

DEPARTMENT OF HOME AFFAIRS

NO. 4774

3 May 2024

BORDER MANAGEMENT AUTHORITY ACT, 2020**DRAFT BORDER MANAGEMENT AUTHORITY REGULATIONS, 2023**

The Minister of Home Affairs intends, in terms of section 36(1), read with section 36(3) to (6), of the Border Management Authority Act, 2002 (Act No. 2 of 2002), and after consultation with the Commissioner and, where necessary, with the recognised trade unions, to make the regulations in the Schedule.

Any person who wishes to submit written comments on the draft Regulations is hereby invited to do so within 30 days from the date of publication hereof by—

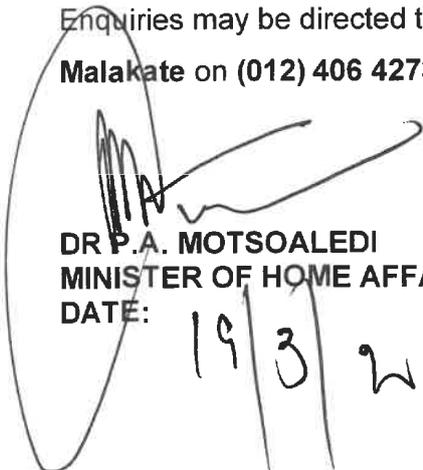
- (a) posting such comments to the following address:
Private Bag X114
PRETORIA
0001;
- (b) delivering such comments by hand at the following address:
The Department of Home Affairs
230 Johannes Ramokhoase Street,
Hallmark Building (c/o old Proes and Andries Streets),
Pretoria,
0001;
- (c) faxing such comments to the following number: 0865 769 025; or

(d) e-mailing such comments to the following address:

Edward.Mamadise@bma.org.za or Moses.Malakate@dha.gov.za.

Comments must be addressed to the Executive: Legal Services, and marked for the attention of **Mr Edward Mamadise** or **Adv Moses Malakate**. Comments received after the closing date will not be considered.

Enquiries may be directed to **Mr Edward Mamadise** on **082 336 8223** or to **Adv Moses Malakate** on **(012) 406 4273** or **076 481 4716**.



DR P.A. MOTSOLEDI
MINISTER OF HOME AFFAIRS

DATE:

19/3/2024

Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned and, unless the context otherwise indicates—

“**the Act**” means the Border Management Authority Act, 2020 (Act No. 2 of 2020); and

“**the Centre**” means the National Targeting Centre contemplated in section 11(2)(f) of the Act, and referred to in regulation 17(1).

Structure and functioning of border guard

2. (1) The border guard must have the following structure:

- (a) commissioned officers:
 - (i) Commissioner;
 - (ii) Deputy Commissioners;
 - (iii) Assistant Commissioners;
 - (iv) Deputy Assistant Commissioners;
 - (v) Commandants;
 - (vi) Deputy Commandants;
 - (vii) Assistant Commandants; and
 - (viii) Chief border guards; and
- (b) non-commissioned officers:
 - (i) senior border guards;
 - (ii) border guards; and
 - (iii) junior border guards.

(2) Subject to sections 5, 15 and Chapter 6 of the Act, the border guard must function in accordance with standing orders, instructions, directives, guidelines and policies in relation to the operational functioning of the border guard, as may be issued by the Commissioner for the purpose of subregulation (3).

(3) The border guard must function in such a manner so as to—

- (a) physically secure and patrol the border law enforcement areas and ports of entry effectively;
- (b) act as a first line of defence to protect the Republic against health, sanitary, phyto-sanitary and bio-security risks associated with the cross-border movement of persons and goods;
- (c) prevent illegal migration into and out of the Republic;
- (d) prevent drug and human trafficking;
- (e) prevent cross-border smuggling of goods;
- (f) report suspected subversive activities to the relevant law enforcement agencies;
- (g) supervise and manage compliance by foreigners of visa and residence legislation;
- (h) act as the first line of response on border law enforcement; and
- (i) where necessary, cooperate and coordinate their border law enforcement functions with the relevant law enforcement, security and intelligence organs of state.

