



home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

new
directions



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 F Kwape

Tel No: 012 406 4258
Date Issued: 02 November 2020

HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 49 OF 2020

VACANCIES IN THE DEPARTMENT

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions.

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.



DIRECTIONS TO APPLICANTS

CLOSING DATE : 13 November 2020

APPLICATIONS : Applications must be -

- sent to the **correct address** specified at the bottom of each position, **on or before the closing date**;
- submitted on the **Application for Employment Form (Z.83)**, obtainable at www.gov.za;
- accompanied by a **comprehensive CV**, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two **contactable employment references** (as recent as possible);
- accompanied by a copy of the Applicant's **ID, valid driver's license** where applicable and **relevant educational qualifications**. Applicants who possess (a) **foreign qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (SAQA); and

SELECTION:

- Shortlisted Candidates for posts on Salary Level 9 and above will be subjected to **technical test(s)** (which test Candidates' demonstrated professional and technical competency against the job requirements and duties).
- All Candidates on Salary Level 11 and above will furthermore undergo a **competency assessment**, (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post).
- For lower level posts, preference may be given to locally based candidates on grounds of affordability.
- **Employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications)
- All Candidates applying for SMS posts (Salary Level 13 and above), will be required to complete the online "**Pre-entry Certificate to Senior Management Services**" course. The course is available 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: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/> . **Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately.**



- POST NO 1** : **LOCAL OFFICE MANAGER, REF NO: HRMC 49/20/01**
- SALARY LEVEL** : A basic salary of **R470 040 to R553 677** per annum (Level 10). In addition, a range of competitive benefits are offered.
- CENTRE** : Mpumalanga: Medium Office: Standerton
- REQUIREMENTS** : • A 3 year tertiary qualification in Public Management and Administration or Social Science at NQF level 6 as recognized by SAQA • 2 - 3 years' experience in Customer Service Management environment • 1 - 2 years' experience in supervisory level position • Experience in Civic and Immigration Services • Knowledge of workflow planning and capacity planning • Knowledge of the South African Constitution • Knowledge of all Civic Services Regulations • Basic knowledge of the Immigration Act and Refugee Act • Knowledge of the Public Service Regulatory Framework • Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge and understanding of departmental legislation and Human Resources legislation and prescripts • Understanding of departmental legislation and Human Resources legislation and prescripts • Knowledge of Occupation Health and Safety Act • Strategic capability and leadership • Client orientation and customer focus • People management and empowerment • Financial management, honesty and integrity • Program and project management • Presentation skills, problem solving and analysis • Business report writing • Policy analysis and interpretation • Computer literacy • Corruption measures and principles. A valid drivers' license, willingness to travel extensively and working extended hours is essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Manage and oversee the provision of Civics and Immigration Services • Manage and oversee the provision of all Departmental products and services • Regulate the sojourn of foreigners in the Country • Manage the revenue collected from products and services • Facilitate of intergovernmental and stakeholder relations in the local municipality • Ensure the implementation of the Batho Pele Principles within the Local Office in all interactions with internal and external customers • Provide guidance and leadership to the Office in the achievement of operational goals • Collate, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates • Implement quality assurance and data quality strategies and actions • Ensure the effective and uniform implementation of Standard Operating Procedures • Ensure that all statistic, reports and replies are submitted timely and accurately • Develop and implementation of Policies, Procedures, Directives Acts and Regulations • Develop and review policies and code of practise for the directorate • Implement governance processes, framework and procedures • Ensure compliance with all law enforcement requirements, quality and risk management frameworks, standards and procedures • Monitor and ensure compliance with legislation, regulations and Departmental policies and procedures • Plan the production of annual reports in line with the law enforcement strategy • The provision of administrative support services in the Local Office • Implement and maintain an Operational plan complemented by action plans for service delivery in the offices • Support the development, provide inputs and advice on policy development and ensure the effective implementation thereof • Review and ensure effective workflow and capacity planning • Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution • Inform the District Manager Operations about work progress, problems and corrective measures applied • Ensure effective risk and compliance management • Develop and implement governance processes, framework and procedures within the Directorate associated with statutory financial responsibilities • Monitor and ensure compliance with Legislation, Regulations, Departmental policies and procedures within the directorate • Ensure compliance with all audit requirements within the Directorate • Represent the Directorate at management and other government forum • Monitor quality, risk, standards and practices against prescribed frameworks • Compile reports on the findings and recommendations to inform decision-making • Manage physical, human and financial resources • Ensure that budget spending is maximized in line with strategic objective • Monitor and report on the utilization of equipment • Ensure that the preparation of the budget are in line with strategic plan and department objectives • Ensure proper implementation of the budget by monitoring, projecting on expenditure • Coordinate memorandum of understanding, service level agreement and expenditure review • Ensure capacity and development of staff • Enhance and maintain employee

