



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: 6 April 2023

VACANCIES - HUMAN RESOURCE MANAGEMENT CIRCULAR MINUTE NO 22 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: 24 APRIL 2023

APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of each post, **on or before the closing date**;
- submitted on the **new 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);
- 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, (4 POSITIONS)**
- SALARY LEVEL** : An all-inclusive salary package of **R908 505 to R1 070 169** per annum (Level 12).
- CENTRE REF NO** : **Eastern Cape:** Large Office: East London (1 Post)
: **HRMC 22/23/1a**
- CENTRE REF NO** : **Gauteng:** Large Office: Pretoria (1 Post)
: **HRMC 22/23/1b**
- CENTRE REF NO** : **Limpopo:** Large Office: Giyani (1 Post)
: **HRMC 22/23/1c**
- CENTRE REF NO** : **Mpumalanga:** Large Office: Emerlo (1 Post)
: **HRMC 22/23/1d**
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Sciences qualification at NQF level 6 as recognized by SAQA • Minimum of 3 years' experience in Junior Management / Assistant Director level is required • Extensive experience in a change management 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 to Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Competencies and skills required: 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 • Implementation of policies, procedures, directives, Acts and regulations • Implement Public Service governance processes, framework and procedures • Monitor and ensure compliance with legislation, regulations and DHA policies and procedures • Support the development of policy development by providing inputs and ensure the effective implementation thereof • Ensure the effective and uniform implementation of Standard Operating 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** : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
- POST NO 2** : **LOCAL OFFICE MANAGER, REF NO: HRMC 22/23/2**
- SALARY LEVEL** : A basic salary of **R491 403 to R578 841** per annum (Level 10). In addition, a range of benefits are offered.
- CENTRE** : **North West:** Medium Office: Potchefstroom
- 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 to Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA) • Competencies and skills required: 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

- : **North West:** Ms M Seleke, Tel No: (018) 397 9904

POST NO 3

- : **ASSISTANT DIRECTOR: IMMIGRATION SERVICES (INSPECTORATE), REF NO: HRMC 22/23/3**

SALARY LEVEL

- : A basic salary of **R491 403 to R578 841** per annum (Level 10). In addition, a range of benefits are offered.

CENTRE

- : **North West:** Large Office: Mmabatho

REQUIREMENTS

- : • An undergraduate qualification in Law at NQF level 6 as recognised by SAQA • Minimum of 3 years' experience in Law enforcement, Legal or Security related environment • Knowledge of Civics and Immigration Services Acts and Regulations as well as migration challenges in South Africa • Knowledge of the South African Constitution • Knowledge of the Public Service Act, Immigration Act as amended, as well as the Refugees Act • Knowledge of international conventions and agreements relating to ports of entry • Knowledge of Citizenship, identification, Passport and Travel Documents and Marriages Acts • Knowledge and understanding of the Departmental Legislations and Human Resource Legislations and Prescripts • Competencies and skills required: Time management • Client orientation and customer focus • People management and empowerment • Honesty and integrity • Programme and project management • Good communication skills • Problem solving and analysis • Presentation and business report writing skills • Accountability • Policy analysing and interpretation • Corruption measures and principles • Computer literacy • Bravery • A valid drivers' licence and willingness to travel.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Manage Inspectorate operations management within the Office / District • Provide advice and recommendation on Immigration transgression cases in the Office / District / Region • Ensure effective investigations of transgressions of the Department • Review quality management of investigation reports and take corrective action where required and provide necessary support and leadership to Immigration Officials • Develop and implement policies, procedures, Directives, Acts and Regulations • Liaise with various regions to ensure that consistent and uniform operating procedures are applied in the Province • Monitor adherence to policy and legislation regarding Immigration matters • Develop and implement Policies,

Procedures, Directives, Acts and Regulations • Liaise with various regions to ensure that consistent and uniform operating procedures are applied in the Province • Monitor adherence to policy and legislation regarding Immigration matters • Ensure Effective risk and compliance management • Monitor quality and accuracy of output delivery by implementing periodic sampling and other tools • Manage physical, human, financial resources.

