

**APPLICATIONS**

Western Cape: Mr M Pienaar Tel No: (021) 488 1409  
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 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 FairCape Building, 56 Barrack Street, Cape Town, 8000.

**POST 09/03**

**CIVIC SERVICES CLERK (X100 POSTS)**

**SALARY CENTRE**

R241 485 - R281 559 per annum (Level 06), a basic salary  
Eastern Cape: PSP: Matatiele Ref No: HRMC 7/24/2a (X1 Post)  
Eastern Cape: Medium Office: Tabankulu Ref No: HRMC 7/24/2b (X1 Post)  
Eastern Cape: Medium Office: Qumbu Ref No: HRMC 7/24/2c (X1 Post)  
Eastern Cape: Medium Office: Peddie Ref No: HRMC 7/24/2d (X1 Post)  
Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 7/24/2e (X1 Post)  
Eastern Cape: PSP: Elliotdale Ref No: HRMC 7/24/2f (X1 Post)  
Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 7/24/2g (X1 Post)  
Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 7/24/2h (X1 Post)  
Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 7/24/2i (X1 Post)  
Eastern Cape: Medium Office: Motherwell Ref No: HRMC 7/24/2j (X1 Post)  
Eastern Cape: Medium Office: Cleary Park Ref No: HRMC 7/24/2k (X1 Post)  
Eastern Cape: PSP: Cradock Ref No: HRMC 7/24/2l (X1 Post)  
Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 7/24/2m (X1 Post)  
Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 7/24/2n (X1 Post)  
Eastern Cape: Medium Office: Lady Frere Ref No: HRMC 7/24/2o (X1 Post)  
Free State: Medium Office: Thaba Nchu Ref No: HRMC 7/24/2p (X1 Post)  
Free State: Medium Office: Zastron Ref No: HRMC 7/24/2q (X1 Post)  
Free State: PSP: Trompsburg Ref No: HRMC 7/24/2r (X1 Post)  
Free State: Medium Office: Bultfontein Ref No: HRMC 7/24/2s (X1 Post)  
Free State: PSP: Ficksburg Ref No: HRMC 7/24/2t (X1 Post)  
Free State: PSP: Parys Ref No: HRMC 7/24/2u (X1 Post)  
Free State: PSP: Vrede Ref No: HRMC 7/24/2v (X1 Post)  
Free State: PSP: Wesselsbron Ref No: HRMC 7/24/2w (X1 Post)  
Free State: PSP: Ladybrand Ref No: HRMC 7/24/2x (X1 Post)  
Free State: Medium Office: Sasolburg Ref No: HRMC 7/24/2y (X1 Post)  
Gauteng: Medium Office: Edenvale Ref No: HRMC 7/24/2z (X1 Post)  
Gauteng: Medium Office: Boksburg Ref No: HRMC 7/24/2aa (X1 Post)  
Gauteng: Medium Office: Heidelberg Ref No: HRMC 7/24/2ab (X1 Post)  
Gauteng: Medium Office: Vanderbijlpark Ref No: HRMC 7/24/2ac (X1 Post)  
Gauteng: Large Office: Randfontein Ref No: HRMC 7/24/2ad (X1 Post)  
Gauteng: Medium Office: Carletonville Ref No: HRMC 7/24/2ae (X1 Post)  
Gauteng: Medium Office: Roodepoort Ref No: HRMC 7/24/2af (X1 Post)  
Gauteng: Medium Office: Bronkhorstspruit Ref No: HRMC 7/24/2ag (X1 Post)  
KwaZulu-Natal: Medium Office: Vryheid Ref No: HRMC 7/24/2ah (X1 Post)  
KwaZulu-Natal: Large Office: Ulundi Ref No: HRMC 7/24/2ai (X1 Post)  
KwaZulu-Natal: Medium Office: Nqutu Ref No: HRMC 7/24/2aj (X1 Post)  
KwaZulu-Natal: Medium Office: Hluhluwe Ref No: HRMC 7/24/2ak (X1 Post)  
KwaZulu-Natal: Medium Office: Mtubatuba Ref No: HRMC 7/24/2al (X1 Post)