motivation and cultivation a culture of performance management • Ensure that the Division is adequately staffed • Evaluate and monitor performance and appraisal of employees.

ENQUIRIES : Mpumalanga: Ms NA Phiri, Tel No: (013) 752 2522

POST NO 2 : **DISTRICT INFORMATION TECHNOLOGY OFFICER, (2 POSITIONS)**

SALARY LEVEL : A basic salary of **R376 596 to R443 601** per annum (Level 9). In addition, a range of competitive benefits are offered.

CENTRE REF NO : Kwa-Zulu Natal: Harry Gwala (Sisonke) District Municipality, (1 Post)
: **HRMC 49/20/02a**

CENTRE REF NO : Northern Cape: Namaqua District Municipality, (1 Post)
: **HRMC 49/20/02b**

REQUIREMENTS : • A 3 year tertiary qualification in Information Technology or related at NQF level 6 as recognised by SAQA • A Degree at NQF level 7 or ITIL foundation will be an added advantage • 3 years' experience in the IT environment • Sound knowledge and application of the GITO guidelines and prescripts • Knowledge of Minimum Information Security Standards (MISS) • Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000 • Knowledge of the State Information Technology Agency Act No 88 of 1998 • Knowledge of the Public Service Regulatory Framework and the Departmental legislation and prescripts • Client orientation, customer focus, program and project management, communication, presentation, business report writing, influencing, networking, problem solving and analysis skills • A valid drivers' license, willingness to travel extensively and working extended hours is essential • Working on call is required.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Provide IT support of all DHA systems and infrastructure in all offices • Ensure the implementation of infrastructure and hardware support • Install and support of network data-lines, routers, switches, firewalls and IDS/IPS • Ensure the installation and support of servers in the data centre • Ensure that officials are enrolled on the authentication system and provided with required smart cards • Support online verification scanners used for online verification • Provide support on all applications and workstations. Coordinate the IT requirements of the individual offices with Head Office • Maintain IT asset registers in various local offices • Facilitate disposal process of IT asset and provide technical support for redundant and obsolete items • Facilitate and implement application/system support in the District Municipality • Ensure high availability of systems by officials • Provide IT support to transversal systems (Persal, LOGIS and BAS. Provide IT support to all administrative systems in the offices, Ports of Entry, Refugees Centres, Service points and Health facilities that provides DHA services • Provide support to IT related projects • Ensure that all desktops and laptops have all required applications, anti-virus software, conduct regular updates and data recovery • Identify and resolve problems causing disruption on the operation of the business and in the network • Resolve the root-causes of incidents and deploy effective workarounds • Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes • Increase knowledge capital (data used to identify trends and proactively identify any problem area • Timely, identify, diagnose and resolve problems • Resolve problems as underlying causes identified and corrected • Provide error control and record error solutions • Identifying underlying problems associated with the corresponding incidents that have occurred • Identify suitable workarounds that provide staff with service improvement while a more permanent solution is sought • Analyse urgency and the resources required to effect temporary and permanent solutions to the problems.

