



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: 15 February 2023

## VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 9 OF 2023

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 these 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 are committed to 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 African 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: 3 MARCH 2023**

#### **APPLICATIONS:**

Applications must be -

- sent to the **correct address** specified at the bottom of the last 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);
- 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);
- 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 the **relevant highest educational qualifications**, on or before the day of the interview. 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:**

- In the filling of entry level positions, preference may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based.
- Shortlisted Candidates will be subjected to an **interview** and **technical assessment(s)** (which assesses the Candidates' demonstrated professional and technical competency against the job requirements and duties).
- Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a **competency assessment** (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications).

#### • **APPOINTMENT:**

Appointed persons will be required to -

- enter into an **employment contract**;
- serve a prescribed **probation period**; and
- obtain security clearance appropriate to the post and within the prescribed time frame.



- POST NO 1** : **LOCAL OFFICE MANAGER, REF NO: HRMC 9/23/1**
- SALARY LEVEL** : A basic salary of **R491 403 to R578 841** per annum (Level 10). In addition, a range of benefits are offered.
- CENTRE** : **Limpopo**: Medium Office: Musina
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Sciences at NQF level 6 as recognized by SAQA • A minimum of 3 years' experience as Supervisor / Civic Services Supervisor • Extensive experience in an operations environment • Experience in Civic or Immigration Services environment is required • Knowledge of workflow planning and capacity planning • Knowledge of the South African Constitution and the Batho Pele Principles • Knowledge of the Public Service Regulatory Framework • Knowledge of Human Resources Regulatory Framework, Departmental Legislations and Prescripts • Knowledge of Occupational Health and Safety Act as well as Minimum Information Security Standards (MISS) • Knowledge of National Treasury Regulations and Public Finance Management Act (PFMA), Promotion of Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Strategic capability and leadership • Accountability, business continuity, people management and empowerment • Financial management, decision making and operations management • Programme and project management • Conflict management and resolution • Change management, knowledge and time management • Problem solving and analysis • Communication, business report writing and presentation skills • Policy interpretation, planning, organizing, client orientation and customer focus • Service delivery innovation • Data analysis, influencing and networking • A valid drivers' licence and willingness to travel • Working extended hours when required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:  
• Manage Operations of the Civic Services in the Local Office in accordance with the service delivery standards • Coordinate and monitor the effective processing of enabling documents in local office and DHA service points • Manage Immigration Services Operations in the Local Offices in line with Immigration Act • Manage the operations of Inspectorate and other Immigration Services (e.g. inspectorate, law enforcement and deportation functions) activities in Local Offices • Establish and maintain relationships with stakeholders to support service delivery • Facilitate intergovernmental and stakeholder relations in the municipality • Implementation of policies, procedures, directives, Acts and Regulations • Implement Public Service governance processes, framework and procedures • Manage risk and compliance • Implement governance processes, framework and procedures within the directorate associated with statutory financial responsibilities • Manage physical, human and financial resources.
- ENQUIRIES** : **Limpopo**: Mr J Kgole, Tel No: (015) 287 2802
- POST NO 2** : **SENIOR ADMINISTRATIVE OFFICER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of competitive benefits are offered.
- CENTRE** : **Eastern Cape**: District Municipality Office: Amathole (1 Post)
- REF NO** : **HRMC 9/23/2a**
- CENTRE** : **Eastern Cape**: District Municipality Office: Joe Gqabi (1 Post)
- REF NO** : **HRMC 9/23/2b**
- REQUIREMENTS** : • An undergraduate qualification in Office Management and Technology / Business Management / Administration Management at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience as an Administrative Officer / Chief Administration Clerk • Experience in the administration of office budget • Extensive knowledge of various filing systems • Knowledge of the Public Finance Management Act as well as the National Treasury Regulations • Knowledge and understanding of the Departmental Legislations and Prescripts • Knowledge of the Public Service Regulatory Framework • Knowledge of the Supply Chain Management processes and procedures • Knowledge of the Human Resources Regulatory Framework • Planning, organising and analytical thinking • Problem solving • Good verbal and written communication • Financial administration • Customer focus • Computer literacy • Attention to details • Clerical and administration • Teamwork and multitasking • Time management • Results and achievement focus • A valid driver's license

and willingness to travel.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Provide administrative support in the Unit
  - Compile financial and administration reports and documents
  - Convene and attend meetings and act as secretary during meetings
  - Keep track of all incoming work and ensure that all deadlines are met
  - Provide office administration services in the functional Unit
  - Oversee office equipment and organise maintenance and repairs as required
  - Ensure innovation and service delivery within the Unit
  - Coordinate and implement technical expertise within the Unit and keep abreast of technical developments
  - Ensure the implementation of risk and compliance management practices
  - Monitor physical, financial and human resources
  - liaise with internal business units to ensure that supply chain management and asset management are effectively managed.

