

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : 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.
- CLOSING DATE** : 06 June 2025
- NOTE** : Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za 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); limited to 2.5MB in size. Shortlisted candidates are 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 details of current earnings (latest salary advice) 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). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), 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.

MANAGEMENT ECHELON

- POST 15/53** : **DIRECTOR: LITIGATION REF NO: HRMC 12/25/1**
Chief Directorate: Legal Services
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Headquarters: Head Office, Tshwane
- REQUIREMENTS** : An undergraduate qualification in Law at NQF Level 7 as recognised by SAQA. Admission as an Advocate or Attorney would be an added advantage. 5 Years' experience at a middle / senior management level (strategic management level) within a Legal / Litigation environment. Extensive experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents. Advanced knowledge of South African Constitutional Law, Administrative Law, Civil Litigation and Mediation. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability 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. Excellent verbal and written communication, as well as 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. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure implementation of litigation services in relation to litigation matters for the Department. Provide strategic advice and legal opinions. Facilitate stakeholder engagement and collaboration with key account managers, and manage service providers. Represent the Department at various forums. Ensure that the Department is adequately represented during Court proceedings. Oversee the development and implementation of litigation policies, strategies and programs within the Department. Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process

improvements), in order to enhance service delivery in the Directorate. Reduction of Litigation Contingent Liability held by the Department. Coordinate and monitor delivery of the Directorate's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Analyse trends and develop and submit relevant reports as required. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Provide strategic leadership, direction and advice to the Department, as well as the Directorate. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Ms S Mkhalipli at 072 527 6033 / 012 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to legalrecruitment@dha.gov.za by the specified closing date

POST 15/54

: **DIRECTOR: PEOPLE DEVELOPMENT REF NO: 12/25/2**
Branch: Human Resources Management and Development

SALARY

: R1 216 824 - R1 433 355 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Headquarters: Head Office, Tshwane
: An undergraduate qualification in Human Resources Management, Human Resources Development, Human Resources and Development, Organisational Psychology, Organisational Development, Industrial Psychology, Education and Training, Public Administration / Public Management at NQF level 7 as recognized by SAQA. 5 Years' experience at a middle / senior management level in learning and development environment. Knowledge of the Constitution of the Republic of South Africa, The Skills Development Act, The Skills Development Levy Act and The South African Qualification Authority Framework. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability 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. Excellent verbal and written communication, as well as 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. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and monitor implementation of the DHA Human Resource Development Strategy and Workplace Skills Plan in line with the HRD Strategic Framework (HRDSF). Lead efforts in developing talents, building leadership capabilities and fostering a culture of continuous professional development in line with the National Framework towards the Professionalisation of the Public Sector. Lead the design, implementation and evaluation of strategies that grow employee and leadership capability to achieve organisational effectiveness. Lead the Implementation and optimisation of performance management and development process and tools. Foster partnering with line managers as well as external stakeholders, (e.g. SAQA, relevant SETAs, Institutions of Higher Learning) to identify skills and learning needs as well as talent gaps, in line with the Skills Development Framework. Manage all youth development programmes (learnerships, cadets, internship programs). Manage the development of talent, retention and career paths strategies in the Department. Ensure the effective implementation of strategic objectives and innovations aligned to the digital transformation strategy to enhance service delivery within the Directorate. Coordinate and monitor delivery of the Directorate's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Analyse trends and develop and submit relevant reports as required. Ensure effective and efficient management of human, physical and financial resources within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms S Mkhalipli at 072 527 6033 / 012 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to hrrecruitment@dha.gov.za by the specified closing date

<u>POST 15/55</u>	:	<u>REFUGEE RECEPTION CENTRE MANAGER REF NO: 12/25/3</u> Chief Directorate: Asylum Seeker Management
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Headquarters: Head Office, Tshwane
	:	An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations, Administrative Management, Business Administration, Business Management, Public Management, Administration and Administration, Management, A Administration at NQF level 7 as recognized by SAQA. 5 Years' experience at a middle / senior management level (strategic management level). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Knowledge of Refugee Act. Knowledge of Immigration Act. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability 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. Excellent verbal and written communication, as well as 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. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective and efficient service delivery in the Refugee Reception Centre by taking appropriate steps to improve service delivery and troubleshoot / remove blockages. Ensure the development and implementation of effective implementation of Standard Operating Procedures in the processing of asylum seeker applications. Ensure quality of decisions taken in refusal of asylum seeker applications. Coordinate information and monitor statistics with regards to the issuing of asylum seeker applications. Monitor and evaluate compliance with the purpose for which asylum seeker permits are granted to applicants. Liaise with the Standing Committee for Refugee Affairs (SCRA) and Refugee Appeal Authority of South Africa (RAASA) on refugee matters. Facilitate stakeholder engagement and collaboration with key stakeholders / account managers. Represent the Department at various forums. Oversee the development and implementation of identified strategies, programs and procedures. Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Centre. Coordinate and monitor delivery of the Centre's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Analyse trends and develop and submit relevant reports as required. Ensure effective and efficient management of human, physical and financial resources within the Centre. Provide strategic leadership, direction and advice. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Mamphoke, Tel No: (012) 406 4247
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://eRecruitment.dha.gov.za or sent via email to imsrecruitment@dha.gov.za by the specified closing date

