

DEPARTMENT OF HOME AFFAIRS

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.



- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The Department of Home Affairs (DHA) seeks to hire patriotic, professional, 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 deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

MANAGEMENT ECHELON

- POST 16/70** : **DIRECTOR: CENTRAL LAW ENFORCEMENT REF NO: HRMC 23/26/1**
Branch: Immigration Services
Chief Directorate: Inspectorate
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
- SALARY** : R1 266 714 - R1 492 122 per annum (Level 13), an all-inclusive salary package, 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.

**CENTRE
REQUIREMENTS**

: Head Office, Tshwane
: An undergraduate qualification in Security Management, Policing, Public Management, Public Administration, International Relations at NQF level 7 as recognised by SAQA. 5 years experience at Middle / Senior management level is required. Experience in a Law / analysis or interpretation of information environment is required. Experience in law enforcement (SAPS / Defence / Immigration). Experience in operational planning in joint operations. Knowledge of the Public Service Regulatory Framework, Immigration Act 13 of 2002 and DHA Enabling Legislation. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Knowledge of Departmental Legislation and Prescripts. Knowledge of the Constitution of the Republic of South Africa. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Strategy execution. Service delivery innovation. Stakeholder relations, Operational planning. People management and empowerment. Financial management. Presentation skills. Investigations. Problem solving and analysis. Business Report Writing. Information and Networking. Negotiation Skills. Conflict Management Skills. Diplomacy. Research methodology and Analysis. Policy development. Digital skills. Data analysis. Coaching and facilitating.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor province's functions and ensure the implementation of uniform and standardised policies, processes and procedures. Oversee effective inspections, checking of documents, arrests, detention and prosecution of illegal foreigners. Ensure effective reporting on statistics and trends on activities nationally (inspections, status of open cases, arrests, deportations). Analyse all data and records provided by provinces and provide recommendations to improve future service delivery. Liaise with Deportation unit, Correctional Services, SAPS and NIA to ensure co-ordination and partnership in the detection, processing, detention, arrest and legal management of foreigners convicted of criminal activities. Manage the effective planning and coordination of raids, roadblocks and investigations with regional offices and SAPS where required. Ensure that cases opened in provinces are transferred to Integrity management unit (typically cases spanning several provinces, involving syndicates, corrupt DHA officials etc.). Monitor effective interface between Inspectorate officers in zones and Integrity management unit. Identify and communicate new priorities and planned raids or initiatives to SAPS, Correctional Services, NIA and Regional Offices. Develop the Operational Plan for the directorate and ensure effective prioritization and resource planning. Coordinate, monitor and report on the delivery of the Operational Plan against agreed objectives and performance indicators. Report on the performance of the directorate against the Operational Plan to the Chief Director / Deputy Director-General. Develop technical expertise and skills within the directorate based on business needs and environmental changes. Ensure business transformation and partnerships with various stakeholders. Ensure business alignment to agreed business requirements. Liaise with internal and external stakeholders on law enforcement related matters. Benchmark with various institutions for best practice. Develop identified law enforcement policies and procedures in conjunction with the Policy and Strategy directorate. Contribute to the review of code of practice for the directorate. Contribute towards the development, and ensure implementation, of an appeal system with clear processes and procedures. Determine appropriate resources to achieve objectives. Monitor and evaluate the compliance with the provisions of the Immigration Act, Immigration Regulations and other relevant policies and procedures. Develop and implement within the directorate governance processes, frameworks and procedures associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit findings within the directorate. Represent the directorate at management and other relevant forums. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES
APPLICATIONS**

: Mr W Mamphoke Tel No: (012) 406 4247
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za3YuemEv>; or sent via email to imsrecruitment@dha.gov.za

