



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: 6 September 2024

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 37 OF 2024

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).

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:** 8 October 2024

**APPLICATIONS:** Need to be -

- sent to the **correct email address** specified at the bottom of the post, **on or before the closing date**;
- submitted on the **new Application for Employment Form (Z.83)**, obtainable at [www.gov.za](http://www.gov.za), and fully completed<sup>1</sup>;
- accompanied by 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, and the details of at least two **contactable employment references** (as recent as possible);
- limited to **2.5MB** in size. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly.

**SELECTION:** Shortlisted candidates -

- will be required to submit a copy of their **ID document, a valid driver's license** (if specified as a job requirement), as well as **relevant educational qualifications/RPL certificate/Academic Transcripts of completed qualifications**, and details of **current earnings** (latest payslip) on or before the day of the interview. Applicants who possess (a) **foreign qualification(s)**, are also required to submit the **evaluated results** of such qualifications, as received from the South African Qualifications Authority (**SAQA**) by said date; and
- will be subjected to an **interview and technical test(s)** (which assess the candidate's professional and technical competency against the job requirements and duties, as well as computer literacy).
- potentially considered suitable after the interview and technical test(s), will be subjected to a **competency assessment** (which tests the candidate's proficiency in the core and process competencies attached to the level of the post within the Senior Management Service – which can be viewed at [www.dpsa.gov.za](http://www.dpsa.gov.za)), **job-fit and integrity, employment suitability checks** (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State); and will be required to submit a Declaration of Business Interests and 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.**

**APPOINTMENT:** Persons appointed will be required to enter into an **employment contract**, serve a prescribed **probation period**, and obtain a security clearance appropriate to the post.

**Correspondence between the Department and candidates will be limited to shortlisted candidates.**

<sup>1</sup> In accordance with the Practice Note on the Z83 Application for Employment – Circular 19 of 2022 – obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za)



**POST NO 1** : **DEPUTY DIRECTOR-GENERAL: IMMIGRATION SERVICES, REF NO: HRMC 37/24/1**  
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are requested to re-apply).

**SALARY** : An all-inclusive salary package of **R1 741 770 to R1 962 090 per annum** (Salary Level 15), 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.

**HEADQUARTERS:** : Head Office, Pretoria, Branch: Immigration Services.

**REQUIREMENTS** : • A qualification in Law / Business Management / Public Management / Public Administration / Operations Management / Public Policy or in a related field at NQF level 8 as recognized by SAQA • 8 years' experience at a Senior Management level • Background in analysis and interpretation of migration laws • Experience in Policy development, analysis and interpretation • Exposure to international affairs, diplomacy, the law enforcement environment or cross-border matters will serve as an added advantage • Knowledge and understanding of the Constitution of the Republic of South Africa, Immigration Act and its Regulations, the Refugees Act and its Regulations, the Citizenship Act and Passports Travel Documents Act • Knowledge and understanding of the International Conventions on Migration, as well as International, Continental and Regional protocols on migration • Knowledge and understanding of controls and structures for the enforcement of the Immigration Act • Knowledge and understanding of Public Service Regulatory Frameworks (PFMA, PSA, PSR) as well as Good Corporate Governance principles (King IV) • Valid driver's licence and willingness to travel.

**DUTIES** : The successful candidate will be responsible for the following specific tasks:  
• Lead and manage the Branch, providing strategic leadership, direction and oversight on all legislation applicable to immigration services, the management of matters affecting International Migration, attracting scarce and critical skills as well as tourism, Refugee and Asylum Seeker Affairs, and the issuance of permits in the context of the Department's mandate • Contribute to the transformation of Home Affairs into a digital-first organization by aligning and integrating visa and permitting functions into an automated and modern digital system for application, adjudication and communication • Contribute to the advancement of international relations, tourism and economic growth by establishing effective and efficient digital-first visa consideration and application processing procedures • Ensure the effective management of law enforcement activities including inspections as it relates to undocumented migration • Provide strategic leadership in partnering with the Border Management Authority on matters related to port control, as well as other law enforcement agencies • Advise on legislative reforms required for the digital transformation of the Department, attracting skills and tourism, enhancing national security, and ensuring operational efficiency with regards to Immigration Management • Innovate and optimise business operations through digitization and automation within the Branch to produce results that are consistent with the Department's overall strategy, mission, values • Ensure effective promotion and practice of good corporate governance principles and compliance to legislation and policies within the Branch • Establish and/or review the development of policies, procedures, systems and codes of best practice to facilitate digital transformation in compliance with related Legislation, Regulations, Immigration policies and procedures • Effective and efficient management of resources (Human, Financial and Physical).

**ENQUIRIES** : Ms C Mocke, 082 301 8580  
**APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yy), designation, duties performed and exit reason for each employment period to be considered, together with a full completed<sup>2</sup> Application for Employment Form (**New Z83**), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za)

**POST NO 2** : **DEPUTY DIRECTOR-GENERAL: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT, REF NO: HRMC 37/24/2**

**SALARY** : An all-inclusive salary package **R1 741 770 to R1 962 090 per annum** (Salary level 15), 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.

