



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: 07 March 2025

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 7 OF 2025

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

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

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



DIRECTIONS TO APPLICANTS



CLOSING DATE: 31 March 2025

APPLICATIONS: Must be -

- submitted online at <https://eRecruitment.dha.gov.za> or sent to the **correct address** specified at the bottom of the post, **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, 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)).
- A copy of the applicant's **valid driver's licence** and **PDP** (if specified as a job requirement).

• **SELECTION:**

Shortlisted candidates -

- are required to submit a copy of their **ID document**, **relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications**, and details of **current earnings** (latest salary advice). Furthermore, applicants who possess (a) **foreign qualification(s)** will be required to submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**), by a specified date; and
- will be subjected to an **interview**, **various relevant tests and assessments**, and **employment suitability checks** (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State).

In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as the Department's Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post.

APPOINTMENT: Once appointed, serving of a prescribed **probation period**, and obtaining 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: LABOUR RELATIONS, (4 POSITIONS)**

SALARY LEVEL : A basic salary of **R444 036 to R532 602** per annum (Level 9).

CENTRE : Free State: Provincial Manager's Office (1 Post)
REF NO : **HRMC 7/25/1a**

CENTRE : KwaZulu-Natal: Provincial Manager's Office (1 Post)
REF NO : **HRMC 7/25/1b**

CENTRE : Northern Cape: Provincial Manager's Office (1 Post)
REF NO : **HRMC 7/25/1c**

CENTRE : North West: Provincial Manager's Office (1 Post)
REF NO : **HRMC 7/25/1d**

REQUIREMENTS : A qualification in Labour Relations or Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Bargaining. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSSA guidelines. A valid drivers' license. Willingness to travel and work extended hours.

Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the Province. Represent the Province at all disciplinary hearings. Provide expert advice in the Province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the Province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. 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 compliance with all regulatory requirements.

ENQUIRIES : **Free State:** Ms V Molefi, Tel No: (051) 410 3912
KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915

POST NO 2 : **DISTRICT INFORMATION TECHNOLOGY OFFICER, (3 POSITIONS)**

SALARY LEVEL : A basic salary of **R444 036– R532 602** per annum (Level 9).

CENTRE : Eastern Cape: OR Tambo District (1 Post)
REF NO : **HRMC 7/25/2a**

CENTRE : KwaZulu-Natal: Umzinyathi (1 Post)
REF NO : **HRMC 7/25/2b**

CENTRE : North West: Dr Ruth Mompati (1 Post)
REF NO : **HRMC 7/25/2c**

REQUIREMENTS : •A qualification in Information Technology, Computer Science, Information System or Information Technology relevant qualification at NQF level 6 as recognized by SAQA. 3 years' technical experience in Information Technology is required. Experience in desktop, network,

server and application support. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000. Knowledge of Information Technology Infrastructure Library (ITIL). Knowledge of the State Information Technology Agency Act No 88 of 1998. Knowledge of public service and Departmental legislation and prescripts. A valid drivers' license. Willingness to travel and work extended hours. Perform on-call duties.

Required skills and competencies: Problem solving and conflict management. Planning and organising. Good written and verbal communication skills. Client orientation and Customer focus. Report writing. Presentation skills. Decision making. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation Influencing and Networking. Change management. Patriotism, Honesty and Integrity.

DUTIES

- : The successful candidates will be responsible for, amongst others, the following specific tasks:
- Ensure the implementation of infrastructure and hardware support. Install and support Telkom data-lines, routers, switches, firewalls and IDS/IPS. Ensure the installation and support of servers in the District. Provide support on desktops, printers, laptops on peripherals e.g. camera, 3M fingerprint scanner, signature pad, MDF-scan flow printers, etc. Provide support on DHA systems, ensure systems availability and user account management. Provide support to transversal systems like BAS, PERSAL, LOGIS, etc. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets and provide technical support for redundant and obsolete items. Facilitate and implement application/system support in the District. Enrol officials on BACM and provide access in a secure environment. Ensure that all desktops and laptops have anti-virus software, conduct regular updates and data recovery. Identify and resolve problems causing disruptions in the operations of the business and in the network. Resolve the roots causes of incidents and deploy effective workarounds. Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes. Increase knowledge capital (data used to identify trends and proactively identify any problem areas). Timeously identify, diagnose and resolve problems. Provide error control and record error solutions. Analyse the urgency and resources required to effect temporary and permanent solutions to problems. Ensure effective and efficient management of resources. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

