

## 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** : 04 July 2025
- NOTE** : Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://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 limited to 2.5MB in size (for emailed applications). 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 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); 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). 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 20/47** **CHIEF DIRECTOR: EMPLOYEE RELATIONS, HEALTH AND WELLNESS**  
**REF NO: HRMC 25/25/1**
- SALARY** : R1 436 022 - R1 716 933 per annum (Level 14), (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** : Head Office, Tshwane, Branch: Human Resources Management and Development.
- REQUIREMENTS** : An undergraduate qualification in Labour Law or Labour Relations or Human Resources or Industrial - or Organisational Psychology or Public Management, or a related field at NQF Level 7 as recognised by SAQA. A minimum of 5 years' experience at a senior management level (strategic management level). Extensive experience in Employee Engagement Operations, Collective Bargaining, Dispute Resolution Structures, and Labour Court processes. Proven experience in drafting and interpreting collective agreements. Comprehensive and advanced knowledge of the Labour Relations Act and the broader Labour Relations Legislative Frameworks. Knowledge of Employment Equity, Employee Health and Wellness and Diversity Management Frameworks. Sound knowledge of the Public Service Act, Public Administration Management Act and Public Finance Management Act. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Demonstrated experience in project management, organisational transformation, and the implementation of online / digital case management systems. A valid drivers' license and willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate

upon appointment. Required skills and competencies: Advanced Labour Relations or Labour Law acumen, with the ability to interpret, apply and lead within a complex regulatory and policy environment. Diagnostic and analytical capability to assess intricate workplace dynamics and formulate actionable responses. Exceptional problem-solving skills, with the ability to manage an lead complex, multifaceted processes and programs under pressure. Strong multi-tasking abilities, with the capacity to manage cross-functional demands simultaneously. People management skills that combine high courage and high consideration to drive individual and team performance. Advanced report writing and policy drafting skills; with the ability to translate analysis into clear strategic documents. Competence in managing external legal advisors / attorneys and providing accurate, strategic instructions. Capability to represent the Department competently in bargaining forums, dispute platforms, and sectoral engagements. Excellent communication, negotiation, and conflict resolution skills. Strategic planning, innovation, and decision-making capabilities. Digital acumen to lead modernisation and transformation initiatives in the Chief Directorate. Individual Orientation: A proactive and solutions-focused leader. A person of high integrity with a zero tolerance for corruption. Demonstrated ethical leadership and sound judgement. Committed to continuous learning, collaboration and transformation. Anchored in public service values and driven by good intent.

#### **DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and manage all Labour Relations processes, including misconduct, disciplinary matters, grievances, disputes, appeals, industrial action, and collective bargaining. Represent the Department in national and departmental bargaining structures and other dispute resolution forums. Ensure competent legal representation in disciplinary hearings, arbitration processes, and Labour Court proceedings. Oversee the development and implementation of strategic frameworks for Employee Health and Wellness, Transformation and Gender, and Diversity Management / Equality programmes. Facilitate constructive stakeholder engagement and collaboration across internal and external partners. Implement and drive innovation, digital transformation, and product/process improvements. Reduce the Department's Labour Relations contingent liability. Monitor and evaluate performance against the business plan, ensuring alignment with strategic objectives. Uphold governance standards and ensure full compliance with audit, risk, and regulatory requirements. Lead the analysis of trends and submission of comprehensive reports to inform policy and strategic planning. Provide visionary leadership and guidance across the Chief Directorate. Ensure optimal utilisation of human, financial and physical resources. Build and sustain a high-performance team culture aligned with public service values.

#### **ENQUIRIES APPLICATIONS**

: Ms S Mkhalihi 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 [hrrcruitment@dha.gov.za](mailto:hrrcruitment@dha.gov.za) by the specified closing date.

#### **OTHER POSTS**

#### **POST 20/48**

#### **OFFICE MANAGER REF NO: HRMC 25/25/2**

#### **SALARY CENTRE**

: R896 436 - R1 055 958 per annum (Level 11)  
: Head Office: Tshwane, Office of the Deputy Director-General: Human Resources Management and Development.

