



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: 25 August 2023

VACANCIES - HUMAN RESOURCES MANAGEMENT CIRCULAR MINUTE NO 56 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. Reasonable accommodation shall be applied for People with Disabilities including where a driver's license is a requirement.

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: 8 SEPTEMBER 2023

APPLICATIONS:

Applications must be -

- sent to the **correct address** specified at the bottom of the last position, **on or before the closing date**;
- submitted on the **New Application for Employment Form (Z.83)**, obtainable at www.gov.za; **Applicants must fully complete part A,B,C,D,& F of the New Z83 application form.**
- accompanied by a **comprehensive CV**, citing the start and end date (dd/mm/yr) and detailed duties 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**, 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 where applicable 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 **employment suitability checks** (credit, criminal, citizenship, employment references and qualification verifications).

APPOINTMENT:

Appointed persons will be required to -

- serve a prescribed **probation period**; and
- obtain security clearance appropriate to the post and within the prescribed timeframe.



- POST NO 1** : **LOCAL OFFICE MANAGER, REF NO: HRMC 56/23/1**
- SALARY LEVEL** : An all-inclusive salary package of **R958 824 to R1 125 825** per annum (Level 12).
- CENTRE** : **Gauteng**: Large Office: Germiston
- 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 Civics and 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).
- Required skills and competencies:** 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 driver's license and willingness to travel is essential, and work extended hours when required.
- DUTIES** : The successful candidate will be responsible for 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 • Ensure effective implementation of Policies, Standard Operating 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 • Manage risk and compliance • Implement governance processes, framework and procedures within the directorate associated with statutory financial responsibilities • Effective and efficient management of physical, human and financial resources.
- ENQUIRIES** : **Gauteng**: Mr P Mlangeni, Tel No: (011) 242 9039
- POST NO 2** : **LOCAL OFFICE MANAGER: REF NO: HRMC 56/23/2**
- SALARY LEVEL** : A basic salary of **R527 298 to R617 622** per annum (Level 10).
- CENTRE** : **Gauteng**: Medium Office: Soshanguve
- 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 and 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).
- Required skills and competencies:** 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 driver's license and willingness to travel is essential, and work 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
 - Effective and efficient management of physical, human and financial resources.

ENQUIRIES

- : **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039

POST NO 3

- : **ASSISTANT DIRECTOR: DISTRICT COORDINATOR, (2 POSITIONS)**

SALARY LEVEL

- : A basic salary of **R424 104 to R496 467** per annum (Level 9).

CENTRE

- : **Limpopo:** District Municipality Office – Vhembe (1 Post)

REF NO

- : **HRMC 56/23/3a**

CENTRE

- : **North West:** District Municipality Office – Dr Kenneth Kaunda (1 Post)

REF NO

- : **HRMC 56/23/3b**

REQUIREMENTS

- : • An undergraduate qualification in Public Management / Public Administration / Operations Management at NQF level 6 as recognized by SAQA • Minimum of 3 years' experience as a Senior Administration Officer • Experience in coordination is required • Basic knowledge of Civic Services Acts and Immigration Services Act • Understanding of Public Finance Management Act as well as the Treasury Regulations • Knowledge of Departmental Legislation as well as Human Resources Regulatory Framework • Knowledge of Public Service Regulations.

Required skills and competencies: Capability and leadership • Service delivery innovation • Client orientation and customer focus • People management and empowerment • Accountability and business continuity • Project and conflict management • Decision making and problem solving • Computer literacy, business report writing and presentation skills • Influencing and networking • Planning and organising • Good communication and coordination skills • Willingness to travel and work extended hours.

DUTIES

- : The successful candidate will be responsible for, amongst others, the following specific tasks:
- Facilitate and coordinate the district operations to enhance service delivery
 - Monitor the District's budget, develop and implement plans
 - Collaborate with District staff to align plans and strategies
 - Facilitate and consolidate information on all operations in the District to enhance service delivery
 - Facilitate and implement effective integration of various Civics and Immigration Services within the District
 - Facilitate, analyse, and report on the performance against deliverables
 - Ensure successful business transformation
 - Compile tactical plans aligned to business requirements to ensure effective strategy execution
 - Recommend and implement performance improvement initiatives
 - Ensure the implementation of effective risk and compliance management practices
 - Coach and guide staff on compliance with all relevant compliance requirements
 - Report on all risk and financial indicators
 - Effective and efficient management of human and physical resources.

