

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to hire patriotic, professional, 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 deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.



CLOSING DATE
NOTE

: 17 August 2026

: Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct 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, 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), regardless of online or manual submission. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. 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. 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); for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, 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). 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. The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used 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.

OTHER POSTS

<u>POST 27/39</u>	:	<u>DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: HRMC 55/26/1</u> (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
<u>CENTRE</u>	:	Head Office: Tshwane and Cape Town (Sessional)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Political Sciences, Public Management and Administration or related field at NQF level 6 as recognised by SAQA. 3 years' experience at Junior Management / Assistant Director is required. Understanding of various Portfolio and cabinet Committees. Knowledge of foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid drivers' license. Regular travel between Pretoria and Cape Town, particularly during Parliamentary sitting. Willingness to travel frequently and work outside normal office hours when operationally required. Ability to communicate with all levels of management. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Financial Management. Communication. Decision Making. Planning and Organising. Exceptional organisational and coordination skills. Business report writing. Strong written communication and editing skills. Computer literacy (advanced Microsoft Office Suite). Strong administrative and document management skills. Strong analytical skills. Problem-solving and conflict management. Ability to manage multiple priorities and consistently meet tight deadlines. Strong sense of accountability and ownership. Ability to work independently with minimal supervision. Attention to detail. Influencing and networking. Presentation skills. Facilitation skills. Negotiation skills. Interpersonal relations. Professionalism, discretion and integrity. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide support services to Parliamentary matters, portfolio-selected committees and Cabinet matters. Coordinate multiple concurrent Parliamentary and Cabinet workstreams. Track deadlines across the Department and follow up with branches to ensure timely submissions. Coordinate departmental interaction with Parliamentary Committees in accordance with the Parliamentary programme. Render administrative and technical support to departmental delegations attending Parliamentary briefings and committee meetings. Manage the drafting, quality assurance and submission of departmental responses to Parliamentary questions posed to the Minister of Home Affairs. Facilitate and coordinate departmental responses to Parliamentary and Cabinet enquiries. Coordinate inputs from relevant branches and participate in the drafting and finalisation of Cabinet memoranda for Cabinet consideration. Ensure departmental compliance with all Parliamentary and Cabinet processes, policies and prescribed timeframes. Monitor the implementation of decisions taken by Cabinet, Cabinet Committees and Parliamentary Committees that are relevant to the Department. Maintain accurate tracking systems and records of Parliamentary questions, committee resolutions, Cabinet memoranda and Cabinet Committee minutes. Escalate risks or delays that may impact compliance with Parliamentary or Cabinet deadlines. Drive the implementation of the Batho Pele principles within the unit in all interactions with internal and external stakeholders. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. 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. Plan the production of annual reports in line with corporate strategy. 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: Mr B Mathatho Tel No: (012) 406 4250

<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or DGreruitment@dha.gov.za
<u>POST 27/40</u>	:	<u>ASSISTANT DIRECTOR: ASSET CONTROL REF NO: HRMC 55/26/2</u> Sub- Directorate: Asset Control
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09), (a basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting, Financial Accounting, Financial Management, Cost and Management Accounting, Auditing, at NQF 6 as recognized by SAQA. Three (3) Years' Supervisory experience in an Asset 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 modified cash system (MCS). Knowledge of BAS, LOGIS and BAUD systems. Knowledge of the Supply Chain Management practices. Knowledge of Asset Management Framework. Knowledge of the Standard Chart of Accounts (SCoA). Required skills and competencies: Capability and leadership. Service delivery innovation. Stakeholder relations and customer focus. People management and empowerment. Programme and project management. Communication. Decision making. Financial Risk Management. Asset Control Management. Expenditure Management and Administration. Budget administration. Business Report Writing. Initiating action. Asset verification. Problem solving and analysis. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Negotiation Skills. Reconciliation Skills. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and effective asset management in the Department. Facilitate and develop the asset and acquisition plans and strategies. Facilitate and maintain the asset register integrity. Assist with the monthly reconciliation of BAS, update the current year addition register and ensure completeness and accuracy on the LOGIS, BAS and FA System. Facilitate and implement physical verification of assets in the department. Facilitate and maintain the movement of assets, update the movement, condition, location of moveable assets in the register. Facilitate the investigation of instances of not verified assets lost, stolen or damaged assets and report them to the Loss Control Committee for recovery. Facilitate and maintain recording of write-offs, disposals and asset losses. Maintain disposals of assets including recording of income and related administration. Maintain and update moveable lease register. Facilitate the lease commitment and disclosure note. Facilitate and establish norms, standards and processes for assets in the Department. Assist to generate Return on Investment and other prescribed and delegated reports for National Treasury and Business Owners. Facilitate and maintain effective operations within the fixed asset management unit. Ensure the implementation of effective risk and compliance management. Implementation of policies, procedures, directives, acts and regulations. 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 N Mnisi Tel No: (012) 406 4238
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za
<u>POST 27/41</u>	:	<u>SENIOR FINGERPRINT EXPERT: INVESTIGATION AND RECORDS REF NO: HRMC 55/26/3</u> Directorate: Fingerprint Verification
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary package)
<u>CENTRE</u>	:	Head Office: Tshwane, (BVR)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Administration, Operations Management at NQF level 6 as recognised by SAQA. 2 years' experience at a supervisor level and experience in Civic Services / Customer Service and basic Investigation and Records environment is required. Basic

Knowledge of Public Service Regulations. Knowledge of the Departmental Legislation and Prescripts (Civic Services). Knowledge and understanding of the verification process. Basic knowledge of the Human Resource Regulatory Framework. Willingness to travel and work extended hours. Required skills and competencies: Service delivery. Client and customer orientation. Honesty and integrity. Client and customer relations. Conflict Resolution. Problem solving and analysis. Report Writing. Colour vision and hearing. Basic Ability to understand and follow camera scripts. Physical strength to carry heavy equipment and stamina. Ability to think and act quickly. Computer literacy. Basic image editing skills. Communication skills. Planning and organising skills. Analytical skills. Problem solving skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and implement the processing of investigations and records of clients in the unit. Ensure and implement the investigation and records by following the correct processes and procedures in the unit. Ensure and prepare all the files received from front office. Ensure the investigation and records of the application according to requirements. Ensure the capturing of quality with regard to the application. Resolve technical or practical issues from employees and escalate complex matters to the Supervisor. Monitor the performance of the SLA between the Front Office and the unit and take corrective action where required. Implement effective operational control measures to prevent corruption and other non-financial losses. Liaise with Government Printing Works and other stakeholders to ensure quality and timeous delivery of services. Facilitate the timely and compliant filing and/or disposal of undelivered or incomplete Identity Documents. Ensure the ongoing in and out management of records in the unit. Supervise and implement investigation and records processes and procedures. Maintain good relationships with clients and stakeholders. Implement effective risk and compliance in line with the relevant practices. 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

: Mr R Mohlaka Tel No: (012) 406 4246

APPLICATIONS

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