ENQUIRIES : M P Mosia, Tel No: (012) 406 4536

- POST NO 3** : **ASSISTANT DIRECTOR: DISTRICT COORDINATOR, REF NO: HRMC 48/20/03**
- SALARY LEVEL** : A basic salary of **R376 596 to R443 601** per annum (Level 9). In addition, a range of competitive benefits are offered.
- CENTRE** : KwaZulu Natal: District Municipality Office: UGU
- REQUIREMENTS** : • A 3 year tertiary qualification in Public Management at NQF level 6 or a related a related qualification at NQF level 6 as recognized by SAQA • 2- 3 years' experience in operations management will be added advantage • 1 - 2 years' supervisory experience in the relevant environment • 2 years relevant experience in the Public Service would be an added advantage • Knowledge of the South African Constitution • Knowledge of the Public Service Act and its Regulations • Proven knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations as it relates to managing a Business Unit • Understanding of Human Resources legislation and prescripts • Computer literacy • Budgeting and Financial Management • Project management, change management, strong problem solving and analysis • Quality orientation • A valid drivers' license, willingness to travel extensively and working extended hours is essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Manage operations to enhance service delivery within the Local office • Coordinate effective integration of various Civic and Immigration services in local office • Submit monthly statistics to the Provincial Coordinator • Coordinate the implementation of processes and system for service delivery improvement within local offices • Coordinate and monitor DHA participation in the Local office cluster • Coordinate the Local Office performance against deliverables • Coordinate the implementation and maintenance of the execution of Local offices related strategies • Liaise with internal and external stakeholders and ensure that relevant information is strategically communicated • Coordinate core business functions, identified projects and special programmes • Consolidate various quantitative reports in the local municipality, monitor and evaluate reports, cluster reports and routine reports to the provincial office • Ensure effective risk and compliance management • Develop and implement governance processes, framework and procedures within the directorate associated with statutory financial responsibilities • Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures within the directorate • Ensure compliance with all audit requirements within the directorate • Represent the directorate at management and other government forum • Monitor quality, risk, standards and practices against prescribed frameworks • Compile reports on the findings and recommendations to inform decision-making.
- ENQUIRIES** : KwaZulu-Natal: Ms N. Shezi, Tel No: (033) 845 5003/ 033 845 5004
- POST NO 4** : **CIVIC SERVICES SUPERVISOR, REF NO: HRMC 49/20/04**
- SALARY LEVEL** : A basic salary of **R316 791 to R373 167** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : North West: Large Office: Mmabatho
- REQUIREMENTS** : • A 3 year tertiary qualification in Public Administration at NQF level 6 or a related qualification at NQF level 6 as recognised by SAQA • 1 – 2 years' experience in a Client Service position • Knowledge of the South African Constitution • Knowledge of the Public Service Act and its Regulations • Understanding of Human Resources legislations and prescripts as well as departmental legislations • Computer literacy • Analytic thinking, planning and organizing • Problem solving, interpersonal skills and financial administration • Good verbal and written communication skills • Pays attention to details • Clerical and administration, multi task and teamwork • Record and time management • A valid drivers' license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Supervise the effective daily operation of the front office • Monitor delivery of service to internal service level standards and targets and client demands • Monitor service bottlenecks, trends and errors and take corrective action • Monitor delivery and assist staff where service levels are not being met • Ensure processes are executed

according to Standard Operating Procedures • Produce quality reports regarding turnaround times, documents processed and error rates • Implement quality assurance measures to ensure quality of service delivery • Manage records/documentation according to DHA requirements • Deal with non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors. Render services in mobile units where required • Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the Unit • Build and coach an effective team to ensure the processing/administering of all functions • Encourage Client focus, counter corruption and service delivery • Promote Batho Pele principles in order to improve service delivery within the office • Assist staff in the effective utilisation of technology and technology infrastructure within the front office • Provide on the job training and mentoring to all staff relating to the effective operation of their daily functions (Including new staff) • Act as change agent for all new processes, systems or practices • Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements • Ensure effective risk and compliance management • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report all risks according to required format to the Superior • Keep up to date with new policy requirements, regulatory requirements and circulars and liaise with team and management to ensure awareness, understanding and accurate implementation • Review the working environment and report all Occupational Health and Safety issues to management.