**ENQUIRIES**

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418

**POST NO 3**

- : **SENIOR ADMINISTRATIVE OFFICER: FINANCE, REF NO: HRMC 9/23/3**

**SALARY LEVEL**

- : A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of benefits are offered.

**CENTRE**

- : **Eastern Cape:** Large Office: Lusikisiki

**REQUIREMENTS**

- :
  - An undergraduate qualification in Financial Administration at NQF level 6 as recognised by SAQA
  - Minimum of 2 years' experience in Administrative Officer / Chief Administration Clerk
  - Experience in administration of office budget
  - Extensive knowledge in filing systems
  - Knowledge of National Treasury Regulations as well as the Public Finance Management Act
  - Knowledge and understanding of Departmental legislation and prescripts
  - Knowledge of Supply Chain Management process and procedures
  - Knowledge of Human Resources Regulatory Framework
  - Computer literacy
  - Planning and organising
  - Analytical thinking and problem solving
  - Verbal and written communication
  - Financial and clerical administration, planning and interpersonal skills
  - Customer focus
  - Attention to detail
  - Multi-tasking, team work, results and achievement focus
  - Time management
  - A valid drivers' licence and willingness to travel.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Coordinate and monitor the budget and administrative matters
  - Ensure compliance to policies and procedures for budget management and control
  - Administer Provincial adjustment Estimates including submissions regarding roll over funds, as well as other correspondences
  - Monitor revenue management processes
  - Examine the Department's operations to identify potential sources of revenue
  - Monitor asset management in the Province
  - Administer timeous resolution of audit queries
  - Monthly reporting on disposals of the region
  - Ensure the implementation of effective risk and compliance and compliance management practices
  - Ensure compliance with Supply Chain Management and Asset Management policies and regulations
  - Manage human, financial and physical resources

**ENQUIRIES**

- : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418

**POST NO 4**

- : **CIVIC SERVICES SUPERVISOR, REF NO: HRMC 9/23/4**

**SALARY LEVEL**

- : A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of benefits are offered.

**CENTRE**

- : **Limpopo:** Medium Office: Lebowakgomo

**REQUIREMENTS**

- :
  - An undergraduate qualification in Public Management / Administration / Social Sciences at NQF Level 6 recognized by SAQA
  - 2 years' experience at Supervisory level is required
  - Understanding of Departmental Legislation and Public Management Framework
  - Sound knowledge of the Batho Pele Principles
  - Computer literacy
  - Analytical thinking
  - Planning and organizing
  - Problem solving
  - Communication Skills (Verbal and written)
  - Financial administration
  - Sound interpersonal relations. Attention to detail
  - Teamwork
  - Record and time management
  - A valid driver's license and willingness to travel.

**DUTIES**

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
  - Supervise operations of Civic Services at local offices in accordance with the service delivery standards
  - Monitor and supervise the effective processing of enabling documents in the local office
  - Ensure implementation of Civic Services Policies, Strategies and Plans
  - Ensure that

civic service operations in the local office meet the needs of clients in line with the departmental service standards • Ensure effective daily operation in the office • Supervise and enforce the implementation of Standard Operating Procedures (SOPs) within local office that adhere to the set requirements • Monitor service delivery and assist staff where service levels are not being met • Ensure good governance and compliance.

**ENQUIRIES**

: **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

**POST NO 5**

: **CASHIER SUPERVISOR, REF NO: HRMC 9/23/5**

**SALARY LEVEL**

: A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of benefits are offered.

**CENTRE**

: **Limpopo:** Medium Office: Makhado

**REQUIREMENTS**

: • An undergraduate qualification in Financial Management at NQF level 6 as recognized by SAQA • Minimum of 2 years' experience in Cashier Services environment • Understanding of the Departmental legislation and Human Resources legislation and prescripts • Knowledge of Cashier services • Knowledge of the South African Constitution • Knowledge of the Public Service Regulations Act as well as Public Finance Management Act (PFMA) • Knowledge of Accounting processes and procedures • Computer literacy • Analytic thinking • Planning and organizing • Problem solving, verbal and written communication • Financial administration • Planning and interpersonal skills • Attention to detail • Clerical and administration • Multi-task, teamwork, record and time management • A valid driver's 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 cashier services • Implement quality assurance measures to ensure quality of service • Provide advice and action 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 financial information • Control the flow of cash in the front office cashier points including monitor floats, investigating shortages and clearing, ordering and safekeeping of cash • Implement policies and procedures in line with the approved Framework • Implement policies and procedures in line with the approved framework • Implement governance processes, frameworks and procedures • Maintain relationship with various internal and external stakeholders • Ensure business transformation and partnership with various stakeholders • Administer human and physical resources .