Conducting business with Authority or state

3. Officials may not—

- (a) directly or indirectly, conduct business with the Authority or the state; or
- (b) be a director of a public or private company which conducts business with the Authority or the state.

Deed of Commission

4. (1) A Deed of Commission contemplated in section 14(2) of the Act must—

- (a) be in a form that is substantially similar to Form 1 in Schedule A; and
- (b) constitute proof of the appointment as a commissioned officer.

(2) A Deed of Commission for a temporary commission contemplated in section 14(3)(c) of the Act must—

- (a) be in a form substantially similar to Form 2 in Schedule A; and
- (b) constitute proof of the appointment as a temporary commissioned officer.

(3) The probation period contemplated in section 14(3)(c) of the Act is six months.

Swearing or declaring allegiance by commissioned officers

5. (1) An oath or a declaration of allegiance contemplated in section 14(3)(a) of the Act must be made in a form that is substantially similar to Form 3 in Schedule A.

(2) The oath or declaration of allegiance must be made before the Commissioner or any person authorised by the Commissioner for that purpose.

Training of officers

6. (1) The Commissioner must develop a training and development plan for officers, which plan must include training on—

- (a) anti-corruption and ethical conduct required of officers;
- (b) all legislation relating to the border law enforcement functions of the Authority;
- (c) the bill of rights enshrined in the Constitution;
- (d) diplomatic and foreign affairs matters relating to international relations and the interests of the Republic in respect of foreign states;
- (e) the Firearms Control Act, 2000 (Act No. 60 of 2000);
- (f) relevant public international law;
- (g) relevant agriculture and environment matters;
- (h) the use of small firearms that must include training in—
 - (i) the use of firearms;
 - (ii) weapon handling, including the stripping and assembling of a firearm;
 - (iii) tactical movement; and
 - (iv) making safe of the firearm;
- (i) regimental rules and application of correct drill and saluting procedures; and
- (j) occupational health and safety within the border law enforcement area and at ports of entry.

(2) Officers must complete a physical training programme and must pass the required fitness level test.

Arming of officers

7. (1) The Commissioner may issue arms, ammunition, vehicles, uniforms and any other equipment to officers to enable officers to execute their functions, powers and duties effectively.

(2) An officer must—

- (a) when not on duty, keep his or her official firearm in a locked safe that is mounted on a wall;
- (b) undergo psychological assessments annually in order to determine suitability for continued employment as an officer; and
- (c) ensure, while on duty, that his or her official firearm is on his or her person at all times and is not left unattended or left in vehicles.

Ranks of officers

8. The ranks of officers, in order of superiority, are as follows:

- (a) Commissioner;
- (b) Deputy Commissioners;
- (c) Assistant Commissioners;
- (d) Deputy Assistant Commissioners;
- (e) Commandants;
- (f) Deputy Commandants
- (g) Assistant Commandants;
- (h) Chief border officers;
- (i) Senior border officers;
- (j) Border officers; and
- (k) Junior border officers.

Security Grading for Officers

9.(1) The following security grading requirements must apply to the officers:

- (a) Top secret;
- (b) secret; and
- (c) confidential.

Qualifications and competency standards for officials

10. The qualification and competency standards for officials are as set out in Schedule B and must, where relevant, include registration with the relevant professional body.

Identification card

11. (1) The identification card contemplated in section 13(6) of the Act must be in a form that is substantially similar to Form 4 in Schedule A.

(2) The identity card contemplated in subregulation (1) must contain the following information:

- (a) The logo of the Authority;
- (b) a photograph of the officer;
- (c) the name, surname, identity and staff number of the officer;
- (d) the rank of the officer;
- (e) the date of issuing of identification card;
- (f) the signature of the Commissioner; and
- (g) the powers of a peace officer that may be conferred on him or her in a declaration as a peace officer, referred to in section 334(1)(a) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).

Outside remunerative work by officials

12. (1) An official appointed in terms of section 13(1) of the Act may not conduct remunerative work outside of the Authority unless authorised thereto by the Commissioner.