ENQUIRIES

- : **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802
North West: Mr L Appels, Tel No: (018) 397 9908/22

- POST NO 4** : **CIVIC SERVICES SUPERVISOR, REF NO: HRMC 56/23/4**
- SALARY LEVEL** : A basic salary of **R359 517** to **R420 402** per annum (Level 8).
- CENTRE** : **Western Cape:** Medium Office: Stellenbosch
- 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.
- Required skills and competencies:** Computer literacy • Analytical thinking • Planning and organizing • Problem solving • Good communication and verbal skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Record and time management.
- 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** : **Western Cape:** Mr M Pienaar, Tel (021) 488 1409
- POST NO 5** : **CIVIC SERVICES OFFICER (LOCAL OFFICE MANAGER), REF NO: HRMC 56/23/5**
- SALARY LEVEL** : A basic salary of **R 294 321** to **R343 815** per annum (Level 7).
- CENTRE** : **Western Cape:** PSP: Prince Albert
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Science or related qualification at NQF 6 level as recognized by SAQA • Minimum of 1 years' experience in Civic Services / Operations Management environment • 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 Departmental Legislations and Prescripts • Knowledge of Occupational Health and Safety Act as well as Minimum Information Security Standards (MISS) • Knowledge of National Treasury Regulations, Public Finance Management Act (PFMA), Promotion to Administrative Justice Act (PAJA) as well as Promotion of Access to Information Act (PAIA).
- Required skills and competencies:** • Decision making • Supervisory skills and people empowerment • Business continuity, problem solving, financial administration and records management • Client orientation and customer focus • Risk and knowledge management • Computer literacy • Security conscience • Communication • Willingness to travel and work extended hours.
- DUTIES** : The successful candidate will be responsible for the following specific tasks:• Supervise the daily operations of Civic Services within the local office • Administer the Identity Document and Passport processes in the Local office • Administer the Birth, Marriage and Death process (BMD) in the local office • Ensure effective and efficient management of queues • Implement quality assurance on all products and services in the local office • Maintain effective customer relations • Ensure the implementation of the Batho Pele Principles within the local office in all interactions with internal and external customers • Manage client complaints, queries and ensure application corrective measures • Implementation of policies, procedures, directives, acts and regulations • Ensure compliance with legislation, regulations and DHA policies and procedures • Ensure effective workflow and capacity planning • Supervise human and physical resources within the Local Office.
- ENQUIRIES** : **Western Cape:** Mr M Pienaar, Tel (021) 488 1409

- POST NO 6** : **CIVIC SERVICES OFFICER, REF NO: HRMC 56/23/6**
- SALARY LEVEL** : A basic salary of **R294 321** to **R343 815** per annum (Level 7).
- CENTRE** : **KwaZulu-Natal**: Medium Office: Commercial Road
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Administration / Social Sciences 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.
- Required skills and competencies:** Computer literacy • Analytical thinking • Planning and organizing • Problem solving • Good verbal and written communication skills • Financial administration • Sound interpersonal relations • Attention to detail • Teamwork • Record and time management.
- DUTIES** : The successful candidate will be responsible for 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** : **KwaZulu-Natal**: Ms N Ngema, Tel No: (033) 845 5003
- POST NO 7** : **ADMINISTRATION OFFICER, REF NO: HRMC 56/23/7**
- SALARY LEVEL** : A basic salary of **R294 321** to **R343 815** per annum (Level 7).
- CENTRE** : **Gauteng**: Medium Office: Bronkortspruit
- REQUIREMENTS** : • An undergraduate qualification in Office Management and Technology / Business Management / Administration Management at NQF level 6 as recognized by SAQA • 1 year experience in administration • Knowledge of the Public Services Regulation • Knowledge of various filing system • Knowledge of Office Administration methodologies • Knowledge and understanding of Departmental Legislations and Prescripts • Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations • Knowledge of Supply Chain Management processes.
- Required skills and competencies:** Computer skills • Analytical thinking skills • Planning and organizing skills • Problem solving skills • Good written and verbal communication skills • Customer focus • Financial administration • Time management • Willingness to travel and work extended hours.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: • Implement the administrative operations in support of the Unit • Draft submissions, reports, submissions, memorandums and minutes for the Unit • Conduct records and document both manually and electronically • Provide support in completing and processing of subsistence claims • Liaise with all stakeholders relevant to the office • Oversee office equipment and organise maintenance and repairs • Provide logistical service in the functional Unit • Arrange and coordinate meetings and workshops • Coordinate records system to ensure confidentiality of documents • Maintain and monitor stationery, office supplies and consumables • Responsible for various administrative duties related to supply chain • Ensure innovation and service delivery within the Unit • Provide guidance on the development of practical, responsive solutions related to the office of the DDG • Ensure the implementation of effective risk compliance management practices • Ensure compliance with Finance, Supply Chain Management and National Treasury Framework • Administer individual resources.
- ENQUIRIES** : **Gauteng**: Mr P Mlangeni, Tel No: (011) 242 9039

