

Good day Valued Client

Please see the Steps to apply for Department of Home Affairs Opportunities

If you are not registered on ESSA-Employment System of South Africa
To register; follow these steps:

- **Individual (Box)**
- ✓ Click on **CLICK HERE TO REGISTER**.
- ✓ Read the Terms & Conditions, and accept the disclaimer.
- ✓ Click Submit button below.
- ✓ Read the instructions on how to register.
- ✓ Click Next button below.
- ✓ Complete all required fields and click the Register button above.
- ✓ Auto-generated password sent to the registered E-mail address provided upon registration, which you can change once logged in.

- ! Username will always be the Client's 13-digit barcoded ID number.

If you were registered on the system two/three year and you forgotten the password

To Reset Your Password Kindly Follow the Steps Below:

Kindly note that your **Username is your ID Number**.

Please do the following to get a new password sent to your email address.

- Go to <http://www.labour.gov.za/Online-Tools>
- Click on **Employment Services of South Africa (ESSA)**

- ✓ On the right side of the screen you should see an orange box with the login **Username and password**
- ✓ Click on the **Forgot password** hyperlink.
- ✓ The browser will direct you to the **Password Reset page** asking you to fill your **Name(s), Surname and Login name**.

NOTE: Your Login name **is your ID number**. Your password will reset and a new password sent to your email address.

NOTE: System-generated password includes special characters such as **e.g. @\$%^.***.

To search for Department of Home Affairs opportunities, follow the following steps:

<https://essa.labour.gov.za/EssaOnline/WebBeans/>

Search opportunity name per Province and town, e.g. mobile officer or civic services clerk. 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;

CLOSING DATE: 28 March 2024

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 Civic Services Clerk will be subjected to an **interview** and technical assessment.

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).

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 : **MOBILE OFFICER, (100 POSITIONS)**

SALARY LEVEL : A basic salary of **R294 321 to R343 815** per annum (Level 7).

CENTRE : **Eastern Cape: PSP: Matatiele (1 Post)**

REF NO : **HRMC 7/24/1a**

CENTRE : **Eastern Cape:** Medium Office: Tabankulu (1 Post)

REF NO : **HRMC 7/24/1b**

CENTRE : **Eastern Cape** Medium Office: Qumbu (1 Post)

REF NO : **HRMC 7/24/1c**

CENTRE : **Eastern Cape:** Medium Office: Peddie (1 Post)

REF NO : **HRMC 7/24/1d**

CENTRE : **Eastern Cape:** Medium Office: Mdantsane (1 Post)

REF NO : **HRMC 7/24/1e**

CENTRE : **Eastern Cape:** PSP: Elliotdale (1 Post)

REF NO : **HRMC 7/24/1f**

CENTRE : **Eastern Cape:** Medium Office: Grahamstown (1 Post)

REF NO : **HRMC 7/24/1g**

CENTRE : **Eastern Cape:** Medium Office: Graaff Reinet (1 Post)

REF NO : **HRMC 7/24/1h**

CENTRE : **Eastern Cape:** Medium Office: Humansdorp (1 Post)

REF NO : **HRMC 7/24/1i**

CENTRE : **Eastern Cape:** Medium Office: Motherwell (1 Post)

REF NO : **HRMC 7/24/1j**

CENTRE : **Eastern Cape:** Medium Office: Cleary Park (1 Post)

REF NO : **HRMC 7/24/1k**

CENTRE : **Eastern Cape:** PSP: Cradock (1 Post)
REF NO : **HRMC 7/24/1l**

CENTRE : **Eastern Cape:** Medium Office: Aliwal North (1 Post)
REF NO : **HRMC 7/24/1m**

CENTRE : **Eastern Cape:** Medium Office: Cofimvaba (1 Post)
REF NO : **HRMC 7/24/1n**

CENTRE : **Eastern Cape:** Medium Office: Lady Frere (1 Post)
REF NO : **HRMC 7/24/1o**

CENTRE : **Free State:** Medium Office: Thaba Nchu (1 Post)
REF NO : **HRMC 7/24/1p**