#### **REQUIREMENTS**

: An undergraduate qualification in Administration or Management or Office Management and Technology, or Business Management or Public Management and Administration, or related field at NQF level 6 as recognized by SAQA. Three (3) years' experience at an Assistant Director or Junior Management level in an office management environment. Knowledge of office administration, executive support, and coordination of strategic documents and processes. Sound understating of document and records management. Knowledge of the Constitution of the Republic of South Africa, public service legislative frameworks, and government structures Excellent abilities and experience in project management, project optimization, digital transformation, and use of online systems. A valid drivers' license. Willingness to travel and work extended hours when required. Required skills and competencies: Strategic capability and leadership. Program and project management. Financial Management. Service delivery innovation. Client orientation and

customer focus. Problem solving and analysis. Planning, organizing, coordinating and time management. Change Management. Excellent written and verbal communication skills, including report writing and presentation skills. Conflict management, facilitation, influencing, networking, and negotiation skills. Minute taking and document management. Ability to instill appropriate systems and technology to support effective operations in the Office. Digital transformation support. Computer literacy. Ability to interface effectively with internal stakeholders such as the Director-General's Office, fellow EXCO members' offices, and external parties. Ability to manage the diary and workflow of the DDG with discretion, confidentiality, and strategic awareness. Stakeholder engagement. Behavioural competencies: High level of integrity and trustworthiness. Ability to handle confidential matters discreetly. Strong objectivity, emotional intelligence, and professionalism. A proactive individual who is solutions-oriented. High level of accountability, patriotism, and commitment to ethical conduct.

## **DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Manage the Office of the Deputy Director-General: Human Resources Management and Development (DDG: HRM & D) and coordinate strategic support to ensure optimal functioning. Effectively manage the DDG's diary, briefings, and engagements with internal and external stakeholders. Deliver comprehensive and timeous reports and presentations related to finances and work activities. Manage and consolidate the Branch's strategic planning documentation and performance reports (e.g. monthly, quarterly, and annual reports). Review and study correspondence, submissions and reports, highlighting key aspects and making recommendations where necessary. Scrutinise documents to ensure alignment with departmental priorities and proofread all submissions. Compile complex documents using research and analysis, in support of strategic initiatives. Obtain inputs from Chief Directors and consolidate reporting to support oversight and compliance. Facilitate and represent the DDG's Office at strategic stakeholder forums and meetings. Implement governance frameworks, digital innovations, document management and process improvements to enhance service delivery. Manage the physical, and financial resources within the Office, ensuring compliance and accountability. Coach and guide team members on administrative excellence and adherence to relevant regulatory frameworks.

## **ENQUIRIES**

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

## **POST 20/49**

### **ASSISTANT OFFICE MANAGER REF NO: HRMC 25/25/3**

## **SALARY CENTRE**

: R468 459 - R551 823 per annum (Level 09)  
: Head Office: Tshwane, Office of the Deputy Director-General: Immigration Services

## **REQUIREMENTS**

: An undergraduate qualification in Administration Management or Office Management and Technology, or Business Management at NQF level 6 as recognized by SAQA. Three (3) years' experience at a Senior Administrative Officer Level in an Office Management / Administration environment. Knowledge of Office Administration, and document management methodologies. 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 Human Resource Regulatory Framework. Knowledge of Finances related regulations. Excellent abilities and experience in project management, project optimization, and the use of online systems. Willingness to travel and work extended hours where required. Required skills and competencies: Client orientation, customer focus and innovation. Financial Management. Program and project management. Planning, organizing, coordinating and time management. Problem solving and decision making. Office and project administration. Excellent written and verbal communication skills. Telephone Etiquette. Document management and minute taking. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Office in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

## **DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administrate effective operations within the office of the Deputy Director-General (DDG). Provide effective secretarial support services to the

DDG, including extensive diary management. Liaise and interact with various departmental business units regarding enquiries and any information requested from the unit. Receive, record and compile realistic schedules of appointments for the DDG. Handle the procurement of standard items such as stationary, refreshments, etc. for the DDG. Make travel and accommodation arrangements, and process travel and subsistence claims. Track submissions and reports due. Provide administrative duties i.e filling of documents and leave. Control the flow of correspondence and monitor target dates and turnaround times. Scrutinize submissions / reports and make notes and / or recommendations. Oversee the postal, messenger services and cleaning services. Consolidate Branch reports. Attend selected meetings with the DDG and take minutes. Prepare presentations for the DDG. Manage events of the Office of the DDG. 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. Provide project support to the Branch as directed. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of physical and financial resources.

**ENQUIRIES**  
**APPLICATIONS**

- : Head Office: Mr R Mohlaka Tel No: (012) 406 4246
- : 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