ENQUIRIES

: **North West:** Ms M Seleke, Tel No: (018) 397 9904

POST NO 4

: **CIVIC SERVICES SUPERVISOR, (3 POSITIONS)**

SALARY LEVEL

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

**CENTRE
REF NO**

: **Free State:** Large Office: Phuthaditjaba (1 Post)
: **HRMC 22/23/4a**

**CENTRE
REF NO**

: **Gauteng:** Medium Office: Kempton Park (1 Post)
: **HRMC 22/23/4b**

**CENTRE
REF NO**

: **KwaZulu-Natal:** Medium Office: Umgungundlovu (1 Post)
: **HRMC 22/23/4c**

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 • Competencies and skills required: 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

: **Free State:** Mr C Mgwadleka, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003

POST NO 5

: **CONTROL IMMIGRATION OFFICER: INSPECTORATE, (2 POSITIONS)**

SALARY LEVEL

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

**CENTRE
REF NO**

: **KwaZulu-Natal:** Medium Office: Ngotshane (1 Post)
: **HRMC 22/23/5a**

**CENTRE
REF NO**

: **Limpopo:** Medium Office: Thabazimbi (1 Post)
: **HRMC 22/23/5b**

REQUIREMENTS

• An undergraduate qualification in Law / Public Administration / Management at NQF level 6 as recognized by SAQA • 2 years' experience in a law enforcement environment • Knowledge of the South African Constitution • Knowledge of Refugee Act and the Immigration Act • Knowledge of the Public Service Regulatory Framework • Knowledge and understanding of all Acts Administered by the Department • Knowledge of International treaties • Knowledge and understanding of Criminal Prosecution Act • Knowledge of Human Resource Regulatory Framework • Competencies and skills required: Liaison and interpersonal skills • Problem solving Skills • Customer orientation, planning and organizing • Strong analytical skills • Computer literacy, written and verbal communication skills • Diplomacy, honesty and integrity • Conflict management and resolution • A valid driver's license and willingness to travel.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
 • Supervise, administer and enforce the detection, tracing, arrest and detention of illegal foreigners within the country • Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, visas, identify documents and theft of face value documents • Administer deportation operations and records of foreigners in the country • Ensure all deportations are conducted humanely • Ensure the implementation of policies and procedures • Maintain relationship with various internal and external stakeholders • Administer human and physical resources within the Unit.
- ENQUIRIES** : **KwaZulu-Natal:** Ms N Tshezi, Tel No: (033) 845 5003
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
- POST NO 6** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE, REF NO: HRMC 22/23/6**
- SALARY LEVEL** : A basic salary of **R331 188 to R390 129** per annum (Level 8). In addition, a range of benefits are offered.
- CENTRE** : **North West:** Large Office: Klerksdorp
- REQUIREMENTS** : • An undergraduate qualification in Financial Administration or related field 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 • Competencies and skills required: 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** : **North West:** Ms M Seleke, Tel No: (018) 397 9904
- POST NO 7** : **CIVIC SERVICES OFFICER, (2 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 REF NO** : **Gauteng:** Medium Office: Vereeniging (1 Post)
 : **HRMC 22/23/7a**
- CENTRE REF NO** : **North West:** Medium Office: Wolmaranstad (1 Post)
 : **HRMC 22/23/7b**
- 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 • Competencies and skills required: 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.