**HEADQUARTERS:** : Head Office, Pretoria, Branch: Human Resources Management and Development.

## **REQUIREMENTS**

- A qualification in Human Resource Management / Public Administration / Management / Industrial Psychology / Management Sciences / Social Sciences or in a related field at NQF level 8 as recognised by SAQA • 8 years' experience at a Senior Management level • Extensive experience in a Human Resource Management environment • Experience in Policy development, analysis and interpretation • Experience in a work environment that embraces technology, digitisation and automation • Knowledge and understanding of the Constitution of the Republic of South Africa, the Public Service Act and its Regulations, the Public Finance Management Act and its Regulations as well as Good Corporate Governance principles (King IV) • Valid driver's licence and willingness to travel.

## **DUTIES**

- : The successful candidate will be responsible for the following specific tasks:
  - Lead and manage the Branch, providing strategic leadership, direction and oversight on all human resource management matters including the development, review and implementation of the Department's human resource strategy and workforce plan, organizational development practices, change and culture strategy, talent management processes, employee sourcing and selection, employment conditions and benefits, learning and development, as well as collective bargaining and labour relations in the context of the Department's mandates • Manage the process of transforming Home Affairs into a digital-first Department through appropriate training and change management processes • Provide strategic leadership in partnering with all internal Business Units and external Stakeholders in support of the achievement of mutual objectives • Innovate and optimise business operations within the Branch to produce results that are consistent with the Department's overall strategy, mission and values, and direct on the digitization and automation of the Branch's service offerings towards increased efficiency at reduced cost • Ensure effective promotion and practice of good corporate governance principles and compliance to legislation and policies within the Branch • Establish and/or review the development of policies, procedures, systems and codes of best practice to facilitate digital transformation in compliance with related Legislation, Regulations and procedures • Effective and efficient management of resources (Human, Financial and Physical)

## **ENQUIRIES APPLICATIONS**

- : Ms C Mocke, Tel No: 082 301 8580
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yy), designation, duties performed and exit reason for each employment period to be considered, together with a full completed<sup>3</sup> Application for Employment Form (**New Z83**), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) by the closing date to: [HRrecruitment@dha.gov.za](mailto:HRrecruitment@dha.gov.za)

## **POST NO 3**

- : **DEPUTY DIRECTOR-GENERAL: INFORMATION SERVICES, REF NO: HRMC 37/24/3**

## **SALARY**

- : An all-inclusive salary package of **R1 741 770 to R1 962 090 per annum** (Salary Level 15), 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.

## **HEADQUARTERS:**

- : Head Office, Pretoria, Branch: Information Services.

## **OVERVIEW**

- : The Deputy Director-General (DDG) responsible for Information Services (IS) in the Department of Home Affairs is a senior leadership role tasked with overseeing the strategic direction, management, and implementation of IT initiatives across the department. This role is crucial for ensuring that the department's IT infrastructure supports its mission to provide digital, efficient and secure services to the public. This position offers a unique opportunity to lead and shape the IT landscape within the Department of Home Affairs as part of the transformation of Home Affairs into a digital-first organisation.

## **REQUIREMENTS**

- A relevant postgraduate qualification in Information Technology, Computer Science or in a related field at NQF level 8, as recognised by SAQA • 8 years' experience at a Senior Management level • Proven track record of strategic leadership and successful implementation of large-scale IT projects • Strong understanding of current and emerging IT trends and their potential impact on government services • Valid driver's licence and willingness to travel.

## **DUTIES**

- : The successful candidate will be responsible for the following specific tasks:
  - **Strategic Leadership and Planning** • Develop and implement IT strategies aligned with the department' goals and objectives • Oversee the creation and execution of short, medium, and long-term IT plans to enhance service delivery and operational efficiency • Ensure the integration of emerging technology trends and innovations to improve Departmental capabilities.
  - **IT Operations Management** • Direct and manage the IT department's daily operation, ensure the reliability and securing of IT systems and infrastructure • Oversee the development, implementation, and maintenance of IT policies, procedures and standards to ensure

compliance with relevant legislation and best practices •Manage the IT budget, ensuring cost-effective use of resources while achieving strategic objectives.

• **Stakeholder Engagement and Collaboration** • Build and maintain strategic relationships with internal and external stakeholders, including government agencies, industry partners, and technology vendors •Act as a liaison between the IT department and other department units to facilitate collaboration and alignment of IT initiatives with broader organizational goals.

• **Risk Management and Compliance** • Identify and mitigate IT-related risk, ensuring the department's IT environment is secure and resilient against cyber threats. • Ensure compliance with national and international IT standards and regulations, fostering a culture of accountability and transparency within the IT department.

• **Innovation and Technology Advancement** • Lead initiatives to adopt and integrate new technologies such as machine learning, AI, digital identity systems, and cloud-based solutions to enhance service delivery and operational efficiency • Promote a culture of continuous improvement and innovation within the IT department, encouraging the exploration of new technologies and methodologies.

**COMPETENCIES**

: • Leadership and Management: Ability to lead and inspire a diverse team, fostering a high-performance culture • Strategic Thinking: Strong analytical and strategic planning skills to drive IT initiatives that align with organizational goals • Communication and Interpersonal Skills: Excellent verbal and written communication skills, with the ability to engage and influence stakeholders at all levels • Problem Solving: Strong problem-solving and decision-making skills, with the ability to navigate complex IT challenges • Adaptability: Ability to adapt to changing environments and lead the department through technological transformations.

**ENQUIRIES**

: Ms C Mocke, 082 301 8580

**APPLICATIONS**

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yy), designation, duties performed and exit reason for each employment period to be considered, together with a full completed<sup>4</sup> Application for Employment Form (**New Z83**), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: [ISrecruitment@dha.gov.za](mailto:ISrecruitment@dha.gov.za)