OTHER POSTS

<u>POST 15/56</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: HRMC 17/25/1</u> Chief Directorate: Internal Audit Services
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), (A basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Audit or Commerce at NQF level 6 as recognized by SAQA. 3 year's experience at an Assistant Director or equivalent supervisory level in internal or external auditing environment is required. 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 Accounting Systems and Practices. Knowledge of Modified Cash Standard (MCS). Knowledge of International Internal Audit Standards. Knowledge of Teammate Audit Management System. Knowledge of King IV report and governance principles. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. 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. 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. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Participate in the development of the Directorate's three-year risk-based rolling plan and annual audit plan. Manage and monitor the execution of audits and review of work performed by team members. Provide inputs into the enhancement of audit methodologies and techniques. Keep abreast with new developments and liaise with auditees and line managers. Participate in the Department's process and internal control improvement initiative. Track the implementation and adhere to audit action plans. Conduct compliance audits in accordance with the Internal Audit Strategic and Operational Plan in compliance with the Standards for Professional Practice of Internal Auditing. Coordinate with external auditors and other assurance providers. Compile audit project file. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. 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 Raziya Tel No: (012) 406 4155

POST 15/57

: **ASSISTANT DIRECTOR: APPEALS REF NO: HRMC 17/25/2**
Directorate: Appeals

SALARY

: R582 444 - R686 091 per annum (Level 10), (A basic salary)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' experience in Law, Analysis and Interpretation of Information. Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. Knowledge of Refugees Act and Refugee Regulations. 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. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, 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. Attention to detail. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, stakeholder verifications, problem-solving and analysis. Policy interpretation and implementation. Influencing, conflict management, negotiation skills and diplomacy. Knowledge and Information management. Decision making and initiating action. Stress management / ability to work under pressure. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Contribute to the development and implementation of effective and efficient digital first visa and permit appeal application processes and procedures. Make recommendations to management on process and reporting improvements. Manage the processing of visa and permit appeal applications in line with relevant Legislation, Policy, approved Business Processes and Standard Operating Procedures. Ensure that quality assurance and data quality strategies are implemented in the processing of appeal applications. Quality assure and recommend appeal applications to the next level. Draft complex appeal reports in relation to visa and permit appeal applications received. Manage information, and collate and monitor statistics with regards to appeals. Liaise with internal and external stakeholders regarding appeals-related matters. Represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. 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 A Ngcobo Tel No: (012) 406 4356

<u>POST 15/58</u>	:	<u>ASSISTANT DIRECTOR: TEMPORARY RESIDENCE VISA FUNCTIONAL SERVICES REF NO: HRMC 17/25/3</u> Directorate: Temporary Residence Visa Functional Services
<u>SALARY</u>	:	R582 444 - R686 091 per annum (Level 10), (A basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' experience in Law, Analysis and Interpretation of Information is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. Knowledge of Refugees Act and Refugee Regulations. Knowledge of South African's Foreign Policy. 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. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery, innovation, 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. Attention to detail. Research skills, good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Policy analysis, evaluation, interpretation and implementation. Influencing, conflict management, negotiation skills and diplomacy. Knowledge and Information management. Decision making and initiating action. Stress management / ability to work under pressure. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Contribute to the development and implementation of effective and efficient digital first visa application processes and procedures. Facilitate administrative processes for proof and verification of exemptions, as well as temporary residence in line with relevant Legislation, Policy, approved Business Processes and Standard Operating Procedures. Facilitate administrative procedures for visa agreements concluded with fraternal governments. Advise on the withdrawal of Temporary Residence and Visa applications. Ensure that quality assurance and data quality strategies are implemented in the processing of temporary residence applications. Coordinate the consideration of applications for temporary residence and visas by the relevant authority. Manage information, and collate and monitor statistics and trends with regards to Temporary Residence Permit. Draft complex reports in relation to applications received. Liaise with internal and external stakeholders and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. 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 B Kabinde Tel No: (012) 406 4239
<u>POST 15/59</u>	:	<u>ASSISTANT PROGRAMMER REF NO: HRMC 17/25/4</u> Directorate: Application Maintenance and Support
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08), (A basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology, Information and Communication Technology, Information Technology Management, Computer Science, Computer Engineering, Information Systems at NQF level 6 as recognized by SAQA. 1 Year's experience in an application / system management environment. Knowledge of database administration and servers. Knowledge of server hardware and software systems. Knowledge of relevant operating systems. Knowledge of State Information Technology Act (SITA). Knowledge of the Constitution of the Republic of South Africa. Excellent abilities in the use of online systems. Willingness to work extended hours and perform on call duties. Required skills and competencies Client orientation and customer focus. Computer programming skills and ability to translate IT language into English. Problem solving and innovation. Planning, organizing and excellent time management skills. Good written and verbal communication skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Interpret and translate design specifications into functions that the program is intended to perform and translate into related code. Devise possible solutions to predict problems, evaluating options and implement the most feasible solution. Perform key portions of the system development lifecycle including designing, coding, documenting and installation. Design and develop application components and manage configuration requests. Perform administrative tasks such

as entering time, updating work orders, updating knowledgebase, providing status reports, etc. Improve personal and professional technical knowledge and expertise and stay abreast of new developments. Write and maintain system development documentation including detailed documents on the operations of programs, and user requirements. Liaise with system analysts and portfolio managers regarding understanding and details of specifications. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Maintain good relationship with clients and stakeholder. Implement system and process enhancements, and updates successfully. Participate in the implementation of projects. Provide advice to IS users regarding the effective implementation of risk processes and procedures. Attend to enquiries in service level time lines. Ensure compliance with to policies, procedures and standards. Keep up to date with any changes in the IS legislative framework and implement necessary steps/actions to ensure that the client is compliant. Implement quality control, norms and standards frameworks for stakeholder interaction and service delivery. Comply with departmental policies, procedures and Treasury Regulations to ensure that supply chain management processes and assets are effectively utilised / managed.

ENQUIRIES
APPLICATIONS

- : Head Office: Ms T Rakgoale Tel No: (012) 406 2808
- : 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: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001