OTHER POSTS

<u>POST 16/71</u>	:	<u>ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R487 197 - R573 897 per annum (Level 09) Provincial Manager's Office: Limpopo Ref No: HRMC 23/26/2a (X1 Post) Provincial Manager's Office: North-West Ref No: HRMC 23/26/2b (X1 Post) Provincial Manager's Office: Western Cape Ref No: HRMC 23/26/2c (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Supply Chain Management, Logistics Management at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in Supply Chain Management environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Sound knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience in budgeting and revenue management. Knowledge of task planning and allocation. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Knowledge Management. Client Orientation and Customer Focus. Manpower forecasting and planning. Knowledge Management. Decision Making. Change Management. Budget and Financial Management. Written and communication skills. Research and Learning. Presentation Skills. Problem Solving. Strong Analytical Skills. Report Writing. Influencing and Networking. Planning and Organizing. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure effective management of assets within the Province. Develop, Implement and monitor acquisition, maintenance and disposal plans for assets. Ensure proper implementation of the Asset management Strategy within the department. Oversee regular asset counts and verify results against Asset Register. Coordinate physical verification of all departmental assets. Monitor all movements of departmental assets and record/update the asset register. Conduct inspections of equipment to identify potential re-utilisation. Account for maintenance and depreciation of assets. Verify the accuracy of the data recorded/updated in the asset register. Reconcile differences between physical assets and asset register and prepare reports. Monitor and participate in the implementation of efficient improvement projects. Compile reports of identified obsolete, redundant and damaged assets, transfer these items to suspense register. Co-ordinate inputs for the Department's Asset management Policy and advice line managers on asset management. Provide Inputs on assets financials and reconciliations. Manage acquisition, operation and maintenance of assets. Dispose of economically obsolete assets according to the policies and recouping of asset value in settling employee debt to the department. Facilitate bar-coding, stocktaking, and verification of departmental assets. Manage budget allocation and operational planning from assets management. Develop a strategic plan and advise line managers on strategic planning for disposal and replacement of asset. Develop acquisition plan in relation to asset management. Ensure successful management of the properties in the province. Manage effective operation of the property management unit. Facilitate the implementation of transport services (fleet) in the province. Ensure effective risk and compliance management within asset management unit. Ensure effective and efficient management of human, physical and financial resources within the Unit.
<u>ENQUIRIES</u>	:	Limpopo: Mr J Kgole Tel No: (015) 287 2802 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915 Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699 North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745 Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

<u>POST 16/72</u>	<u>ASSISTANT DIRECTOR: INVESTIGATIONS</u>
<u>SALARY CENTRE</u>	R487 197 - R573 897 per annum (Level 09) Provincial Manager's Office: Eastern Cape HRMC 23/26/3a (X1 Post) Provincial Manager's Office: KwaZulu -Natal HRMC 23/26/3b (X1 Post) Provincial Manager's Office: Mpumalanga Ref No: HRMC 23/26/3c (X1 Post)
<u>REQUIREMENTS</u>	An undergraduate qualification in Law, Criminal Justice, Forensics Investigation, or Policing at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at supervisory level in investigation environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Honesty and Integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation Skill. Communication Skill. Planning and Organising Skill. Computer literacy. Investigation skills. Capability and leadership skills. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	The successful candidates will be responsible for, amongst others, the following specific tasks: Draft reports and provide recommendations pertaining to the findings of the investigations. Coordinate with the Directorate: Investigations on activities of the province regarding investigations in the province. Scrutinize information received pertaining to corruptive activities of officials in the province. Facilitate and provide support to various mandated stakeholders to investigate crime and corruption. Facilitate and monitor processes related to investigations. Investigate fraud and corruption perpetrated by officials/ outside syndicates. Investigate, verify and analyse crime and corruption in line with investigation methodologies. Facilitate and open files or dockets of investigations. Facilitate, develop and interpret statistical information on investigating cases. Timeously follow up with other units on complaints and provide feedback on complainant/s within reasonable time frame. Monitor and maintain the intelligence management system in the province. Testify in disciplinary and criminal proceedings as and when required. Facilitate the development, communicate, enforce related policies and procedures. Facilitate the development, performance and delivery of the internal support to the unit, to produce reliable and delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Contributes towards the formulation of investigation Framework, policies, processes and circulars. Enforce compliance to regulations and policies guidelines in the department. Monitor and maintain issues related to investigation practices and security breaches by staff. Participate in the activities in relevant structures i.e. Investigations Information Coordination Committee (IICC) and the South African Banking Risk Information Centre (SABRIC). Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the Organisation to ensure accurate implementation. Develop the activity plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit. Implement effective talent management

processes within the unit (attraction, retention, development). Administer the implementation of compliant performance management. Ensure effective and efficient management of human, physical and financial resources within the Unit.

- ENQUIRIES** : Eastern Cape: Mr L Jama Tel No: (043) 604 6417
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za>
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.
- POST 16/73** : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: HRMC 23/26/4**
Chief Directorate: Information Systems Audit
- SALARY CENTRE REQUIREMENTS** : R487 197 - R573 897 per annum (Level 09)
: Headquarters: Head Office, Tshwane
: An undergraduate qualification in Computer Science, Information Systems or Internal Auditing at NQF level 6 as recognized by SAQA. 3 Years' of supervisory / junior management experience in an internal auditing environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Functional knowledge of data analysis software such as ACL Analytics, Arbutus and or other relevant software. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of international Internal Audit Standards. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of Finance and Accounting Systems and Practices. Knowledge of King IV report and governance principles. Knowledge of the Institute of Internal Auditors South Africa (IIA SA) and Global prescripts. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Business continuity. Financial Administration. Project Management. Decision making. Attention to detail. Influencing and networking. Business Report Writing. Problem solving and analysis. Conflict management and resolution. Presentation skills. Interpersonal skills. Communication skills. Planning and Organizing. Presentation skills. Strong data analysis skills. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Execute audit operations in line with audit standards. Participate in the development of the strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Prepare comprehensive Audit Planning Memoranda. Formulate audit programs based on preliminary survey outcomes. Develop audit questionnaires addressing identified risks across various audit areas. Provide input into the maintenance and enhancement of audit methodologies and techniques. Coordinate and provide technical support for the Teammate audit management software. Facilitate the execution of Computer -Assisted Audit Techniques (CAAT's) within the directorate. Execute and manage Audit procedures and reporting. Implementation of policies, procedures, directives, acts and regulations. Ensure risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit.
- ENQUIRIES APPLICATIONS** : Ms V Motshegoe Tel No: (012) 406 4252
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