ENQUIRIES

: North West: Ms MY Seleke, Tel No: (018) 397 9904/7/8/22

POST NO 5

: **MOBILE DRIVER, REF NO: HRMC 49/20/06**

SALARY LEVEL

: A basic salary of **R257 508 to R303 339** per annum (Level 7). In addition, a range of competitive benefits are offered.

CENTRE

: Mpumalanga: Large Office: Witbank (Emalahleni)

REQUIREMENTS

: • A Grade 12 Certificate at NQF level 4 as recognised by SAQA • 1-2 years clerical experience • Knowledge of Departmental prescripts • Proven client focus and orientation • Sound Interpersonal skills • Time management • Communication skills • Problem solving skills • Planning and organizing • Leadership ability • Conflict management skills.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Facilitate the provision of Client services to service points • Operate the specialized equipment in the back office as required • Drive the Mobile Unit to the required service point and ensure that the Mobile Unit is set up at the required location at the scheduled time • Operate the assigned Mobile Unit in a safe and courteous manner • Attend clients to embark and disembark (i.e. disabled clients) the Mobile Units where required • Assist in managing the queues when required • Provide clients with assistance in terms of where to go and necessary steps to follow • Provide highest level of prompt and friendly client service • Ensure the assigned vehicle clean inside and outside • Maintain accurate and up-to-date scheduled trip sheets, to ensure that there are no interruption in services • Coordinate and liaise with the schedule and Logistics Manager to ensure that minor and major vehicle maintenance are carried out as scheduled and to limit impact on service delivery • Perform daily-trip and post-trip vehicle inspections and ensure that the Mobile Unit is in the best safety condition at all times • Report incidents and accidents timeously and compile vehicle condition reports and other records requested by management • Assist with any duties required by management in the quest for client service excellence • Adhere to the disciplinary code, code of conduct and all operational manuals provided by Department • Resolve problems or complaints according to guidelines established by the management • Deal with non-standard requests and issues from staff in the execution of their duties • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Perform overall supervisory functions of the Unit.

ENQUIRIES

: Mpumalanga: Ms NA Phiri, Tel No: (013) 752 2522

<u>POST NO 6</u>	: <u>CHIEF ADMINISTRATION CLERK, (2 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R257 508 to R303 339 per annum (Level 7). In addition, a range of competitive benefits are offered.
<u>CENTRE REF NO</u>	: KwaZulu-Natal: Medium Office: Scottsburg : HRMC 49/20/6a
<u>CENTRE REF NO</u>	: Mpumalanga: Large Office: Nelspruit : HRMC 49/20/6b
<u>REQUIREMENTS</u>	: • A 3 year tertiary qualification in Public Management and Administration/ Social Sciences at NQF level 6 as recognised by SAQA • Computer literacy • Knowledge of the South African Constitution • Knowledge of the Public Service Act and its Regulations • Clerical and administration skills • Pay attention to detail • Analytical thinking • Verbal and written communication skills • Record and time management • Problem solving, team work and multi task • Financial administration, planning and organising • A valid drivers' license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Supervise the effective daily operations of Civic Services of front offices • Monitor delivery of service to internal service level standards, targets and client demands • Monitor service bottlenecks, trends and errors and take corrective action • Monitor delivery and assist staff where service levels are not being met • Ensure processes are executed according to Standard Operating Procedures • Produce quality reports regarding turnaround times, documents processed and error rates • Implement quality assurance measures to ensure quality of service delivery • Manage records/documentation according to Departmental requirements • Deal with non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors • Render services in mobile units where required • Liaise with various stakeholders (communities, community leaders) and ensure effective stakeholder management • Ensure that budget spending is maximized in line with strategic objective • Monitor and report on the utilization of equipment • Ensure that the preparation of the budget is in line with strategic plan and department objectives • Ensure proper implementation of the budget by monitoring, projecting on expenditure • Coordinate memorandum of understanding, service level agreement and expenditure review.
<u>ENQUIRIES</u>	: Mpumalanga: Ms NA Phiri, Tel No: (013) 752 2522
<u>POST NO 7</u>	: <u>ADMINISTRATION CLERK (10 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R208 584 to R245 694 per annum (Level 6). In addition, a range of competitive benefits are offered.
<u>CENTRE REF NO</u>	: Eastern Cape: Large Office: Queenstown (2 Post) : HRMC 49/20/7a
<u>CENTRE REF NO</u>	: Gauteng: Large Office: Akasia (1 Post) : HRMC 49/20/7b
<u>CENTRE REF NO</u>	: Gauteng: Medium Office: Boksburg (1 Post) : HRMC 49/20/7c
<u>CENTRE REF NO</u>	: Gauteng: Medium Office: Springs (2 Posts) : HRMC 49/20/7d
<u>CENTRE REF NO</u>	: Mpumalanga: Large Office: Nelspruit (2 Posts) : HRMC 49/20/7e
<u>CENTRE REF NO</u>	: North West: Large Office: Mmabatho (1 Post) : HRMC 49/20/7f