KwaZulu-Natal: Medium Office: Stanger Ref No: HRMC 7/24/2am (X1 Post)  
 KwaZulu-Natal: Medium Office: Eshowe Ref No: HRMC 7/24/2an (X1 Post)  
 KwaZulu-Natal: Medium Office: Estcourt Ref No: HRMC 7/24/2ao (X1 Post)  
 KwaZulu-Natal: Large Office: Ugu Ref No: HRMC 7/24/2ap (X1 Post)  
 KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 7/24/2aq (X1 Post)  
 KwaZulu-Natal: Medium Office: Umsinga Ref No: HRMC 7/24/2ar (X1 Post)  
 KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 7/24/2as (X2 Posts)  
 KwaZulu-Natal: Large Office: Umgungundlovu Ref No: HRMC 7/24/2at (X1 Post)  
 KwaZulu-Natal: PSP: Harding Ref No: HRMC 7/24/2au (X1 Post)  
 Limpopo: Medium Office: Mutale Ref No: HRMC 7/24/2av (X1 Post)  
 Limpopo: Medium Office: Modjadjiskoof Ref No: HRMC 7/24/2aw (X1 Post)  
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 7/24/2ax (X1 Post)  
 Limpopo: Medium Office: Lephalale Ref No: HRMC 7/24/2ay (X1 Post)  
 Limpopo: Large Office: Mokopane Ref No: HRMC 7/24/2az (X1 Post)  
 Limpopo: Large Office: Jane Furse Ref No: HRMC 7/24/2ba (X1 Post)  
 Limpopo: Medium Office: Groblersdal Ref No: HRMC 7/24/2bb (X1 Post)  
 Limpopo: Medium Office: Nebo Ref No: HRMC 7/24/2bc (X1 Post)  
 Limpopo: Medium Office: Molemole Ref No: HRMC 7/24/2bd (X1 Post)  
 Limpopo: Medium Office: Bochum Ref No: HRMC 7/24/2be (X1 Post)  
 Limpopo: Medium Office: Sekororo Ref No: HRMC 7/24/2bf (X1 Post)  
 Limpopo: Medium Office: Lebowakgomo Ref No: HRMC 7/24/2bg (X1 Post)  
 Mpumalanga: Medium Office: Hazyview Ref No: HRMC 7/24/2bh (X1 Post)  
 Mpumalanga: Medium Office: White River Ref No: HRMC 7/24/2bi  
 Mpumalanga: Medium Office: Mapulaneng Ref No: HRMC 7/24/2bj (X1 Post)  
 Mpumalanga: Large Office: eMalahleni Ref No: HRMC 7/24/2bk (X1 Post)  
 Mpumalanga: Medium Office: Siyabuswa Ref No: HRMC 7/24/2bl (X1 Post)  
 Mpumalanga: Medium Office: KwaMhlanga Ref No: HRMC 7/24/2bm (X1 Post)  
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 7/24/2bn (X1 Post)  
 Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 7/24/2bo (X1 Post)  
 Mpumalanga: Medium Office: Secunda Ref No: HRMC 7/24/2bp (X1 Post)  
 Mpumalanga: Medium Office: Volksrust Ref No: HRMC 7/24/2bq (X1 Post)  
 Northern Cape: Large Office: Kuruman Ref No: HRMC 7/24/2br (X1 Post)  
 Northern Cape: Large Office: Kimberley Ref No: HRMC 7/24/2bs (X1 Post)  
 Northern Cape: Large Office: Upington Ref No: HRMC 7/24/2bt (X1 Post)  
 Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 7/24/2bu (X1 Post)  
 Northern Cape: Medium Office: Pampierstad Ref No: HRMC 7/24/2bv (X1 Post)  
 Northern Cape: Medium Office: Springbok Ref No: HRMC 7/24/2bw (X1 Post)  
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 7/24/2bx (X1 Post)  
 Northern Cape: Medium Office: De Aar Ref No: HRMC 7/24/2by (X1 Post)  
 Northern Cape: Medium Office: Prieska Ref No: HRMC 7/24/2bz (X1 Post)  
 Northern Cape: Medium Office: Postmasburg Ref No: HRMC 7/24/2ca (X1 Post)  
 North West: Medium Office: Wolmaransstad Ref No: HRMC 7/24/2cb (X1 Post)  
 North West: PSP: Ventersdorp Ref No: HRMC 7/24/2cc (X1 Post)  
 North West: Medium Office: Vryburg Ref No: HRMC 7/24/2cd (X1 Post)  
 North West: Medium Office: Taung Ref No: HRMC 7/24/2ce (X1 Post)  
 North West: Medium Office: Madikwe Ref No: HRMC 7/24/2cf (X1 Post)  
 North West: Large Office: Swartruggens Ref No: HRMC 7/24/2cg (X1 Post)  
 North West: Medium Office: Makapanstad Ref No: HRMC 7/24/2ch (X1 Post)  
 North West: Medium Office: Lichtenburg Ref No: HRMC 7/24/2ci (X1 Post)  
 North West: Medium Office: Atamelang Ref No: HRMC 7/24/2cj (X1 Post)  
 North West: Medium Office: Zeerust Ref No: HRMC 7/24/2ck (X1 Post)  
 Western Cape: PSP: Laingsburg Ref No: HRMC 7/24/2cl (X1 Post)  
 Western Cape: Medium Office: Oudtshoorn Ref No: HRMC 7/24/2cm (X2 Posts)  
 Western Cape: Medium Office: Malmesbury Ref No: HRMC 7/24/2cn (X2 Posts)  
 Western Cape: Medium Office: Beaufort-West Ref No: HRMC 7/24/2co (X1 Post)  
 Western Cape: Medium Office: Caledon Ref No: HRMC 7/24/2cp (X1 Post)  
 Western Cape: PSP: Vredenburg Ref No: HRMC 7/24/2cq (X1 Post)  
 Western Cape: Medium Office: Vredendal Ref No: HRMC 7/24/2cr (X2 Posts)  
 : An undergraduate qualification in Public Management / Public Administration / Human Resources at NQF level 6, as recognised by SAQA. Basic

**REQUIREMENTS**

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 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 FairCape Building, 56 Barrack Street, Cape Town, 8000.