



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: 28 March 2025

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 9 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: 25 April 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 (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.**

SELECTION:

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 licence 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 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 (unemployed) youth and the Department's Interns and Learners who have successfully completed their respective skills development programmes, and who 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 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6), REF NO HRMC 9/25/1 (2 POSITIONS)**

SALARY LEVEL : A basic salary package of **R556 356 413 to R1 314 666** per annum (MR-6). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE : Head Office: Tshwane, Directorate: Contracts

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 NO 2 : **LOCAL OFFICE MANAGER (16 POSITIONS)**

SALARY LEVEL : A basic salary of **R552 081 to R650 322** per annum (Level 10).

CENTRE REF NO : Eastern Cape: Medium Office: Aliwal North (1 Post)
HRMC 9/25/2a

CENTRE REF NO : Eastern Cape: Medium Office: Grahamstown (1 Post)
HRMC 9/25/2b

CENTRE REF NO : Eastern Cape: Medium Office: Lady Frere (1 Post)
HRMC 9/25/2c

CENTRE REF NO : Eastern Cape: Medium Office: Mount Ayliff (1 Post)
HRMC 9/25/2d

CENTRE REF NO : Gauteng: Medium Office: Alberton (1 Post)
HRMC 9/25/2e

CENTRE REF NO : Gauteng: Medium Office: Randburg (1 Post)
HRMC 9/25/2f

CENTRE REF NO : KwaZulu-Natal: Medium Office: Kwadukuza (1 Post)
HRMC 9/25/2g

CENTRE REF NO : KwaZulu-Natal: Medium Office: Prospecton (1 Post)
HRMC 9/25/2h

<u>CENTRE REF NO</u>	:	KwaZulu-Natal: Medium Office: Scottburgh (1 Post) <u>HRMC 9/25/2i</u>
<u>CENTRE REF NO</u>	:	Limpopo: Medium Office: Mutale (1 Post) <u>HRMC 9/25/2j</u>
<u>CENTRE REF NO</u>	:	Mpumalanga: Medium Office: Mhala (1 Post) <u>HRMC 9/25/2k</u>
<u>CENTRE REF NO</u>	:	North West: Medium Office: Zeerust (1 Post) <u>HRMC 9/25/2l</u>
<u>CENTRE REF NO</u>	:	North West: Medium Office: Mafikeng (1 Post) <u>HRMC 9/25/2m</u>
<u>CENTRE REF NO</u>	:	North West: Medium Office: Wolmaranstad (1 Post) <u>HRMC 9/25/2n</u>
<u>CENTRE REF NO</u>	:	Western Cape: Medium Office: Bellville (1 Post) <u>HRMC 9/25/2o</u>
<u>CENTRE REF NO</u>	:	Western Cape: Medium Office: Wynberg (1 Post) <u>HRMC 9/25/2p</u>
<u>REQUIREMENTS</u>	:	<p>•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.</p> <p>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</p>
<u>DUTIES</u>	:	<p>The successful candidates will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> • 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.
<u>ENQUIRIES</u>	:	<p>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 (021) 488 1409</p>

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 X 09, Pietermaritzburg 3209

Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo:

Postal Address: Private Bag X 9517, 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 X 119, Mmabatho, 2735,

Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Western Cape:

Postal Address: Private Bag X 9103, Cape Town, 8000

Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000