(2) Authorisation to conduct remunerative work outside of the Authority may not be granted where—

- (a) the work to be performed will be conducted during official work hours;
- (b) the official equipment or resources of the Authority will be used for that work; or
- (c) the work to be conducted is in conflict with the work of the Authority or has the potential to cause reputational damage to the Authority.

Code of conduct

13. (1) The code of conduct applicable to officers is as set out in Schedule C.

(2) All officers must adhere to the code of conduct referred to in subregulation (1).

Disciplinary code and procedure

14. The disciplinary code of conduct and related procedures applicable to officers are as set out in Schedule D.

Sanctions for misconduct

15. Depending on the seriousness of the misconduct, the officer's previous record and any mitigating or aggravating factors, the sanctions for misconduct are—

- (a) a verbal warning;
- (b) a written warning valid for six months;
- (c) a final written warning valid for six months;
- (d) suspension without pay for no longer than three months;
- (e) demotion as an alternative to dismissal, if the officer consents thereto; or
- (f) dismissal.

Rules and procedures for meetings of advisory committees

16. (1) An advisory committee must—

- (a) at its first meeting, appoint a chairperson and deputy chairperson from amongst members appointed in terms of section 26(2)(b) of the Act;
- (b) determine its own working arrangements; and
- (c) be supported by a secretariat, the members of which are to be drawn from the support staff.

(2) Decisions of an advisory committee must be adopted by majority consensus where each member of the advisory committee has one vote.

(3) In the event of equal votes, the Chairperson of that advisory committee shall have the deciding vote.

Border risk management and targeting centre

17. (1) The border risk management and targeting centre contemplated in section 11(2)(f) of the Act must—

- (a) be established as a separate unit within the Authority; and

- (b) be called the National Targeting Centre.
- (2) The Centre shall consist of—
- (a) the head of the Centre;
 - (b) such number of officials of the Authority as may be appointed by the Commissioner;
 - (c) competent representatives, with the minimum security clearance level as determined by the Commissioner, of the following organs of state:
 - (i) State Security Agency;
 - (ii) SAPS Crime Intelligence;
 - (iii) Defence Intelligence;
 - (iv) Customs Unit of the South African Revenue Service; and
 - (v) Financial Intelligence Centre.
 - (d) a representative of any other organ of state as the Commissioner may consider necessary.
- (3) The Commissioner must appoint the head of the Centre.
- (4) The head of the Centre must—
- (a) be a South African citizen;
 - (b) be suitably qualified to be appointed as the head of the Centre;
 - (c) be a commissioned officer; and
 - (d) have the required knowledge of or experience in public administration and finance.
- (5) The head of the Centre may not perform remunerative work outside of his or her official duties unless authorised thereto as contemplated in regulation 11.
- (6) The primary purpose of the Centre is to identify, analyse and make recommendations to mitigate risks which affect the border law enforcement areas and ports of entry.
- (7) The Centre must, in order to achieve its purpose, —
- (a) collect, collate and analyse data and information to identify risks;
 - (b) develop intelligence on identified risks;
 - (c) analyse, interpret and prioritise risks and engage in scenario development and analysis;
 - (d) recommend measures to mitigate, neutralise or resolve identified risks; and

- (e) recommend appropriate expertise and adequate support capability, procedures and systems.
- (8) The Commissioner must, after consultation with the Deputy Commissioners and head of the Centre, determine the—
- (a) detailed functions, operating model and organisational structure; and
 - (b) capabilities and system requirements of the Centre.
- (9) The Commissioner must ensure that the Centre is adequately secured and capacitated for its effective and efficient functioning.
- (10) The head of the Centre must provide reports to—
- (a) the Commissioner and relevant Deputy Commissioner, as and when required;
 - (b) the Border Technical Committee, at least on a quarterly basis; and
 - (c) the Inter-Ministerial Consultative Committee, at least on a quarterly basis.
- (11) The Centre must, in carrying out its functions, co-ordinate with the relevant organs of state or any other relevant foreign government entities or international organisations.

Review or appeal of decisions

18. (1) Any decision contemplated in section 29(1) of the Act must be communicated to that person in a form that is substantially similar to Form 5 in Schedule A.

