



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: 24 July 2026

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 54 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: 07 August 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, 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**);
- for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
- 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, REF NO: HRMC 54/26/1**

SALARY LEVEL : An all-inclusive salary package of **R1 101 468 to R1 297 476** per annum (Level 12).

CENTRE : **Free-State: Large Office:** Bloemfontein

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

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:-

Free State

Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

<u>POST NO 2</u>	:	<u>ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE. (2 POSITIONS)</u>
<u>SALARY LEVEL</u>	:	A basic salary of R605 742 to R713 535 per annum (Level 10).
<u>CENTRE</u>	:	KwaZulu-Natal: Large Office: Uthungulu (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/2a</u>
<u>CENTRE</u>	:	Limpopo: Large Office: Thohoyandou (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/2b</u>
<u>REQUIREMENTS</u>	:	• 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003 Limpopo: Mr J Kgole, Tel No: (015) 287 2802
<u>APPLICATIONS</u>	:	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 Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

<u>POST NO 3</u>	:	<u>ASSISTANT DIRECTOR: PHOTO CAPTURING, REF NO: HRMC 54/26/3</u>
<u>SALARY LEVEL</u>	:	A basic salary of R605 742 to R713 535 per annum (Level 10).
<u>CENTRE</u>	:	Head Office: Tshwane , Directorate: Fingerprint Verification
<u>REQUIREMENTS</u>	:	• An undergraduate qualification in Operations Management, Public Management, Administration, Business Management, Administration or Social Science within these specified of study at an NQF level 6 as recognised by SAQA. • 3 years' supervisory experience. • Experience in Civic and Immigration Services. • Experience in coordination of information gathering citizenship processes. • Knowledge of Workflow planning and capacity planning. • Knowledge of all Civic Services Regulations. • Basic knowledge of the Immigration Act and Refugee Act. • Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. • Knowledge of the South African Constitution. • Understanding of departmental legislation and Human Resources legislation and prescripts. • Knowledge of the South African Constitution. • Knowledge of the Public Service Regulations Act. • Willingness to work extended hours. Required skills and competencies: • Capability and Leadership. • People management and empowerment. • Expenditure Management. • Project Management. • Time Management. • Accountability. • Business Continuity. • Decision Making. • Business Analysis. • Strong Communication. • Interpersonal Skills. • Conceptual Thinking Ability. • Strong Analytical Skills. • Client orientation and customer focus. • Research skills. • Strong problem solving. • Proficiency in business process modelling. • Presentation skills. • Problem solving and analysis. • Business report writing. • Influencing and networking. • Planning and organizing. • Interpersonal skills. • Technical Skills: Commercial Skills. • Negotiation Skills. • Document management skills. • Computer and digital literacy skills. • Decision Making skills. • Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: • Manage daily operation of the photo capturing Unit. • Coordinate the fingerprint capturing and processing of applications. • Conduct on incoming and finalised work of senior fingerprint officers and fingerprint officers. • Manage the processing of photographs, fingerprints and special functions in accordance with DHA guidelines and requirements. • Manage effective activities within Preparations, HANIS and Special Tasks Sections. • Monitor daily performance and take corrective action or escalate in accordance with DHA guidelines. • Prepare monthly reports on the status and progress of various projects within the Section. • Testify in a court of law on special cases regarding fingerprint and identification matters. • Ensure that adequate training is provided to all fingerprint personnel. • Ensure that all exceptional cases are investigated and resolved timeously. • Commission the prepared Section 212 declarations for court cases. • Participate in the process of developing training manuals for the fingerprint occupational class. • Conduct feasibility study on best practices on improvement of services with regard to fingerprint related activities. • Build and maintain relationship with various stakeholders (Internal and External). • Participate in the formulation of policies concerning pre- processing of Identity Documents. • Implement effective risk and compliance in line with the relevant practices. • 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.
<u>ENQUIRIES</u>	:	Head Office: Ms R Masemola, Tel No: 012 406 4156
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za
<u>POST NO 4</u>	:	<u>CONTROL IMMIGRATION OFFICER: INSPECTORATE, REF NO: HRMC 54/26/4</u>
<u>SALARY LEVEL</u>	:	A basic salary package of R413 001 to R486 501 per annum (Level 8)
<u>CENTRE</u>	:	KwaZulu-Natal: Large Office: Ethekwini
<u>REQUIREMENTS</u>	:	• 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

: **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:-

KwaZulu-Natal:

Physical address: 181 Church Street, Pietermaritzburg 3209

POST NO 5

: **SENIOR ADMINISTRATIVE OFFICER, REF NO: HRMC 54/26/5**

SALARY LEVEL

: A Basic Salary of **R413 001 to R486 501** per annum (Level 8).

CENTRE

: **KwaZulu-Natal: Provincial Manager's Office:** Pietermaritzburg

REQUIREMENTS

: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management or a related field at NQF Level 6 as recognised by SAQA. • A minimum of 2 years' experience as an Administrative Officer/ Chief Administration Clerk is required. • Experience in the administration of office budgets is required. • Knowledge of National Treasury Regulations. • Extensive knowledge of various filing systems. • Knowledge of the Public Finance Management Act (PFMA). • Knowledge and Understanding of departmental Legislations and Prescripts. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Supply Chain Management processes and procedures. • Knowledge of the Human Resource Regulatory Framework. • A valid drivers' license. • Willingness to travel and work extended hours.

