

DEPARTMENT OF HOME AFFAIRS

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.

**APPLICATIONS**

: Applications must be sent to the correct DHA address specified; or submitted on the following the link: <https://essa@labour.gov.za>. Search opportunity name per Province and town, e.g. mobile officer. Applicants who do not have access to the internet may submit their applications to the nearest Regional Offices of the Department of Employment and Labour (Labour Centres); Enquiry related to the system: PES@labour.gov.za and enquiries related to the work opportunities: Vusi.Mazibuko@labour.gov.za (082 886 9627) and Siphamandla.Xaba@labour.gov.za (076 983 8905) as well as Call Centre for system enquiries 086 010 1018. Quoting the relevant reference number, direct your application 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
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
Western Cape: Postal Address: Private Bag X 9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000

CLOSING DATE

: 01 July 2024

NOTE

: Directions to applicants: Applicants must be submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za; Applicants MUST fully complete the application form; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) and detailed duties of each employment period, including the details of at least two contactable employment references (as recent as possible). Applicants for the position of Mobile Officer MUST indicate the full details of the driver's licence as well as the Professional Driving Permit, PDP, these must be valid at the time of submission of the application. Shortlisted candidates will be required to submit a copy of Identity Document (ID), a valid driver's licence, a valid Professional Driving Permit, as well as copies of the highest qualification/s on or before the day of the interview; submit, where applicable, evaluated results from the South African Qualifications Authority (SAQA) for foreign acquired qualifications, and submitted on or before the closing date. 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. 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 for the position of Mobile Officer will be subjected to an interview, technical and Role Behaviour Assessments. Candidates considered suitable will be subjected to employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications). Appointed persons will be required

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

OTHER POSTS

POST 21/70

MOBILE OFFICER (X20 POSTS)

This is a re-advertisement, Candidates who have previously applied may re-apply.

SALARY CENTRE

R308 154 - R362 994 per annum (Level 07)

Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 26/24/1 (X1 Post)
Eastern Cape: Medium Office: Cleary Park Ref No: HRMC 26/24/2 (X1 Post)
Eastern Cape: PSP: Stutterheim Ref No: HRMC 26/24/3 (X1 Post)
Gauteng: Medium Office: Heidelberg Ref No: HRMC 26/24/4 (X1 Post)
KwaZulu-Natal: Large Office: Ethekeini Ref No: HRMC 26/24/5 (X1 Post)
KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 26/24/6 (X1 Post)
KwaZulu-Natal: Medium Office: Nongoma Ref No: HRMC 26/24/7 (X1 Post)
Limpopo: Large Office: Polokwane Ref No: HRMC 26/24/8 (X1 Post)
Limpopo: Medium Office: Groblersdal Ref No: HRMC 26/24/9 (1 Post)
Limpopo: PSP: Praktiseer Ref No: HRMC 26/24/10 (X1 Post)
Mpumalanga: Medium Office: Mapulaneng Ref No: HRMC 26/24/11 (X1 Post)
Mpumalanga: Medium Office: Mkobola Ref No: HRMC 26/24/12 (X1 Post)
Northern Cape: Large Office: Kuruman Ref No: HRMC 26/24/13 (X1 Post)
Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 26/24/14 (X1 Post)
Northern Cape: Medium Office: Springbok Ref No: HRMC 26/24/15 (X1 Post)
Northern Cape: Medium Office: Calvinia Ref No: HRMC 26/24/16 (X1 Post)
Northern Cape: Medium Office: Prieska Ref No: HRMC 26/24/17 (X1 Post)
Western Cape: Medium Office: Beaufort-West Ref No: HRMC 26/24/18 (X1 Post)
Western Cape: PSP: Vredenburg Ref No: HRMC 26/24/19 (X1 Post)
Western Cape: Medium Office: Vredendal Ref No: HRMC 26/24/20 (X1 Post)

REQUIREMENTS

An undergraduate qualification in Public Administration / Public Management / Business Administration / Administrative Management / Operations / Human Resources / Business Management at an NQF Level 6 as recognised by SAQA. An NQF level 7 qualification in Bachelor of Administration / Business Administration / B-Tech in or Advanced Diploma in Public Administration / Public Management / Operations / Human Resources / Business Management / Bachelor of Arts and a qualification with majors in Industrial Psychology and Public Administration will be an added advantage. One (1) year clerical experience will be an added advantage. Experience in client and customer service environment will be an added advantage. Sound knowledge of Batho Pele Principles. A valid driver's licence (Code 10) and a valid Professional Driving Permit (PDP). Basic knowledge of Public Service Regulations. Basic knowledge of the Departmental Legislation and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework Knowledge of Civic Services Operations. Basic knowledge of Civic Services Prescripts. Required skills and competencies: Communication and sound interpersonal skills. Time management. Problem solving skills. Planning and organizing. Supervisory skills. Basic Report writing skills. Basic Computer literacy. Extensive travelling is required.

DUTIES

The successful candidate will be responsible for the following specific tasks: Supervise and administer the daily operations of Civic Services functions within the Mobile Offices, Identity Document, Birth, Marriage and Death (BMD) and Passport application processes. Supervise and monitor operations in different service points. Management of queues for clients visiting the office and daily operation of the office. Ensure that the Mobile Office is properly maintained and examined to render services. Perform daily trips and post-trip vehicle inspections and ensure that the Mobile Unit is in the best safety condition at all times. Implement effective risk and compliance in line with the relevant practices. Facilitate the provision of client services to service points. Operate the specialised equipment in the front and 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 that clients embark and disembark (i.e. disabled clients) the mobile units where required. Maintain relationship with various internal and external stakeholders. Comply with

ENQUIRIES

relevant Civic Services frameworks. Supervision of resources (human and physical) within the unit.

:

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
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
Western Cape: Mr M Pienaar Tel (021) 488 1409