**ENQUIRIES**

: **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

**POST NO 6**

: **CIVIC SERVICES OFFICER, (4 POSITIONS)**

**SALARY LEVEL**

: A basic salary of **R269 214 to R317 127** per annum (Level 7). In addition, a range of competitive benefits are offered.

**CENTRE**

: **Limpopo:** Medium Office: Lephalale (1 Post)

**REF NO**

: **HRMC 9/23/6a**

**CENTRE**

: **Mpumalanga:** Large Office: Mbombela (1 Post)

**REF NO**

: **HRMC 9/23/6b**

**CENTRE**

: **Mpumalanga:** Medium Office: Delmas (1 Post)

**REF NO**

: **HRMC 9/23/6c**

**CENTRE**

: **Western Cape:** Medium Office: Bellville (1 Post)

**REF NO**

: **HRMC 9/23/6d**

**REQUIREMENTS**

: • An undergraduate qualification in Public Management / Administration / Social Sciences or related field at NQF Level 6 as recognized by SAQA • 1 years' experience in an administrative role • Understanding of Departmental Legislation and Public Management Framework • Sound knowledge of the Batho Pele Principles • Computer literacy • Analytical thinking • Planning and organizing • Problem solving • Communication Skills (Verbal and written) • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Record and time management • A valid driver's license is required.

<b><u>DUTIES</u></b>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Supervise the effective daily operations of Civic Services in offices • Ensure effective service delivery and assist staff where service standard are not met • Supervise the application of ID smart cards, registration of Births Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents • Ensure efficient and effective application and utilisation of human, physical and financial resources within the office • Ensure good governance and compliance.
<b><u>ENQUIRIES</u></b>	: <b>Limpopo:</b> Mr J Kgole, Tel No: (015) 287 2802 <b>Mpumalanga:</b> Ms N Dlangisa, Tel No: (013) 752 2504 <b>Western Cape:</b> Mr M Pienaar, Tel (021) 488 1409
<b><u>POST NO 7</u></b>	: <b><u>MOBILE OFFICER, REF NO: HRMC 9/23/7</u></b>
<b><u>SALARY LEVEL</u></b>	: A basic salary of <b>R 269 214 to R317 127</b> per annum (Level 7). In addition, a range of benefits are offered.
<b><u>CENTRE</u></b>	: <b>Mpumalanga:</b> Medium Office: Nkomazi
<b><u>REQUIREMENTS</u></b>	: • An undergraduate qualification in Public Administration / Production Management / Management at NQF Level 6 as recognised by SAQA • 1 year clerical / administration experience in operations environment • A valid driver's licence (Code 10, C) and Public Driver Permit (PDP) • Knowledge of Public Service Regulations and Civic Services prescripts • Knowledge of National Treasury and Public Finance Management Act • Knowledge of Human Resource Regulatory Framework • Proven client focus and orientation • Communication and sound interpersonal skills • Time management • Problem solving skills • Planning and organizing • Leadership ability • Conflict management skills • Extensive travelling is required.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Facilitate the provision of client services to service points • Administer and implement the provision of enabling documents to clients • Operate the specialised 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 • Ensure effective management of queues • Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required • Supervise the management of queues on the daily operation of the office • Maintain relationship with various internal and external stakeholders • Comply with relevant Civic Services frameworks • Administer human and physical resources within the unit.
<b><u>ENQUIRIES</u></b>	: <b>Mpumalanga:</b> Ms N Dlangisa, Tel No: (013) 752 2504
<b><u>POST NO 8</u></b>	: <b><u>STATE ACCOUNTANT, REF NO: HRMC 9/23/8</u></b>
<b><u>SALARY LEVEL</u></b>	: A basic salary of <b>R 269 214 to R317 127</b> per annum (Level 7). In addition, a range of benefits are offered.
<b><u>CENTRE</u></b>	: <b>Eastern Cape:</b> Provincial Manger's Office – King William's Town
<b><u>REQUIREMENTS</u></b>	: • An undergraduate qualification in Financial Management at NQF Level 6 as recognized by SAQA • Minimum of 1 years' experience as Accounting Clerk in finance environment • Extensive knowledge of Public Finance Management Act, Treasury Regulations and DPSA Regulations • Knowledge and understanding of ledger accounts, PERSAL LOGIS and BAS systems • Knowledge of the Public Service Regulatory Framework • Problem solving, planning and organising • Policy interpretation and implementation • Honesty and integrity • Time management • Computer literacy, accounting skills and financial reporting • A valid driver's license and willingness to travel.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Provide finance support functions within the Province • Ensure compliance with financial management standards by adhering to policies and guidelines • Assist with Provincial financial support services such as budgeting, revenue and personnel • Provide support related to salaries and payroll on Persal such as IRP5's and salary deductions • Attend to salary queries in the Province • Compile payment reports on a regular basis after payments have been processed • Provide and assist with the implementation of policies and procedures • Ensure effective risk and compliance management • Report all risks including financial losses, overpayment etc • Maintain relationship with various internal & external stakeholders •