- : **KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003
Eastern Cape : Mr L Jama, Tel No: (043) 604 6417
North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915

POST NO 3

- : **ASSISTANT DIRECTOR: ADMINISTRATION, REF NO: HRMC 7/25/3**

SALARY LEVEL

- : A basic salary of **R444 036** to **R532 602** per annum (Level 9).

CENTRE

- : Head Office: Tshwane, Branch: Human Resources Management and Development, Chief Directorate: Learning and Development

REQUIREMENTS

- : •A qualification in Public Administration, Management, Administration Management, Office Management and Technology, Business Management at NQF level 6 as recognized by SAQA. 3 Years' experience as Senior Administrative Officer is required. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Regulations. Knowledge of Office Administration. Knowledge of the Constitution of the Republic of South Africa. A valid drivers' license. Willingness to travel and work extended hours.

Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Office management and administration. Problem solving and conflict management. Planning, organising and time management. Good written and verbal communication skills. Presentation skills. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation Asset Management. Budget and expenditure administration. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks: Perform finance and administration functions within the office in terms of office maintenance, financial, human resources, and procurement matters. Facilitate and monitor the budget of the Chief Directorate according to the Medium Term Expenditure Framework. Coordinate the budget of the Chief Directorate in terms of its spending plan, procurement plan and expenditure. Convene and attend Chief Directorate meetings and act as secretariat during meetings. Facilitate the management of assets in line with Asset and Supply Chain Management Frameworks. Conduct asset audits with other administrative officials in the Chief Directorate. Provide effective operational and administrative support to the Chief Director.

Monitor the delivery of services by providers in line with agreed Service Level Agreements (SLA's). Produce timely, reliable management information reports on a monthly basis. Ensure effective and efficient management of human, physical and financial resources within the Unit Ensure the implementation of effective risk and compliance management practices.

ENQUIRIES : **Head Office:** Ms N Raziya, Tel No: (012) 406 4155

POST NO 4 : **CIVIC SERVICES CLERK, REF NO HRMC 7/25/4**

(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 of **R255 450** to **R300 912** per annum (Level 6)

CENTRE : **Mpumalanga:** Medium Office: Mkobola

REQUIREMENTS A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 recognised by SAQA. Completion of the Cadet or Internship programme within the Department of Home Affairs will be an added advantage. Knowledge of all relevant public service and Departmental Legislative Frameworks. Knowledge of Civic Services Regulatory Frameworks. Knowledge of fraud prevention. Knowledge of the Batho Pele Principles. Willingness to work extended hours.

Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Telephone etiquette. Good written and verbal communication skills. Conscientious. Professionalism. Computer literacy. Patriotism, Honesty and Integrity.

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

Process Civic Service applications and issue documents in line with standard operating procedures. Administrate the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Provide administrative support in the office. Attend to enquiries and perform online verifications. Contribute to the transformation of the Local Office into a digital-first organisation. Implement governance processes frameworks and procedures. Contribute to the effective and efficient management of resources within the Office. Provide prompt and professional customer service.

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

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:

Postal Address: Private Bag 7413, King Williams Town, 5600
Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State:

Postal Address: Postal address: P.O Box 12262 Brandhof 9324
Physical Address: 40 Victoria Street Willows Bloemfontein 9301

KwaZulu-Natal:

Postal Address: Private Bag X 09, Pietermaritzburg 3209
Physical address: 181 Church Street, Pietermaritzburg 3209

Mpumalanga:

Postal Address: Private Bag X11264, Nelspruit, 1200,
Physical Address: 29 Bester Street, Nelspruit, 1200

Northern Cape:

Postal Address: Private Bag X 6073, Kimberley 8300
Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

North West:

Postal Address: Private Bag X 119, Mmabatho, 2735,
Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Head Office

Postal Address: Private Bag X114, Pretoria, 0001
Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001