- DUTIES** : 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.
- ENQUIRIES** : **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039
North West: Ms M Seleke, Tel No: (018) 397 9904
- POST NO 8** : **CIVIC SERVICES CLERK, (20 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R218 064 to R256 860 per annum** (Level 6). In addition, a range of benefits are offered.
- CENTRE REF NO** : **Eastern Cape:** Large Office: King William’s Town (1 Post)
: **HRMC 22/23/8a**
- CENTRE REF NO** : **Eastern Cape:** Medium Office: Uitenhage (1 Post)
: **HRMC 22/23/8b**
- CENTRE REF NO** : **Eastern Cape:** Medium Office: Ngcobo (1 Post)
: **HRMC 22/23/8c**
- CENTRE REF NO** : **Eastern Cape:** PSP: Willowvale (1 Post)
: **HRMC 22/23/8d**
- CENTRE REF NO** : **Free State:** PSP: Ladybrand (1 Post)
: **HRMC 22/23/8e**
- CENTRE REF NO** : **Gauteng:** Medium Office: Vanderbijlpark (1 Post)
: **HRMC 22/23/8f**
- CENTRE REF NO** : **KwaZulu-Natal:** PSP: Himeville (1 Post)
: **HRMC 22/23/8g**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: KwaDukuza (1 Post)
: **HRMC 22/23/8h**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: Scottburgh (1 Post)
: **HRMC 22/23/8i**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: Tongaat (1 Post)
: **HRMC 22/23/8j**
- CENTRE REF NO** : **Limpopo:** Medium Office: Dzanani (1 Post)
: **HRMC 22/23/8k**
- CENTRE REF NO** : **Limpopo:** Medium Office: Praktiseer (2 Posts)
: **HRMC 22/23/8L**
- CENTRE REF NO** : **Northern Cape:** Medium Office: De Aar (1 Post)
: **HRMC 22/23/8m**
- CENTRE REF NO** : **North West:** Medium Office: Atamelang (1 Post)
: **HRMC 22/23/8n**
- CENTRE REF NO** : **North West:** Medium Office: Brits (1 Post)
: **HRMC 22/23/8o**
- CENTRE REF NO** : **North West:** Medium Office: Lichtenburg (1 Post)
: **HRMC 22/23/8p**
- CENTRE REF NO** : **North West:** Medium Office: Molopo / Mafikeng (1 Post)
: **HRMC 22/23/8q**

- CENTRE REF NO** : **North West:** Large Office: Rustenburg (1 Post)
: **HRMC 22/23/8r**
- CENTRE REF NO** : **North West:** Medium Office: Zeerust (1 Post)
: **HRMC 22/23/8s**
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Sciences at NQF level 6, and / or DHA Qualification: Home Affairs Services at NQF level 5 all recognised by SAQA • Basic understanding of Civic Service operations • Sound knowledge of the Batho Pele Principles • Competencies and skills required: 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.
- DUTIES** : 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.
- ENQUIRIES** : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Free State: Mr C Mgwadleka, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
North West: Ms M Seleke, Tel No: (018) 397 9904
- POST NO 9** : **IMMIGRATION OFFICER: INSPECTORATE, (9 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R218 064 to R256 860** per annum (Level 6). In addition, a range of benefits are offered.
- CENTRE REF NO** : **Eastern Cape:** Medium Office: Butterworth (1 Post)
: **HRMC 22/23/9a**
- CENTRE REF NO** : **Eastern Cape:** Large Office: East London (1 Post)
: **HRMC 22/23/9b**
- CENTRE REF NO** : **Free State:** Large Office: Phuthaditjhaba (1 Post)
: **HRMC 22/23/9c**
- CENTRE REF NO** : **Gauteng:** Medium Office: Centurion (1 Post)
: **HRMC 22/23/9d**
- CENTRE REF NO** : **Gauteng:** Medium Office: Mamelodi (1 Post)
: **HRMC 22/23/9e**
- CENTRE REF NO** : **Limpopo:** Medium Office: Musina (1 Post)
: **HRMC 22/23/9f**
- CENTRE REF NO** : **North West:** Medium Office: Vryburg (1 Post)
: **HRMC 22/23/8g**
- CENTRE REF NO** : **North West:** Medium Office: Wolmaranstad (1 Post)
: **HRMC 22/23/8h**

CENTRE : **Northern Cape:** Large Office: Upington (1 Post)
REF NO : **HRMC 22/23/9i**