POST 16/74 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HRMC 23/26/5 (X3 POSTS)**
Chief Directorate: Risk Management

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Headquarters: Head Office, Tshwane
REQUIREMENTS : An undergraduate qualification in Risk Management, Financial Management, Accounting, or Internal Audit at NQF level 6 as recognized by SAQA. 3 Years' supervisory / junior Management experience is required. Experience in Risk Management environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of the National Treasury Public Sector Risk Management Framework. Ability to work independently and within a team. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Service delivery innovation. Knowledge management. Decision making. Problem solving and conflict management. Influencing and networking. Business Report Writing. Problem solving and analysis. Presentation skills. Interpersonal relations. Communication skills. Facilitation skills. Presentation skills. Negotiation skills. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Support DHA staff in the implementation of risk management, risk assessment and risk reporting processes. Coordinate in facilitating the identification and management of risk to ensure that risks assessment results are fully recorded. Facilitate in ensuring proper communication of Risk Management processes. Coordinate the development of risk mitigating strategies by the risk owners and risk sponsors and report the status thereof. Facilitate maintenance of the overall risk registers across the Department. Maintains the satisfactory operation of the risk management and compliance software. Conduct research in the best practices, develops and refines risk modelling approaches and methodologies. Supports all staff on the Enterprise Risk Management and Compliance risks management processes. Coordinate the network of risk representatives, owners and sponsors in the monitoring of risks of their respective areas. Ensure continuous appointment of risk representatives, Ensure continuous appointment of risk. Risk Nodal points across the Department. Ensure awareness to all employees of the department in risk management and governance matters. Establish, maintain and ensure a good working relationship with the Department and relevant stakeholders. Implementation of policies, procedures, directives, acts and regulations. Ensure the implementation of effective risk and compliance risk management. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES : Ms N Mnisi Tel No: (012) 406 4238
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

POST 16/75 : **CONTACT CENTRE TEAM LEADER REF NO: HRMC 23/26/6 (X2 POSTS)**
Directorate: Contact Centre Operations

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Headquarters: Head Office, Tshwane
REQUIREMENTS : An undergraduate qualification in Public Management and Administration, Social Science, Contact Centre or related field of study at NQF level 6 as recognized by SAQA. 2 Years' experience at Supervisory level is required. Extensive experience in Customer Service Management. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of and understanding of the Departmental Standard Operating Procedures. Knowledge and understanding of the Public Information Management Acts (PAIA and POPIA). Knowledge and understanding of the Batho Pele Principles and Public Service Regulatory Framework. A valid drivers' license. Shift work is required. Required skills and

competencies: Leadership skills. Problem Solving skills. Client orientation and customer focus. Planning and Organizing. Strong Analytical skills. Written and verbal communication. Administrative skills. Results and achievement driven. Multitasking. Time Management. Report writing skills. Interpersonal relations. Conflict resolution. Coaching. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and monitor the team to ensure operational efficiency. Ensure agreed contact centre standards are consistently met. Supervise day to day operations of the contact centre. Consistently monitor staff levels and liaise with management regarding required adjustment. Identify customer needs and provide information for updates of both the frequently asked questions and knowledge base. Advise management of product knowledge gaps. Assist consultants with complex queries and irate client by providing guidance and information. Handling escalated queries and complaints from employees. Escalate complex queries to Tier 2 Case Resolutions officers. Compile teams Management Information System reports and identify gaps. Analyse daily reports and effect improvement plans to alleviate non-achievements of SLA and targets. Evaluate contacts / interactions and cases logged for quality assurance purposes, identify gaps and conduct coaching, mentoring and development of the contact centre consultants. Monitor operational systems and recommend changes / update to improve performance. Implement policies and procedures in line with the approved Framework. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES
APPLICATIONS

: Ms T Rakgoale Tel No: (012) 406 2808
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za