CENTRE : **Free State:** Medium Office: Zastron (1 Post)
REF NO : **HRMC 7/24/1q**

CENTRE : **Free State:** PSP: Trompsburg (1 Post)
REF NO : **HRMC 7/24/1r**

CENTRE : **Free State:** Medium Office: Bultfontein (1 Post)
REF NO : **HRMC 7/24/1s**

CENTRE : **Free State:** PSP: Ficksburg (1 Post)
REF NO : **HRMC 7/24/1t**

CENTRE : **Free State:** PSP: Parys (1 Post)
REF NO : **HRMC 7/24/1u**

CENTRE : **Free State:** PSP: Vrede (1 Post)

REF NO : **HRMC 7/24/1v**

CENTRE : **Free State:** PSP: Wesselsbron (1 Post)

REF NO : **HRMC 7/24/1w**

CENTRE : **Free State:** PSP: Ladybrand (1 Post)

REF NO : **HRMC 7/24/1x**

CENTRE : **Free State:** Medium Office: Sasolburg (1 Post)

REF NO : **HRMC 7/24/1y**

CENTRE : **Gauteng:** Medium Office: Edenvale (1 Post)

REF NO : **HRMC 7/24/1z**

CENTRE : **Gauteng:** Medium Office: Boksburg (1 Post)

REF NO : **HRMC 7/24/1aa**

CENTRE : **Gauteng:** Medium Office: Heidelberg (1 Post)

REF NO : **HRMC 7/24/1ab**

CENTRE : **Gauteng:** Medium Office: Vanderbijlpark (1 Post)

REF NO : **HRMC 7/24/1ac**

CENTRE : **Gauteng:** Large Office: Randfontein (1 Post)

REF NO : **HRMC 7/24/1ad**

CENTRE : **Gauteng:** Medium Office: Carletonville (1 Post)

REF NO : **HRMC 7/24/1ae**

CENTRE : **Gauteng:** Medium Office: Roodepoort (1 Post)

REF NO : **HRMC 7/24/1af**

CENTRE : **Gauteng: Medium Office: Bronkhorstspuit (1 Post)**

REF NO : **HRMC 7/24/1ag**

CENTRE : **KwaZulu-Natal: Medium Office: Vryheid (1 Post)**

REF NO : **HRMC 7/24/1ah**

CENTRE : **KwaZulu-Natal: Large Office: Ulundi (1 Post)**

REF NO : **HRMC 7/24/1ai**

CENTRE : **KwaZulu-Natal: Medium Office: Nqutu (1 Post)**

REF NO : **HRMC 7/24/1aj**

CENTRE : **KwaZulu-Natal: Medium Office: Hluhluwe (1 Post)**

REF NO : **HRMC 7/24/1ak**

CENTRE : **KwaZulu-Natal: Medium Office: Mtubatuba (1 Post)**

REF NO : **HRMC 7/24/1al**

CENTRE : **KwaZulu-Natal: Medium Office: Stanger (1 Post)**

REF NO : **HRMC 7/24/1am**

CENTRE : **KwaZulu-Natal: Medium Office: Eshowe (1 Post)**

REF NO : **HRMC 7/24/1an**

CENTRE : **KwaZulu-Natal: Medium Office: Estcourt (1 Post)**

REF NO : **HRMC 7/24/1ao**

CENTRE : **KwaZulu-Natal: Large Office: Ugu (1 Post)**

REF NO : **HRMC 7/24/1ap**

CENTRE : **KwaZulu-Natal:** Medium Office: Kokstad (1 Post)
REF NO : **HRMC 7/24/1aq**

CENTRE : **KwaZulu-Natal:** Medium Office: Umsinga (1 Post)
REF NO : **HRMC 7/24/1ar**

CENTRE : **KwaZulu-Natal:** Large Office: Ethekeini (2 Posts)
REF NO : **HRMC 7/24/1as**

CENTRE : **KwaZulu-Natal:** Large Office: Umgungundlovu (1 Post)
REF NO : **HRMC 7/24/1at**

