

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified 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 X09, 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 X6073, Kimberley 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000 Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street,
Cape Town, 8000 Head Office Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001 on or before the closing date
- CLOSING DATE** : 28 February 2025
- NOTE** : Accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za 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)); as well as a copy of the applicant’s valid driver’s licence and PDP (if specified as a job requirement). Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as this Department’s Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. 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.
- OTHER POSTS**
- POST 04/16** : **CONTROL IMMIGRATION OFFICER: INSPECTORATE (X10 POSTS)**
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply)
- SALARY CENTRE** : R376 413 - R443 403 per annum (Level 08). A basic salary package
 : Eastern Cape: Large Office: East London Ref No: HRMC 4/25/1a (X1 Post)
 : Free State: Medium Office: Kroonstad Ref No: HRMC 4/25/1b (X1 Post)
 : Gauteng: Large Office: Soweto Ref No: HRMC 4/25/1c (X1 Post)
 : Head Office: Lindela Holding Facility Ref No: HRMC 4/25/1d (X1 Post)
 : KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 4/25/1e (X1 Post)
 : Limpopo: Large Office: Polokwane Ref No: HRMC 4/25/1f (X1 Post)
 : Mpumalanga: Large Office: Emalaheni Ref No: HRMC 4/25/1g (X1 Post)
 : Northern Cape: Large Office: Upington Ref No: HRMC 4/25/1h (X1 Post)
 : North West: Medium Office: Brits Ref No: HRMC 4/25/1i (X1 Post)
 : Western Cape: Large Office: Cape Town Ref No: HRMC 4/25/1j (X1 Post)
- REQUIREMENTS** : A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years’ experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and

understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate 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, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Free State: Ms V Molefe Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 3254
Head Office: Ms S Maswanganyi Tel No: (012) 406 4236
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

POST 04/17

: **IMMIGRATION OFFICER: INSPECTORATE (X20 POSTS)**
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE

: R255 450 - R300 912 per annum (Level 06). A basic salary
: Eastern Cape: Large Office: East London Ref No: HRMC 4/25/2a (X2 Posts)
Free State: Large Office: Bloemfontein Ref No: HRMC 4/25/2b (X1 Post)
Free State: Medium Office: Thaba Nchu Ref No: HRMC 4/25/2c (X1 Post)
Gauteng: Large Office: Soweto Ref No: HRMC 4/25/2d (X2 Posts)
Head Office: Lindela Holding Facility Ref No: HRMC 4/25/2e (X2 Posts)
KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 4/25/2f (X2 Posts)
Limpopo: Medium Office: Polokwane Ref No: HRMC 4/25/2g (X2 Posts)
Mpumalanga: Large Office: Emalahleni Ref No: HRMC 4/25/2h (X1 Post)
Mpumalanga: Medium Office: Belfast Ref No: HRMC 4/25/2i (X1 Post)
Northern Cape: Large Office: Upington Ref No: HRMC 4/25/2j (X2 Posts)
North West: Medium Office: Brits Ref No: HRMC 4/25/2k (X2 Posts)
Western Cape: Large Office: Cape Town Ref No: HRMC 4/25/2l (X2 Posts)

REQUIREMENTS

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognised by SAQA. Basic understanding of Refugee Act and Immigration Act. Knowledge of all relevant public service and Departmental Legislative Frameworks. A valid driver's license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Planning and organising. Telephone etiquette. Analytical skills. Good written and verbal communication skills. Diplomacy. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Implement Immigration Services, processes and compliance in line with the Immigration Act No 13 of 2002 as amended, and other Departmental Legislation. Effective enforcement of the

Immigration Act 13 of 2002 as amended and. Detect, trace, detain and prosecute illegal foreigners within the Country. Provide support on law enforcement investigations and anti-corruption cases. Conduct investigations on any transgressions of the Immigration Act, 2002 and the Refugee Act, 1998. Monitor the influx of foreigners residing in the Country with no legal documentation. Conduct deportation processes and keep records of foreigners (legal and illegal) in the Country. Safe keep, maintain and manage state property and assets. Implement policies and procedures. Ensure effective and efficient management of resources within the Unit.

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Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
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Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
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