CENTRE
REF NO

- : North West: Medium Office: Wolmaranstad (1 Post)
- : **HRMC 49/20/7g**

REQUIREMENTS

- : • A Grade 12 Certificate at NQF level 4 as recognised by SAQA • A higher Certificate in Public Management or Business Administration • Knowledge of finger print verification • Completion of a CADET or Internship Programme within the Department of Home Affairs will be an added advantage • Basic understanding of fingerprint taking • Computer literacy • Knowledge of Civic Services Regulatory Framework • Knowledge of the Departmental Regulations and Prescripts • Interpersonal skills • Client orientation and customer focus • Verbal and written communication skills • Telephone etiquette • A valid drivers' license and willingness to travel.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - Greet and walk in customers, and ensure that they receive a professional, warm and friendly welcome • Provide customers with orientation and information on the services required • Check status of applicant (Fingerprints register on HANIS and marital status), and conduct online verification and issue a ticket • Provide advice and direction to relevant departments and ensure the highest customer service standards • Operate in front and behind the pay barrier and be the first point of contact for customers • Direct customers to relevant service departments in a timely manner and with the highest customer service standards • Ensure that the customer waiting areas are maintained in the highest standards as per the appearance, accessibility and demarcation • Ensure that the customer receives the highest service standards in accordance with the departmental values and vision statements • Monitor the live capture photo booth in the department • Capture digital photograph of the applicant • Capture digital signature of the applicant with the prescribed equipment • Search for an applicant using the information from BQMS • Add comment on the information received from the BQMS • Request over-ride exceptions on biometrics • Clear the search criteria in the search screen after use • Verify and validate client information on system, fingerprint, scan client supporting document on line • Examine processed finger prints and evaluate their validity for entry into the automated fingerprint identification system • Prepare prints through photographic enlargements, photographic reduction and computer scanning for digital computer entry • Improve the quality and integrity of digitized computer images through enhancement or the deletion of fingerprint details prior to the initiation of computer searches for verification • Perform online verification of fingerprints with lists of customer prints received from the system or with fingerprints taken on site by an official to attempt a positive identification • Authenticate Application • Verify applicant • Completing the application form and attach supporting documents • Capture signature and close ticket. Receive and monitor the delivery of smart cards • Records and check quantity and quality of goods received • Inspect, accept, or reject inbound smart cards • Communicate with Supplier for product returns/repair • Accurately inputs received material into computer system and forwards accurate documentation to accounts payable • Monitor the collections of applications from clients • Capture sealed identity numbers of applicant into the system • Change applicant status on system • Accept and scan all documents from applicants • Verify applications to detect damaged or missing documents • Insert smart card in card stand to retrieve card data and match fingerprint • Ensure that the client sign on the mouse pad • Issue Smart ID card to client • Support the implementation of security control processes and policies • Scan or capture reference/identity number • Print/issue service ticket and re-activate abandoned ticket • Select service request and add new workstations to counters • Allocate the counters to the different queues • Provide names for queues and allocate various queues to groups • Monitor the time of ticket abandonment, suspension and waiting time for agents summoning the tickets • Allocate timeslots and number of people for each priority queue • Combine Region, Sub-region and address for a new Branch • Application of Identity Document, Registration of Birth, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents • Receive the relevant application forms with supporting documents • Verify function 192 to determine whether not already registered • Register the application on the relevant register book • Issue receipt and send to fingerprint • Record on track and trace and open file • Present to panel for interview • Screen committee conducting interview • Send fingerprints to Head Office and await results • Receive results of fingerprint verification and submit application and file to Head Office • Upon approval, print and hand over certificate to client.