CENTRE : **KwaZulu-Natal:** PSP: Harding (1 Post)
REF NO : **HRMC 7/24/1au**

CENTRE : **Limpopo:** Medium Office: Mutale (1 Post)
REF NO : **HRMC 7/24/1av**

CENTRE : **Limpopo:** Medium Office: Modjadjiskoof (1 Post)
REF NO : **HRMC 7/24/1aw**

CENTRE : **Limpopo:** Medium Office: Phalaborwa (1 Post)
REF NO : **HRMC 7/24/1ax**

CENTRE : **Limpopo:** Medium Office: Lephalale (1 Post)
REF NO : **HRMC 7/24/1ay**

CENTRE : **Limpopo:** Large Office: Mokopane (1 Post)
REF NO : **HRMC 7/24/1az**

CENTRE : Limpopo: Large Office: Jane Furse (1 Post)

REF NO : HRMC 7/24/1ba

CENTRE : Limpopo: Medium Office: Groblersdal (1 Post)

REF NO : HRMC 7/24/1bb

CENTRE : Limpopo: Medium Office: Nebo (1 Post)

REF NO : HRMC 7/24/1bc

CENTRE : Limpopo: Medium Office: Molemole (1 Post)

REF NO : HRMC 7/24/1bd

CENTRE : Limpopo: Medium Office: Bochum (1 Post)

REF NO : HRMC 7/24/1be

CENTRE : Limpopo: Medium Office: Sekororo (1 Post)

REF NO : HRMC 7/24/1bf

CENTRE : Limpopo: Medium Office: Lebowakgomo (1 Post)

REF NO : HRMC 7/24/1bg

CENTRE : Mpumalanga: Medium Office: Hazyview (1 Post)

REF NO : HRMC 7/24/1bh

CENTRE : Mpumalanga: Medium Office: White River (1 Post)

REF NO : HRMC 7/24/1bi

CENTRE : Mpumalanga: Medium Office: Mapulaneng (1 Post)

REF NO : HRMC 7/24/1bj

CENTRE : Mpumalanga: Large Office: eMalahleni (1 Post)

REF NO : **HRMC 7/24/1bk**

CENTRE : **Mpumalanga: Medium Office: Siyabuswa (1 Post)**

REF NO : **HRMC 7/24/1bl**

CENTRE : **Mpumalanga: Medium Office: KwaMhlanga (1 Post)**

REF NO : **HRMC 7/24/1bm**

CENTRE : **Mpumalanga: Large Office: Ermelo (1 Post)**

REF NO : **HRMC 7/24/1bn**

CENTRE : **Mpumalanga: Medium Office: Piet Retief (1 Post)**

REF NO : **HRMC 7/24/1bo**

CENTRE : **Mpumalanga: Medium Office: Secunda (1 Post)**

REF NO : **HRMC 7/24/1bp**

CENTRE : **Mpumalanga: Medium Office: Volksrust (1 Post)**

REF NO : **HRMC 7/24/1bq**

CENTRE : **Northern Cape: Large Office: Kuruman (1 Post)**

REF NO : **HRMC 7/24/1br**

CENTRE : **Northern Cape: Large Office: Kimberley (1 Post)**

REF NO : **HRMC 7/24/1bs**

CENTRE : **Northern Cape: Large Office: Upington (1 Post)**

REF NO : **HRMC 7/24/1bt**

CENTRE : **Northern Cape: Medium Office: Jan Kempdorp (1 Post)**

REF NO : **HRMC 7/24/1bu**

CENTRE : **Northern Cape:** Medium Office: Pampierstad (1 Post)

REF NO : **HRMC 7/24/1bv**

CENTRE : **Northern Cape:** Medium Office: Springbok (1 Post)

REF NO : **HRMC 7/24/1bw**

CENTRE : **Northern Cape:** Medium Office: Calvinia (1 Post)

REF NO : **HRMC 7/24/1bx**

CENTRE : **Northern Cape:** Medium Office: De Aar (1 Post)

