home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

NEW VACANCIES



The Department of Home Affairs is guided by a **clear strategic compass**: its **digital transformation agenda and Home Affairs @ Home vision**, to become a digital-first, world-class organisation **delivering secure, seamless and people-centred services.**

The Department seeks to attract and appoint skilled, professional and passionate individuals who will contribute to this transformation journey. Candidates who are committed to service excellence, digital transformation, innovation, integrity and the Department's values, and who also meet the requirements of the advertised posts, are invited to apply before the closing date.

The Department of Home Affairs is a merit-based and equal opportunity employer. In line with its commitment to promoting opportunities, in the filling of these posts, women and persons with disabilities are particularly encouraged to apply.

The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Personal information submitted will be processed solely 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.

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 71 OF 2026

Enquiries: Ms N Sindane
Tel No: 012 406 4244
Date Issued: 30 October 2026

DIRECTIONS TO APPLICANTS

CLOSING DATE: 13 November 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 and signed 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), as well as relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, regardless of online email or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

SELECTION: Shortlisted candidates –

- will also be required to submit a copy of their **ID document**, **a valid driver's license** (if specified as a job requirement), **relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications**, and **Acting letters** as directed. Furthermore, applicants who possess (a) **foreign qualification(s)**, are required to submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**);
- **employment suitability checks** (credit, criminal, citizenship, qualifications, social media background, and employment references including verification of relevant employment tenures, pending disciplinary action and exit reasons);.
- **APPOINTMENT:** Once appointed, performance agreement, financial disclosure; and the undergoing of compulsory induction programme, serving of a prescribed probation period, and undergoing security vetting may be required.

Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates.

ETHICAL CONDUCT
COURAGEOUS ACTION
INNOVATIVE THINKING
CARING INTERACTIONS
SOLUTIONS-ORIENTED APPROACH

POST NO 1 : **DEPUTY DIRECTOR: WAREHOUSE MANAGEMENT, REF NO: HRMC 71/26/1**

SALARY LEVEL : An all-inclusive salary package of **R932 292 to R1 098 195** per annum (Level 11).

CENTRE : **Branch:** Finance and Supply Chain Management

REQUIREMENTS : • An undergraduate qualification in Supply Chain Management, Logistics Management, Purchasing Management or Public Management at NQF level 6 as recognised by SAQA is required. •Three (3) years experience in an Assistant Director / Junior Management level at Warehousing Management environment is required. • Knowledge of the Public Service Regulations Act. • Knowledge of the Public Finance Management Act. • Knowledge of the South African Constitution. • Understanding of departmental legislation as well as Human Resources legislation and prescripts. • Knowledge of the National Treasury Regulations. • Knowledge of Logistical Information System (LOGIS). • Knowledge in LOGIS System Controller. • Knowledge of the Preferential Procurement Policy Framework (PPPFA). • Knowledge of Broad-Based Black Economic Empowerment (BBBEE). • Knowledge of the Standard Chart of Accounts (SCoA). • Willingness to travel and work extended hours.

Required skills and competencies: • Strategic capability and leadership. • Service delivery innovation. • Client orientation and customer focus. • People management and empowerment. • Demand and Acquisition Strategy. • Programme and project management. • Change management Purchasing management. • Decision making. • Purchasing and cost control. • Warehouse Management. • Business Report Writing. • Influencing and Networking. • Problem solving and analysis. • Presentation Skills. • Interpersonal Skills. Communication Skills. • Planning and Organising Skills. • Computer literacy Skills. • Decision Making Skills. • Negotiation Skills. • Numerical skills. • Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: • Ensure that all requisitions are complete and accurate. • Advice business units to address trends in non compliance and errors on requisitions. • Monitor adherence to audit standards within warehouse operations and represent the warehousing function in compliance and risk management forums. • Uphold quality assurance, risk mitigation, and operational standards across all warehousing activities, including inventory control, storage, and dispatch. • Identify and address potential risks related to warehousing processes, systems, and infrastructure to ensure business continuity and regulatory compliance. • Coordinate and implement the warehousing management within the Department. • Develop and implementation of policy and procedure, directive acts and regulations. • Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. • Implement effective risk and compliance in line with the relevant legislative prescripts. • Ensure effective and efficient management of human, physical and financial resources within the Unit. • Coach and guide staff on best practices and compliance with regulatory requirements.