REQUIREMENTS : • An undergraduate qualification in Law / Public Management / Administration at NQF level 6 all recognised by SAQA • Basic understanding of the South African Constitution • Basic understanding of the Public Service Regulatory Framework • Knowledge of Refugee Act as well as the Immigration Act • Knowledge and understanding of all Acts administered by the Department • Knowledge and understanding of Criminal Prosecution Act • Competencies and skills required: Liaison and interpersonal skills • Problem solving skills, customer orientation, planning and organizing • Strong analytical skills • Computer literacy • Written and verbal communication skills • Diplomacy • Honesty and integrity • A valid driver's license and willingness to travel • Working flexible hours including nightshifts.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Ensure effective enforcement of the transgressions of Immigrations of Immigration Act and all other departmental legislation • Trace, arrest and detain illegal foreigners in declared detention facilities within the country • Process the deportation of illegal foreigners out of the country to their country of origin • Participate in law enforcement operations with other security cluster agencies • Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act • Conduct deportation operations and records of legal and illegal foreigners in the country • Conduct detention and deportation of transgressors in a humane and dignified manner • Implement policies and procedures in line with the approved framework • Monitor individual physical resources.

ENQUIRIES : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Free State: Mr C Mgwadleka, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
North West: Ms M Seleke, Tel No: (018) 397 9904
Northern Cape: Ms S Botha, Tel No: (053) 807 6700

POST NO 10 : **ADMINISTRATION CLERK, REF NO: HRMC 23/22/10**

SALARY LEVEL : A basic salary of **R181 599 to R213 912** per annum (Level 5). In addition, a range of benefits are offered.

CENTRE : **North West:** Provincial Manager's Office - Mafikeng

REQUIREMENTS : • An NQF level 5 qualification in Office Management / Business Administration, and / or DHA Qualification : Home Affairs Services as recognised by SAQA • Basic understanding of Public Service Regulations • Basic understanding of the Departmental legislation and prescripts • Sound knowledge of the Batho Pele Principles • Basic understanding of Human Resources legislation and prescripts • Competencies and skills required: Computer literacy • Planning and organizing • Problem solving • Written and verbal communication skills • Interpersonal skills • Influencing and networking • Analytical skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Provide clerical support service in the Unit • Liaise with travel agencies to make travel arrangements • Arrange meetings and events for the Manager and Staff in the Unit • Process travel and subsistence claims for the Unit • Record basic minutes of the meeting • Draft routine correspondence and reports • Receive, record and distribute all incoming and outgoing documents • Conduct asset audit with other administrative officials in the Unit • Handle procurement of standard items like stationery and refreshments • Monitor the budget of the Unit • Administer the budget of the Unit • Ensure the effective compilation of budget and cashflow projections for the office • Ensure effective risk and compliance • Remain abreast with the procedures and processes applicable to the Unit.

ENQUIRIES : **North West:** Ms M Seleke, Tel No: (018) 397 9904

- POST NO 11** : **CLEANER, (4 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R107 196** to **R126 270** per annum (Level 2). In addition, a range of benefits are offered.
- CENTRE REF NO** : **Eastern Cape:** Large Office: King William's Town (2 Posts)
: **HRMC 22/23/11a**
- CENTRE REF NO** : **Eastern Cape:** PSP: Willowale (1 Posts)
: **HRMC 22/23/11b**
- CENTRE REF NO** : **Gauteng:** Medium Office: Vereeniging (1 Post)
: **HRMC 22/23/11c**
- CENTRE REF NO** : **KwaZulu-Natal:** Medium Office: Ngotshane (1 Post)
: **HRMC 22/23/11d**
- REQUIREMENTS** : • ABET • Knowledge of using variety cleaning equipment and products • Knowledge of general hygiene practices • Knowledge of facility layout • Competencies and skills required: Proven client focus and orientation • Interpersonal and service hygiene skills • Basic literacy and numeracy • Communication • Overtime may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Perform general cleaning services in the Department as per outlined standards • Ensure maintenance of storage areas • Operate machinery as and when required • Maintain good relationship with employees in the Department • Ensure compliance to regulatory requirements • Ensure compliance with relevant regulations • Perform duties within the relevant legislation, policies and procedures • Attend training courses as identified and agreed for appropriate development.
- ENQUIRIES** : **Eastern Cape:** Mr S Mapukata, Tel No: (043) 604 6418
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003

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: 3rd 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: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000