<u>ENQUIRIES</u>	: Eastern Cape: Mr L Jama, Tel No: (043) 604 6400 Gauteng: Mr P Mlangeni/ Ms M Kau, Tel No: (011) 242 9000 Mpumalanga: Ms NA Phiri, Tel No: (013) 752 2522 North West: Ms MY Seleke, Tel No: (018) 397 9904/7/8/22
<u>POST NO 8</u>	: <u>IMMIGRATION OFFICER: INSPECTORATE, (3 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R208 584 to R245 694 per annum (Level 6). In addition, a range of competitive benefits are offered.
<u>CENTRE REF NO</u>	: Gauteng: Large Office: Pretoria (1 Post) : HRMC 49/20/8a
<u>CENTRE REF NO</u>	: Gauteng: TH Maponya Mall 12 (1 Post) : HRMC 49/20/8b
<u>CENTRE REF NO</u>	: North West: Medium Office: Brits (1 Post) : HRMC 49/20/8c
<u>REQUIREMENTS</u>	: • A Grade 12 Certificate at NQF level 4 as recognised by SAQA • 1 years' experience • A relevant qualification at NQF level 6 will be an added advantage • Completion of the CADET or Internship Programme within the Department of Home Affairs will be an added advantage • Knowledge of the South African Constitution • Knowledge of the Public Service Regulatory Framework • Knowledge of the and Immigration Act, Refugees Act and Criminal Prosecution Act • Knowledge of International treaties • Knowledge and understanding of all Acts Administered by the Department • Liaison and interpersonal skills • Customer orientation • Written and verbal communication • Honesty and Integrity • A valid drivers' license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Implement the arrest and detention of illegal foreigners and ensure compliance with Immigration Act • Oversee the tracing, arrest and detention of illegal foreigners within the Republic • Monitor the process of the deportation of illegal foreigners out of the country • Provide guidance and support to Immigration Officers on Immigration matters • Enable prosecution of transgressors of the legislation • Ensure adherence to and effective implementation of policy and legislation regarding Immigration matters • Report to Head Office on the training requirements for immigration officers, trends and statistics on the detention and deportation of illegal foreigners and prohibited persons • Liaise with stakeholders at various levels to ensure proper service delivery • Ensure efficient and effective compliance with the relevant regulatory framework • Encourage and recognise customer focus, counter corruption and service delivery • Act as a role model for all new processes, systems or practices and assist staff with technology and equipment • Monitor team's performance and take corrective action where required or escalate in accordance with DHA guidelines • Produce monthly reports and statistics regarding the volume of documents processed • Manage records/documentation according to DHA policies and requirements • Monitor quality and accuracy of output delivery by checking samples of outputs • Provide advice and assistance to staff members in the execution of their daily tasks • Allocate daily work to staff members and monitor their progress against daily targets or goals • Identify challenges and make suggestions to superiors regarding solutions.
<u>ENQUIRIES</u>	: Gauteng: Mr P Mlangeni/ Ms M Kau, Tel No: (011) 242 9000 North West: Ms MY Seleke, Tel No: (018) 397 9904/7/8/22
<u>POST NO 9</u>	: <u>CASHIER, (2 POSITIONS)</u>
<u>SALARY LEVEL</u>	: A basic salary of R173 703 to R204 612 per annum (Level 5). In addition, a range of competitive benefits are offered.
<u>CENTRE REF NO</u>	: Eastern Cape: Large Office: East London (1 Post) : HRMC 49/20/9a
<u>CENTRE REF NO</u>	: Gauteng: Medium Office: Mamelodi (1 Post) : HRMC 49/20/9b