- POST NO 8** : **MOBILE OFFICER, (2 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R294 321** to **R343 815** per annum (Level 7).
- CENTRE REF NO** : **KwaZulu-Natal**: Large Office: Amajuba (1 Post)
: **HRMC 56/23/8a**
- CENTRE REF NO** : **KwaZulu-Natal**: Medium Office: Ngotshane (Pongola)
: **HRMC 56/23/8b**
- REQUIREMENTS** : • An undergraduate qualification in Public Administration / Production Management / Management qualification 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.
- Required skills and competencies:** 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.
- DUTIES** : The successful candidate will be responsible for 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.
- ENQUIRIES** : **KwaZulu-Natal**: Ms N Ngema, Tel No: (033) 845 5003
- POST NO 9** : **CIVIC SERVICES CLERK, (6 POSITIONS)**
- SALARY LEVEL** : A basic salary of **R241 485** to **R281 559** per annum (Level 6).
- CENTRE REF NO** : **Free State**: Large Office: Bloemfontein (1 Post)
: **HRMC 56/23/9a**
- CENTRE REF NO** : **Gauteng**: Large Office: Pretoria (1 Post)
: **HRMC 56/23/9b**
- CENTRE REF NO** : **Gauteng**: Medium Office: Soshanguve (1 Post)
: **HRMC 56/23/9c**
- CENTRE REF NO** : **KwaZulu-Natal**: Medium Office: Empangeni (1 Post)
: **HRMC 56/23/9d**
- CENTRE REF NO** : **North West**: Large Office: Klerksdorp (2 Posts)
: **HRMC 56/23/9e**
- REQUIREMENTS** : • An undergraduate qualification in Public Management / Public Administration / Social Sciences at NQF level 6, and 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.
- Required skills and competencies:** 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.
- DUTIES** : The successful candidate will be responsible for 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

: **Free State:** Mr C Mgwadleka, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003
North West: Mr L Appels, Tel No: (018) 397 9908/22

POST NO 10

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

SALARY LEVEL

: A basic salary of **R241 485 to R281 559 per annum** (Level 6).

CENTRE

: **Gauteng:** Large Office: Pretoria (1 Post)

REF NO

: **HRMC 56/23/10a**

CENTRE

: **Gauteng:** Medium Office: Temba (1 Post)

REF NO

: **HRMC 56/23/10b**

REQUIREMENTS

• An undergraduate qualification in Law / Public Management / Public 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.

Required skills and competencies: 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 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

: **Gauteng:** Mr P Mlangeni, Tel No: (011) 242 9039

POST NO 11

: **SECRETARY, REF NO: HRMC 56/23/11**

SALARY LEVEL

: A basic salary of **R202 233 to R235 611** per annum (Level 5).

CENTRE

: **North West:** Provincial Manager's Office - Mmabatho

REQUIREMENTS

: • A Certificate in Secretariat / Office Administration and / or DHA Qualification: Home Affairs Services all at NQF level 5 as recognized by SAQA • Knowledge of Office Administration, Secretariat services as well as various filing systems.