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

APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za

POST NO 2 : **INVENTORY CLERK, REF NO: HRMC 71/26/2 (4 POSTS)**

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

CENTRE : **Branch**: Finance and Supply Chain Management

REQUIREMENTS : • An NQF level 5 qualification as recognized by SAQA. • Knowledge of the Constitution. • Knowledge of Good governance and Batho Pele Principles. • Knowledge of Internal performance evaluation and reporting. • Knowledge of Government decision making processes. • Knowledge of Diversity Management. • Knowledge of Performance Management and Monitoring. • Knowledge of Public Service Regulations. • Knowledge of Government systems and structure. • Knowledge of Public Finance Management Act.

Required skills and competencies: • Job Knowledge. • Interpersonal Relations. • Record Management. • Flexibility. • Customer Service Focus. • Computer literacy. • Planning and Organising. • Good verbal and written. • Communication skills. • Problem solving. • Patriotism, Honesty, Integrity and Accountability

DUTIES :



The successful candidates will be responsible for, amongst others, the following specific tasks: • Receive and issue goods (stock items). • Receive and capturing of all request on the LOGIS Procurement Integration. • Receive and record the Face value forms. • Issue stock on the Warehouse and update Bin cards. • Prepare courier of goods worldwide. • Update on the minimum stock level. • Receive requestions from the end-user and record them. • Render accounting and warehouse clerical support. • Process transaction in accordance with standard operating procedures, legislative requirements and procurement policy. Receiving, verifying, and issuing goods, maintaining registers, and conducting stock takes and reconciliations. • Provide effective and efficient daily procurement administration functions. • Safekeeping of stores and warehouse items. • Ensure that spot checks and stocktaking is performed. • Follow-up with Suppliers regarding outstanding deliveries.

ENQUIRIES :

Head Office: Mr R Anassis, Tel No: 012 406 4166

APPLICATIONS :

Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or **Head Office, Hallmark Building**: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

POST NO 3 :

SECURITY OFFICER, REF NO: HRMC 71/26/3 (7 POSTS)

SALARY LEVEL :

A basic salary of **R170 226 to R 200 523** per annum (Level 3).

CENTRE :

Branch: Counter Corruption and Security Services

REQUIREMENTS :

• Grade 12 National Senior Certificate at NQF level 4 as recognised by SAQA. • Basic security officer's course, Grade C. • Basic education and training. • PSIRA Grade C Certificate is required. • Knowledge and understanding of the Public Service Regulatory Framework. • Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations. • Knowledge of the Minimum Information Security standards (MISS). • Knowledge of the National Intelligence Strategy Act. • Knowledge of the Protection of Information Act. • Understanding of investigative techniques and methodology. • Knowledge of Control of Access to Public Premises and vehicle Act. • Knowledge of departmental legislation as well as Human Resources legislation and prescripts. • Knowledge of the Criminal Procedure Act of 1977 as amended. • Knowledge of Protection of Personal Information Act no 4 of 2013 as amended. • Shift working is required. • Willingness to travel and work extended hours.

Required skills and competencies: • Client orientation and customer focus. • People Management and Empowerment. • Service Delivery Innovation. Problem solving. • Program and Project Administration. • Conflict Management and Resolution. • Coordination and planning. • Ability to meet deadlines. • Presentation Skills. • Interpersonal skills. • Tactical skill. • Communication. • Analytical skills. • Decision Making. • Interviewing skills. • Computer Literacy. • Patriotism, Honesty, Integrity and Accountability

DUTIES :

The successful candidates will be responsible for, amongst others, the following specific tasks: • Perform access control functions. • Ensure safety in the building and the premises by undertaking patrols, to identify fire hazards, suspicious objects and packages. • Ensure that equipment's and store do not leave or enter the premises unauthorized. • Administer the control room. • Monitoring of (cctv) close circuit television. • Handling keys. • Reporting of faulty security equipment. • Administration of all control room activities: key control, incident management, visitors and contractors and registers. • Handling documents at point of entry according to prescript. • Apply emergency procedure in event of emergency.

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 **Head Office, Hallmark Building**: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001