REF NO : **HRMC 7/24/1by**

CENTRE : **Northern Cape:** Medium Office: Prieska (1 Post)

REF NO : **HRMC 7/24/1bz**

CENTRE : **Northern Cape:** Medium Office: Postmasburg (1 Post)

REF NO : **HRMC 7/24/1ca**

CENTRE : **North West:** Medium Office: Wolmaransstad (1 Post)

REF NO : **HRMC 7/24/1cb**

CENTRE : **North West:** PSP: Ventersdorp (1 Post)

REF NO : **HRMC 7/24/1cc**

CENTRE : **North West:** Medium Office: Vryburg (1 Post)

REF NO : **HRMC 7/24/1cd**

CENTRE : **North West:** Medium Office: Taung (1 Post)

REF NO : **HRMC 7/24/1ce**

CENTRE : **North West:** Medium Office: Madikwe (1 Post)
REF NO : **HRMC 7/24/1cf**

CENTRE : **North West:** Large Office: Swartruggens (1 Post)
REF NO : **HRMC 7/24/1cg**

CENTRE : **North West:** Medium Office: Makapanstad (1 Post)
REF NO : **HRMC 7/24/1ch**

CENTRE : **North West:** Medium Office: Lichtenburg (1 Post)
REF NO : **HRMC 7/24/1ci**

CENTRE : **North West:** Medium Office: Atamelang (1 Post)
REF NO : **HRMC 7/24/1cj**

CENTRE : **North West:** Medium Office: Zeerust (1 Post)
REF NO : **HRMC 7/24/1ck**

CENTRE : **Western Cape:** PSP: Laingsburg (1 Post)
REF NO : **HRMC 7/24/1cl**

CENTRE : **Western Cape:** Medium Office: Oudtshoorn (2 Posts)
REF NO : **HRMC 7/24/1cm**

CENTRE : **Western Cape:** Medium Office: Malmesbury (2 Posts)
REF NO : **HRMC 7/24/1cn**

CENTRE : **Western Cape:** Medium Office: Beaufort-West (1 Post)
REF NO : **HRMC 7/24/1co**

CENTRE : **Western Cape:** Medium Office: Caledon (1 Post)
REF NO : **HRMC 7/24/1cp**

CENTRE : **Western Cape:** PSP: Vradenburg (1 Post)
REF NO : **HRMC 7/24/1cq**

CENTRE : **Western Cape:** Medium Office: Vredendal (2 Posts)
REF NO : **HRMC 7/24/1cr**

REQUIREMENTS : An undergraduate qualification in Public Administration / Public Management / Operations / Human Resources / Business Management at an NQF Level 6 as recognised by SAQA • 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 the Batho Pele Principles • A valid driver's licence (Code 10) and a valid Public Driver 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 relevant Civic Services frameworks • Supervision of resources (human and physical) within the unit.

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

Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504

Northern Cape: Ms S Botha, Tel No: (053) 807 6700

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

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

POST NO 2 : **CIVIC SERVICES CLERK, (100 POSITIONS)**

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

CENTRE : **Eastern Cape:** PSP: Matatiele (1 Post)

REF NO : **HRMC 7/24/2a**

CENTRE : **Eastern Cape:** Medium Office: Tabankulu (1 Post)

REF NO : **HRMC 7/24/2b**

CENTRE : **Eastern Cape:** Medium Office: Qumbu (1 Post)

REF NO : **HRMC 7/24/2c**

CENTRE : **Eastern Cape:** Medium Office: Peddie (1 Post)

REF NO : **HRMC 7/24/2d**

CENTRE : **Eastern Cape:** Medium Office: Mdantsane (1 Post)

REF NO : **HRMC 7/24/2e**

CENTRE : **Eastern Cape:** PSP: Elliotdale (1 Post)

REF NO : **HRMC 7/24/2f**

CENTRE : **Eastern Cape:** Medium Office: Grahamstown (1 Post)

REF NO : **HRMC 7/24/2g**

CENTRE : **Eastern Cape:** Medium Office: Graaff Reinet (1 Post)