Required skills and competencies: • Computer literacy • Good telephone etiquette • Planning and organizing • Sound organization skills • Verbal and writing communication • High level of reliability • Planning and coordination • Ability to act with tact and discretion • Customer focus • Good grooming and presentation skills • Time management • Traveling and working extended hours may be required occasionally.

DUTIES

: The successful candidate will be responsible for the following specific tasks: • Provide Secretarial / Receptionist Support Services to the Director • Receives telephone calls and

refers the calls to the correct role players if not meant for the relevant manager • Record appointment and events in the diary of the manager • Provide Clerical Support Services to the Director • Liaise with travel agencies to make travel arrangement • Process travel and subsistence claims for the Unit • Comply with relevant Public Services and department prescripts / policies and other documents to ensure that the applicable therefor is understood properly • Remain abreast with the procedures and processes that apply in the office of the Director.

- ENQUIRIES** : **North West:** Mr L Appels, Tel No: (018) 397 9908/22
- POST NO 12** : **CIVIC SERVICES HOSPITAL CLERK, REF NO: HRMC 56/23/12**
- SALARY LEVEL** : A basic salary of **R202 233** to **R235 611** per annum (Level 5).
- CENTRE** : **KwaZulu-Natal:** Medium Office: KwaDukuza (General Gizenga Hospital)

- REQUIREMENTS** : • An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5) • An undergraduate qualification in Public Management / Administration / Social Sciences or related field at NQF level 6 will be an added advantage • Basic understanding of all departmental legislation and prescripts • Basic Knowledge of the Public Service Regulatory Framework • Basic knowledge of Batho Pele Principles.

Required skills and competencies: • Computer literacy • Planning and organizing • Problem solving • Verbal and written communication • Basic Financial administration • Interpersonal • Attention to detail • Teamwork • Record and time management • Willingness to travel and work extended hours.

- DUTIES** : The successful candidate will be responsible for the following specific tasks: • Render birth registration services to clients • Receive notice of birth and relevant supporting documents • Perform online verification of informant or take a full set of fingerprints when online verifications are not available • Capture application on the National Population Register • Provide death registration to clients • Receive duly completed notification of death and relevant supporting documents • Submit application for quality assurance and dispatch to supervisor • Ensure the safekeeping and safeguarding of assets and face value documents, stamps etc • Record and maintain a birth occurrence vs registered births register • Record and register foreign birth occurrences in register • Report all risks according to required format • Ensure good governance and compliance • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements.

- ENQUIRIES** : **KwaZulu-Natal:** Ms N Ngema, Tel No: (033) 845 5003

- POST NO 13** : **CLEANER, REF NO: HRMC 56/23/13**
(This is a re-advertisement, Candidates who have previously applied may re-apply).

- SALARY LEVEL** : A basic salary of **R125 373** to **R145 077** per annum (Level 2).

- CENTRE** : **Limpopo:** Medium Office: Tzaneen

- REQUIREMENTS** : • ABET • Knowledge of using variety cleaning equipment and products • Knowledge of general hygiene practices • Knowledge of facility layout.

Required skills and competencies: 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 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** : **Limpopo:** Mr J Kgole, Tel No: (015) 287 2802

- POST NO 14** : **GROUNDSMAN, REF NO: HRMC 56/23/14**
- SALARY LEVEL** : A basic salary of **R125 373** to **R145 270** per annum (Level 2).
- CENTRE** : **Gauteng**: Large Office: Randfontein
- REQUIREMENTS** : • ABET • Knowledge of using variety cleaning equipment and products • Basic knowledge of general hygiene practices • Knowledge of facility layout.
- Required skills and competencies:** 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 the following specific tasks: • Maintain and cleaning premises and surroundings • Empty dirt bins • Maintain the garden • Watering the garden • Prune and trim flowers and trees • Mow the grass • Remove weeds and garden refuse • Apply insecticides • Cultivate the soil for trees and flowers • Cleaning of passage, kitchen and stairs • Maintain gardening and equipment • Detect and report malfunctioning of gardening equipment and tools • Report minor defects of gardening equipment and tools.
- ENQUIRIES** : **Gauteng**: Mr P Mlangeni, Tel No: (011) 242 9039
- APPLICATIONS** : Quoting the relevant reference number, direct your application to:
- The Department of Home Affairs Office as follows:-**
- 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
- 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