	Administer human and physical resources.
<b><u>ENQUIRIES</u></b>	: <b>Eastern Cape:</b> Mr S Mapukata, Tel No: (043) 604 6418
<b><u>POST NO 9</u></b>	: <b><u>CIVIC SERVICES CLERK, (11 POSITIONS)</u></b>
<b><u>SALARY LEVEL</u></b>	: A basic salary of <b>R218 064 to R256 860 per annum</b> (Level 6). In addition, a range of benefits are offered.
<b><u>CENTRE REF NO</u></b>	: <b>Eastern Cape:</b> Medium Office: Grahamstown (1 Post) : <b>HRMC 9/23/9a</b>
<b><u>CENTRE REF NO</u></b>	: <b>Limpopo:</b> Medium Office: Lephalale (1 Post) : <b>HRMC 9/23/9b</b>
<b><u>CENTRE REF NO</u></b>	: <b>Limpopo:</b> Medium Office: Makhado (1 Post) : <b>HRMC 9/23/9c</b>
<b><u>CENTRE REF NO</u></b>	: <b>Limpopo:</b> Medium Office: Malamulele (1 Post) : <b>HRMC 9/23/9d</b>
<b><u>CENTRE REF NO</u></b>	: <b>Limpopo:</b> Large Office: Polokwane (1 Post) : <b>HRMC 9/23/9e</b>
<b><u>CENTRE REF NO</u></b>	: <b>Limpopo:</b> Medium Office: Thabazimbi (1 Post) : <b>HRMC 9/23/9f</b>
<b><u>CENTRE REF NO</u></b>	: <b>Limpopo:</b> Medium Office: Thohoyandou (1 Post) : <b>HRMC 9/23/9g</b>
<b><u>CENTRE REF NO</u></b>	: <b>Mpumalanga:</b> Medium Office: Bethal (1 Post) : <b>HRMC 9/23/9h</b>
<b><u>CENTRE REF NO</u></b>	: <b>Mpumalanga:</b> Medium Office: Middelburg (1 Post) : <b>HRMC 9/23/9i</b>
<b><u>CENTRE REF NO</u></b>	: <b>Mpumalanga:</b> Medium Office: Volksrust (1 Post) : <b>HRMC 9/23/9j</b>
<b><u>CENTRE REF NO</u></b>	: <b>Northern Cape:</b> TH: Colesberg (1 Post) : <b>HRMC 9/23/9k</b>
<b><u>REQUIREMENTS</u></b>	: • An undergraduate qualification in Public Management / Administration / Social Sciences at NQF level 6 as recognised by SAQA • Basic understanding of Civic Service operations • Sound knowledge of the Batho Pele Principles • Computer literacy • Planning and organizing • Problem solving • Written and verbal communication skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Client orientation and customer focus • Record and time management • A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • Process Civic Services applications and issuing of documents in line with procedures and to provide administrative support in the office • Attend to enquiries and perform online verification • Greet customers and ensure that they receive a professional warm and friendly welcome • Operate the live capture photo booth in the office • Verify, validate and capture client information on system, fingerprints, scan client supporting documents on line • Examine processed fingerprints and evaluate their validity for entry into the automated fingerprint identification system • Receive, scan and file smartcards upon receipt at the office • Process collections of ID smart cards to clients • Process application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents.
<b><u>ENQUIRIES</u></b>	: <b>Eastern Cape:</b> Mr S Mapukata, Tel No: (043) 604 6418 <b>Limpopo:</b> Mr J Kgole, Tel No: (015) 287 2802 <b>Mpumalanga:</b> Ms N Dlangisa, Tel No: (013) 752 2504 <b>Northern Cape:</b> Ms S Botha, Tel No: (053) 807 6700

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

**Eastern Cape:**

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

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

**Free State:**

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

Physical Address: 40 Victoria Street Willows Bloemfontein 9301

**Gauteng:**

Postal Address: Private Bag X108, Braamfontein, 2017,

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

**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

**Northern Cape:**

Postal Address: Private Bag X 6073, Kimberley 8300

Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

**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: 4<sup>th</sup> Floor FairCape Building, 56 Barrack Street, Cape Town, 8000