REF NO : **HRMC 7/24/2h**

CENTRE : **Eastern Cape:** Medium Office: Humansdorp (1 Post)

REF NO : **HRMC 7/24/2i**

CENTRE : **Eastern Cape:** Medium Office: Motherwell (1 Post)

REF NO : **HRMC 7/24/2j**

CENTRE : **Eastern Cape:** Medium Office: Cleary Park (1 Post)

REF NO : **HRMC 7/24/2k**

CENTRE : **Eastern Cape:** PSP: Cradock (1 Post)

REF NO : **HRMC 7/24/2l**

CENTRE : **Eastern Cape:** Medium Office: Aliwal North (1 Post)

REF NO : **HRMC 7/24/2m**

CENTRE : **Eastern Cape:** Medium Office: Cofimvaba (1 Post)

REF NO : **HRMC 7/24/2n**

CENTRE : **Eastern Cape:** Medium Office: Lady Frere (1 Post)

REF NO : **HRMC 7/24/2o**

CENTRE : **Free State:** Medium Office: Thaba Nchu (1 Post)

REF NO : **HRMC 7/24/2p**

CENTRE : **Free State:** Medium Office: Zastron (1 Post)

REF NO : **HRMC 7/24/2q**

CENTRE : **Free State:** PSP: Trompsburg (1 Post)
REF NO : **HRMC 7/24/2r**

CENTRE : **Free State:** Medium Office: Bultfontein (1 Post)
REF NO : **HRMC 7/24/2s**

CENTRE : **Free State:** PSP: Ficksburg (1 Post)
REF NO : **HRMC 7/24/2t**

CENTRE : **Free State:** PSP: Parys (1 Post)
REF NO : **HRMC 7/24/2u**

CENTRE : **Free State:** PSP: Vrede (1 Post)
REF NO : **HRMC 7/24/2v**

CENTRE : **Free State:** PSP: Wesselsbron (1 Post)
REF NO : **HRMC 7/24/2w**

CENTRE : **Free State:** PSP: Ladybrand (1 Post)
REF NO : **HRMC 7/24/2x**

CENTRE : **Free State:** Medium Office: Sasolburg (1 Post)
REF NO : **HRMC 7/24/2y**

CENTRE : **Gauteng:** Medium Office: Edenvale (1 Post)
REF NO : **HRMC 7/24/2z**

CENTRE : **Gauteng:** Medium Office: Boksburg (1 Post)
REF NO : **HRMC 7/24/2aa**

CENTRE : **Gauteng:** Medium Office: Heidelberg (1 Post)
REF NO : **HRMC 7/24/2ab**

CENTRE : **Gauteng:** Medium Office: Vanderbijlpark (1 Post)
REF NO : **HRMC 7/24/2ac**

CENTRE : **Gauteng:** Large Office: Randfontein (1 Post)
REF NO : **HRMC 7/24/2ad**

CENTRE : **Gauteng:** Medium Office: Carletonville (1 Post)
REF NO : **HRMC 7/24/2ae**

CENTRE : **Gauteng:** Medium Office: Roodepoort (1 Post)
REF NO : **HRMC 7/24/2af**

CENTRE : **Gauteng:** Medium Office: Bronkhorstspuit (1 Post)
REF NO : **HRMC 7/24/2ag**

CENTRE : **KwaZulu-Natal:** Medium Office: Vryheid (1 Post)
REF NO : **HRMC 7/24/2ah**

CENTRE : **KwaZulu-Natal:** Large Office: Ulundi (1 Post)
REF NO : **HRMC 7/24/2ai**

CENTRE : **KwaZulu-Natal:** Medium Office: Nqutu (1 Post)
REF NO : **HRMC 7/24/2aj**

CENTRE : **KwaZulu-Natal:** Medium Office: Hluhluwe (1 Post)
REF NO : **HRMC 7/24/2ak**

CENTRE : **KwaZulu-Natal:** Medium Office: Mtubatuba (1 Post)

