

DEPARTMENT OF HOME AFFAIRS

- 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.
- Gauteng:** Postal Address: Private Bag X108, Braamfontein, 2017. Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
- Head Office:** Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001.
- KwaZulu-Natal:** Postal Address: Private Bag X09, Pietermaritzburg, 3209. Physical address: 181 Church Street, Pietermaritzburg, 3209.
- Limpopo:** Postal Address: Private Bag X9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699
- Mpumalanga:** Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200
- North West:** Postal Address: Private Bag X119, Mmabatho, 2735. Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
- Western Cape:** Postal Address: Private Bag X9103, Cape Town, 8000. Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.
- CLOSING DATE** : 25 April 2025
- NOTE** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed application for employment form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za (citing the correct post number and job title) 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. Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, a copy of the applicant's valid driver's license and PDP (if specified as a job requirement) 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 assessment, 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 (unemployed) youth and the Department's Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. 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.

OTHER POSTS

- POST 11/26** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 9/25/1 (X2 POSTS)**
Directorate: Contracts
- SALARY** : R556 356 - R1 314 666 per annum (MR 6), (a basic salary package), Salary will be in accordance with the OSD determination for Legally Qualified Personnel.
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An LLB degree at NQF level 7 as recognized by SAQA. 8 Years' relevant post-qualification legal experience. 5 Years' experience in drafting commercial contracts will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Understanding of the Public Finance Management Act and Regulations. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Legal writing or drafting of Legal documentations. Planning, organising and time management.

Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Innovation. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Carry out daily operations of the Directorate: Contracts effectively. Draft and scrutinize commercial contracts and service level agreements. Provide high-quality legal advice and legal opinions pertaining to commercial contracts and service level agreements. Conduct research on drafting commercial contracts, service level agreements and legal opinions. Develop and implement policies, procedures and directives. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Ensure effective and efficient management of resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

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

POST 11/27

LOCAL OFFICE MANAGER (X16 POSTS)

SALARY CENTRE

: R552 081 - R650 322 per annum (Level 10), (a basic salary)
: Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 9/25/2a (X1 Post)
Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 9/25/2b (X1 Post)
Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 9/25/2c (X1 Post)
Eastern Cape: Medium Office: Mount Ayliff Ref No: HRMC 9/25/2d (X1 Post)
Gauteng: Medium Office: Alberton Ref No: HRMC 9/25/2e (X1 Post)
Gauteng: Medium Office: Randburg Ref No: HRMC 9/25/2f (X1 Post)
KwaZulu-Natal: Medium Office: Kwadukuza Ref No: HRMC 9/25/2g (X1 Post)
KwaZulu-Natal: Medium Office: Prospecton Ref No: HRMC 9/25/2h (X1 Post)
KwaZulu-Natal: Medium Office: Scottburgh Ref No: HRMC 9/25/2i (X1 Post)
Limpopo: Medium Office: Mutale Ref No: HRMC 9/25/2j (X1 Post)
Mpumalanga: Medium Office: Mhala Ref No: HRMC 9/25/2k (X1 Post)
North West: Medium Office: Zeerust Ref No: HRMC 9/25/2l (X1 Post)
North West: Medium Office: Mafikeng Ref No: HRMC 9/25/2m (X1 Post)
North West: Medium Office: Wolmaranstad Ref No: HRMC 9/25/2n (X1 Post)
Western Cape: Medium Office: Bellville Ref No: HRMC 9/25/2o (X1 Post)
Western Cape: Medium Office: Wynberg Ref No: HRMC 9/25/2p (X1 Post)

REQUIREMENTS

: A qualification in Public Management, Administration, Social Sciences at NQF level 6 as recognized by SAQA. 3 Years' supervisor experience in a Civic Services environment is required. Sound experience in an operations management environment within Civic or Immigration Services. Knowledge of workflow planning and capacity planning. 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 the use of online systems. Knowledge of Minimum Information Security Standards. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. 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. Innovation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision-making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates 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 Services operations in line with the Immigration Act. 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

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 3254
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
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409