Required skills and competencies: • Problem Solving. • Planning and organizing. • Planning and organizing. • Financial Administration. • Analytical thinking. • Verbal and Written Communication. • Interpersonal. • Customer Focus. • Attention to Detail. • Clerical and Administration. • Multi-Tasking. • Results and Achievement focus. • Teamwork. • Time Management. • Computer literacy. • Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Provide administrative support in the unit. • Perform general administrative activities in support of the unit (travel, venues and accommodation arrangement). • Ensure the administration of office correspondence, documents and reports (Compile letters,

memorandums, submissions, reports and minutes for the unit). • Ensure the maintenance of filing system for the unit. • Compile financial and administration reports and documents. • Ensure compilation of budget and cash flow projections. • Convene and attend meetings and act as secretary during meetings. • Ensure accurate Completion of subsistence claims. • Keep track of all incoming work and ensure that all deadlines are met. • Liaise with all stakeholders relevant to the unit. • Ensure the flow of information and documents in the unit. • Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. • Provide office administration services in the functional unit. • Ensure innovation and service delivery within the Unit. • Ensure the implementation of effective risk and compliance management practices. • Ensure effective and efficient management of human, physical and financial resources within the Unit. • Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : **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>

KwaZulu-Natal:
Physical address: 181 Church Street, Pietermaritzburg 3209

POST NO 6 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE, REF NO: HRMC 54/26/6**

SALARY LEVEL : A Basic Salary of **R413 001 to R486 501** per annum (Level 8).

CENTRE : **KwaZulu-Natal: Large Office:** Uthungulu

REQUIREMENTS : An undergraduate qualification in Financial Administration or related field at NQF Level 6 as recognised by SAQA. • A minimum of 2 years' experience in Administrative Officer/ Chief Administration Clerk is required. • Experience in administration of office budget is required. • Knowledge of National Treasury Regulations. • Knowledge of Public Finance Management Act (PFMA). • Extensive knowledge of various filing systems. • Knowledge and Understanding of departmental Legislations and Prescripts. • Knowledge of the Public Service Regulatory Framework. • Knowledge of Supply Chain Management process and procedures. • Knowledge of Human Resource Regulatory Framework. • A valid drivers' license. • Willingness to travel and work extended hours.

Required skills and competencies:

• Planning and organizing. • Analytical thinking. Problem Solving. • Financial Administration. • Verbal and Written Communication. • Planning and Skills. Interpersonal. • Customer Focus. • Attention to Detail. • Clerical and Administration. • Multi-Tasking. • Results and Achievement focus. • Teamwork. Time Management. • Computer literacy. • Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: • Coordinate and monitor the budget and administrative matters. • Ensure compliance to policies and procedures for Budget management and control. • Monitor implementation of expenditure and commitments against voted funds. • Identify, recover and reporting all unauthorized, irregular and fruitless and wasteful expenditure. • Coordinate and submit provincial inputs on Estimates of National Expenditure (ENE). • Administer provincial adjustment Estimates including submissions regarding roll over funds, as well as other correspondence. • Participate in budget planning as well as preparation of budget. • Participate in the compilation of the Medium Term Expenditure Framework and projections in the province. • Maintain the Department Chart of Accounts at province. • Monitor expenditure trends and reconciliation thereof against the budget and cash flow projections. • Co-ordinate projections of anticipated expenditure & revenue. • Facilitate the year end processes regarding budgetary management. • Monitor revenue management processes. • Monitor asset management in the Province. • Ensure the implementation of effective risk and compliance management practices. • Ensure effective and efficient management of human, physical and financial resources within the Unit. • Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : **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>

KwaZulu-Natal:
Physical address: 181 Church Street, Pietermaritzburg 3209

<u>POST NO 7</u>	:	<u>IMMIGRATION OFFICER: INSPECTORATE (10 POSITIONS)</u>
<u>SALARY LEVEL</u>	:	A basic salary of R280 278 to R330 162 per annum (Level 6).
<u>CENTRE</u>	:	Kwa-Zulu Natal: Medium Office: Eshowe (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7a</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Large Office: Ethekwini (3 Posts)
<u>REF NO</u>	:	<u>HRMC 54/26/7b</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Medium Office: Ingwavuma (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7c</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Medium Office: Ixopo (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7d</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Large Office: Ugu (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7e</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Large Office: Umgungundlovu (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7f</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Large Office: Pongola (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7g</u>
<u>CENTRE</u>	:	Kwa-Zulu Natal: Large Office: Paulpietersburg (1 Post)
<u>REF NO</u>	:	<u>HRMC 54/26/7h</u>
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 officer. • 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

: **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:-

KwaZulu-Natal:

Physical address: 181 Church Street, Pietermaritzburg 3209