REF NO : **HRMC 7/24/2al**

CENTRE : **KwaZulu-Natal: Medium Office: Stanger (1 Post)**

REF NO : **HRMC 7/24/2am**

CENTRE : **KwaZulu-Natal: Medium Office: Eshowe (1 Post)**

REF NO : **HRMC 7/24/2an**

CENTRE : **KwaZulu-Natal: Medium Office: Estcourt (1 Post)**

REF NO : **HRMC 7/24/2ao**

CENTRE : **KwaZulu-Natal: Large Office: Ugu (1 Post)**

REF NO : **HRMC 7/24/2ap**

CENTRE : **KwaZulu-Natal: Medium Office: Kokstad (1 Post)**

REF NO : **HRMC 7/24/2aq**

CENTRE : **KwaZulu-Natal: Medium Office: Umsinga (1 Post)**

REF NO : **HRMC 7/24/2ar**

CENTRE : **KwaZulu-Natal: Large Office: Ethekwini (2 Posts)**

REF NO : **HRMC 7/24/2as**

CENTRE : **KwaZulu-Natal: Large Office: Umgungundlovu (1 Post)**

REF NO : **HRMC 7/24/2at**

CENTRE : **KwaZulu-Natal: PSP: Harding (1 Post)**

REF NO : **HRMC 7/24/2au**

CENTRE : **Limpopo: Medium Office: Mutale (1 Post)**

REF NO : **HRMC 7/24/2av**

CENTRE : Limpopo: Medium Office: Modjadjiskoof (1 Post)
REF NO : HRMC 7/24/2aw

CENTRE : Limpopo: Medium Office: Phalaborwa (1 Post)
REF NO : HRMC 7/24/2ax

CENTRE : Limpopo: Medium Office: Lephalale (1 Post)
REF NO : HRMC 7/24/2ay

CENTRE : Limpopo: Large Office: Mokopane (1 Post)
REF NO : HRMC 7/24/2az

CENTRE : Limpopo: Large Office: Jane Furse (1 Post)
REF NO : HRMC 7/24/2ba

CENTRE : Limpopo: Medium Office: Groblersdal (1 Post)
REF NO : HRMC 7/24/2bb

CENTRE : Limpopo: Medium Office: Nebo (1 Post)
REF NO : HRMC 7/24/2bc

CENTRE : Limpopo: Medium Office: Molemole (1 Post)
REF NO : HRMC 7/24/2bd

CENTRE : Limpopo: Medium Office: Bochum (1 Post)
REF NO : HRMC 7/24/2be

CENTRE : Limpopo: Medium Office: Sekororo (1 Post)
REF NO : HRMC 7/24/2bf

CENTRE : Limpopo: Medium Office: Lebowakgomo (1 Post)
REF NO : HRMC 7/24/2bg

CENTRE : Mpumalanga: Medium Office: Hazyview (1 Post)
REF NO : HRMC 7/24/2bh

CENTRE : Mpumalanga: Medium Office: White River (1 Post)
REF NO : HRMC 7/24/2bi

CENTRE : Mpumalanga: Medium Office: Mapulaneng (1 Post)
REF NO : HRMC 7/24/2bj

CENTRE : Mpumalanga: Large Office: eMalahleni (1 Post)
REF NO : HRMC 7/24/2bk

CENTRE : Mpumalanga: Medium Office: Siyabuswa (1 Post)
REF NO : HRMC 7/24/2bl

CENTRE : Mpumalanga: Medium Office: KwaMhlanga (1 Post)
REF NO : HRMC 7/24/2bm

CENTRE : Mpumalanga: Large Office: Ermelo (1 Post)
REF NO : HRMC 7/24/2bn

CENTRE : Mpumalanga: Medium Office: Piet Retief (1 Post)
REF NO : HRMC 7/24/2bo

CENTRE : Mpumalanga: Medium Office: Secunda (1 Post)
REF NO : HRMC 7/24/2bp

CENTRE : Mpumalanga: Medium Office: Volksrust (1 Post)
REF NO : HRMC 7/24/2bq

CENTRE : **Northern Cape:** Large Office: Kuruman (1 Post)
REF NO : **HRMC 7/24/2br**