REQUIREMENTS

- : • A Grade 12 Certificate at NQF level 4 as recognised by SAQA • Knowledge of the South African Constitution • Completion of a Cadet /Internship programme within the Department will be an added advantage • Knowledge of the Public Service Regulations Act • Computer literacy • Analytic thinking, planning and organizing • Problem solving • Verbal and written communication skills • Financial administration • Interpersonal skills • Attention to detail • Clerical and administration • Multi-task, teamwork, record and time management.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - To provide an effective cashier service to all Departmental Clients • Capture the transaction details onto the receipting solution • Receive cash and issues the receipt/invoices to all applicants • Endorse all applications where cash was received • Perform the cashing up procedure at the change of shift and end of day under the Cashier's Supervisor • Bank the cash into the ACHD under the cashier supervisor's supervision • Count float before each shift and keep drawer secure at all times • Ensure accurate handling of client cash, credit payments, and change • Follow all front end procedures and policies • Adhere to requests from management to assist in other front office functions where required • Provide advice to clients and route clients to required service points where required.

ENQUIRIES

- : Eastern Cape: Mr L Jama, Tel No: (043) 604 6400
Gauteng: Mr P Mlangeni/ Ms M Kau, Tel No: (011) 242 9000

POST NO 10

- : **CLEANER, REF NO: HRMC 49/20/10**

SALARY LEVEL

- : A basic salary of **R122 595 to R144 411** per annum (Level 3). In addition, a range of competitive benefits are offered.

CENTRE

- : Free State: Large Office: Welkom

REQUIREMENTS

- : • A basic education (ABET) is required • Minimum of 6 months experience in cleaning environment • Communication, literacy and Interpersonal skills • Knowledge of general hygiene practices and facility layout • Ability to use variety cleaning equipment and products.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
 - To render effective and efficient cleaning services to the departmental offices • Cleaning of the offices, stores and boardrooms • Dust the furniture, vacuum clean washing windows • Sweeping floors, empty dustbins and waste removal • Physical cleaning of toilets, basins, sweeping the floors and replace toilet rolls • General cleaning of the building i.e passage, kitchen and stairs • Sweeping, washing and polishing the floors • Proper cleaning of the kitchen and equipment • Collecting of kettles and urns, cleaning them and filling water jugs • Ensure that the boardroom is clean • Organize cups, kettles glasses jugs for water for meetings.

ENQUIRIES

- : Free State: Ms V Molefi, Tel No: (051) 410 3912

APPLICATION INSTRUCTIONS

Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and drivers' license where applicable, together with an Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to:-

Direct applications to the relevant Department of Home Affairs Office as follows:-

Eastern Cape Province:

Postal Address: Private Bag 7413, King Williams Town, 5600

Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State Province:

Postal Address: Postal address: P.O Box 12262 Brandhof 9324

Physical Address: 40 Victoria Road Willows Bloemfontein 9301

Gauteng Province:

Postal Address: Private Bag X108, Braamfontein, 2017,

Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal Province:

Postal Address: PO BOX 09, Scottsville 3209

Physical address: 181 Church Street, Pietermaritzburg 3200

Mpumalanga Province:

Postal Address: Private Bag X11264, Nelspruit, 1200,

Physical Address: 29 Bester Street, Nelspruit, 1200

Northern Cape:

Postal Address Private Bag x 6073, Kimberley 8300

Physical Address: 2nd Floor Absa CBD Building, 69 Du toit, Span Road, Kimberley, 8300

North West Province:

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

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

Western Cape Province:

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

Physical Address: 4th Floor, Faircape Building, 56 Barrack Street, Cape Town, 8001