan Kempdorp (1 Post)

**REF NO** : **HRMC 41/26/4q**

**CENTRE** : **Western Cape:** Medium Office: Wynberg (1 Post)

**REF NO** : **HRMC 41/26/4r**

**CENTRE** : **Western Cape:** Medium Office: Cares (1 Post)

**REF NO** : **HRMC 41/26/4s**

**REQUIREMENTS** : • Grade 12 as recognised by SAQA. • An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5). • Understanding of all departmental legislation and prescripts. • Basic Knowledge of the Public Service Regulatory Framework. • Basic knowledge of Batho Pele Principles. • Adhere to Standards Operating Procedures for registration of birth and death. • A valid drivers' license.

**Required skills and competencies:** • Planning and Organising. • Attention to detail. • Communication skills. • Analytical skills. Problem solving skills. • Financial administration. • Clerical and administration. • Multitask. • Teamwork. • Record and time management. • Professionalism. • Proven Client Focus and Orientation. • Computer Literacy. • Patriotism, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: • Render birth registration services to clients. • Receive notice of birth and relevant supporting documents. • Complete DHA 24. • Perform online verification of informant or take full set of fingerprints when online verifications are not available. • Capture application on the National Population Register. • Submit application for quality assurance to supervisor. • Confirm informant's details. • Print birth certificate. • Sign and issue birth certificate as delegated. • The informant signs the register to acknowledge receipt of the birth certificate. • Record and maintain a birth occurrence vs. registered births register. • Record and register of foreign birth occurrences register. • Provide death registration services to clients. • Ensure good governance, risk and compliance. • Ensure effective and efficient management of human, physical and financial resources within the Unit.

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

**Free State:** Ms V Molefe, Tel No: (051) 430 0378

**Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039

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

**Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

**Mpumalanga:** Ms N Dlangisa, Tel No: (013) 752 2504

**Northern Cape:** Mr W Masilonyana, Tel No: (053) 807 6725

**North West:** Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915

**Western Cape:** Mr M Pienaar, Tel (021) 488 1409

**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

**Free State**  
Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

**Gauteng:**

Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

**KwaZulu-Natal:**

Physical address: 181 Church Street, Pietermaritzburg 3209

**Limpopo:**

Physical Address: 89 Biccard Street, Polokwane, 0699

**Mpumalanga:**

Physical Address: 29 Bester Street, Nelspruit, 1200

**North West:**

Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

**Northern Cape**

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

**Western Cape:**

Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000