CENTRE : **Northern Cape:** Large Office: Kimberley (1 Post)
REF NO : **HRMC 7/24/2bs**

CENTRE : **Northern Cape:** Large Office: Upington (1 Post)
REF NO : **HRMC 7/24/2bt**

CENTRE : **Northern Cape:** Medium Office: Jan Kempdorp (1 Post)
REF NO : **HRMC 7/24/2bu**

CENTRE : **Northern Cape:** Medium Office: Pampierstad (1 Post)
REF NO : **HRMC 7/24/2bv**

CENTRE : **Northern Cape:** Medium Office: Springbok (1 Post)
REF NO : **HRMC 7/24/2bw**

CENTRE : **Northern Cape:** Medium Office: Calvinia (1 Post)
REF NO : **HRMC 7/24/2bx**

CENTRE : **Northern Cape:** Medium Office: De Aar (1 Post)
REF NO : **HRMC 7/24/2by**

CENTRE : **Northern Cape:** Medium Office: Prieska (1 Post)
REF NO : **HRMC 7/24/2bz**

CENTRE : **Northern Cape:** Medium Office: Postmasburg (1 Post)
REF NO : **HRMC 7/24/2ca**

CENTRE : **North West:** Medium Office: Wolmaransstad (1 Post)

REF NO : **HRMC 7/24/2cb**

CENTRE : **North West:** PSP: Ventersdorp (1 Post)

REF NO : **HRMC 7/24/2cc**

CENTRE : **North West:** Medium Office: Vryburg (1 Post)

REF NO : **HRMC 7/24/2cd**

CENTRE : **North West:** Medium Office: Taung (1 Post)

REF NO : **HRMC 7/24/2ce**

CENTRE : **North West:** Medium Office: Madikwe (1 Post)

REF NO : **HRMC 7/24/2cf**

CENTRE : **North West:** Large Office: Swartruggens (1 Post)

REF NO : **HRMC 7/24/2cg**

CENTRE : **North West:** Medium Office: Makapanstad (1 Post)

REF NO : **HRMC 7/24/2ch**

CENTRE : **North West:** Medium Office: Lichtenburg (1 Post)

REF NO : **HRMC 7/24/2ci**

CENTRE : **North West:** Medium Office: Atamelang (1 Post)

REF NO : **HRMC 7/24/2cj**

CENTRE : **North West:** Medium Office: Zeerust (1 Post)

REF NO : **HRMC 7/24/2ck**

CENTRE : **Western Cape:** PSP: Laingsburg (1 Post)

REF NO : **HRMC 7/24/2cl**

CENTRE : **Western Cape:** Medium Office: Oudtshoorn (2 Posts)

REF NO : **HRMC 7/24/2cm**

CENTRE : **Western Cape:** Medium Office: Malmesbury (2 Posts)

REF NO : **HRMC 7/24/2cn**

CENTRE : **Western Cape:** Medium Office: Beaufort-West (1 Post)

REF NO : **HRMC 7/24/2co**

CENTRE : **Western Cape:** Medium Office: Caledon (1 Post)

REF NO : **HRMC 7/24/2cp**

CENTRE : **Western Cape:** PSP: Vredenburg (1 Post)

REF NO : **HRMC 7/24/2cq**

CENTRE : **Western Cape:** Medium Office: Vredendal (2 Posts)

REF NO : **HRMC 7/24/2cr**

REQUIREMENTS : An undergraduate qualification in Public Management / Public Administration / Human Resources at NQF level 6, as recognised by SAQA • Basic understanding of Civic Service operations • Sound knowledge of the Batho Pele Principles.

Required skills and competencies: Basic Computer literacy • Interpersonal skills
• Written and verbal communication skills • Client orientation and customer focus
• Attention to detail •

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 (application of Identity Document, Registration of Births, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing citizenship documents) • Operate the live capture • 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 •

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
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
North West: Ms M Seleke, Tel No: (018) 397 9904
Western Cape: Mr M Pienaar, Tel (021) 488 1409

APPLICATIONS

: 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

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