(2) A person aggrieved by a decision referred to in subregulation (1) may,—

- (a) within 10 working days from receipt of such decision; and
- (b) on a form that is substantially similar to Form 6 in Schedule A,

make an application to the Commissioner for the review or appeal of that decision.

(3) The Commissioner must—

- (a) within 10 working days of receipt of an application contemplated in subregulation (2); and
- (b) on a form that is substantially similar to Form 7 in Schedule A,

communicate his or her decision to the aggrieved person.

(4) A person aggrieved by a decision of the Commissioner as contemplated in subsection (3) may—

- (a) within 10 working days of receipt of that decision; and
- (b) on a form that is substantially similar to Form 8 in Schedule A,

make an application for the review or appeal of that decision as contemplated in section 29(4) of the Act.

(5) A decision by the Minister must be made—

- (a) within 10 working days from receipt of an application contemplated in subregulation (4); and
- (b) on a form that is substantially similar to Form 9 in Schedule A.

(6) The Commissioner must compile and maintain a register of decisions where the Forms contemplated in this regulation are recorded.

Complaints and grievances affecting work of Authority

19. (1) The Commissioner must keep a register of complaints and grievances received affecting the work of the Authority for a period of five years.

(2) A complaint or grievance affecting the work of the Authority must be submitted to the Commissioner in a form that is substantially similar to Form 10 in Schedule A.

(3) The Commissioner must, after receipt of a complaint or grievance, acknowledge receipt and investigate the complaint or grievance within a reasonable period.

(4) On conclusion of the investigation, the Commissioner must, in writing, inform the complainant of the outcome of the investigation and any steps taken to remedy the grievance or complaint.

(5) The Commissioner may, where appropriate, refer the complaint or grievance to the relevant law enforcement agency.

Short title and commencement

20. These Regulations are called the Border Management Authority Regulations, 2024 and come into operation on the date of publication hereof.

SCHEDULE A**FORMS**

No.	Description	
1	Form 1	Deed of Commission
2	Form 2	Temporary Deed of Commission
3	Form 3	Oath oreclaration of allegiance
4	Form 4	Identification Card
5	Form 5	Officer's decision that materially and adversely affecting a person's rights
6	Form 6	Application to the Commissioner to review or appeal officer's decision
7	Form 7	Commissioner's review or appeal decision
8	Form 8	Application to the Minister to review or appeal Commissioner's review or appeal decision
9	Form 9	Minister's review or appeal appeal decision
10	Form 10	Complaints or grievances against Authority

FORM 1**DEED OF COMMISSION**

To: [insert name and rank of officer]

Whereas a commissioned rank in the Border Management Authority was conferred upon you on _____.

I hereby commission you to serve the Republic of South Africa as an officer, with loyalty, courage, dignity and honour, in discharge of your duties and responsibilities with zeal, diligence and to set a good example to those placed under your control.

Given under my hand and the seal of the Republic of South Africa on this _____ day of _____.

Minister of Home Affairs

FORM 2**TEMPORARY DEED OF COMMISSION**

To: [insert name and rank of officer]

I, _____, in terms of section 14(1) of the Border Management Authority Act, 2020 (Act No. 2 of 2020), hereby confer on you a temporary commission in the Border Management Authority during your period of probation, from _____ to _____, to serve the Republic of South Africa as an officer, with loyalty, courage, dignity and honour, in discharge of your duties and responsibilities with zeal, diligence and to set a good example to those placed under your control.

Given under my hand and the seal of the Republic of South Africa on this _____ day of _____.

Minister of Home Affairs

FORM 3**OATH OR DECLARATION OF ALLEGIANCE**

[Regulation 5(1)]

I, **[insert name and rank of officer]**, hereby swear/solemnly declare* that I—

- (a) will obey, observe, uphold and maintain the Constitution and all other law of the Republic;
- (b) will perform my duties as a commissioned officer of the Border Management Authority conscientiously and to the best of my ability; and
- (c) commit myself to abide by the provisions of the Border Management Authority Act, 2020 (Act No. 2 of 2020), regulations made thereunder and the legislation referred to in Proclamation 89 of 6 September 2022 and to obey any orders or instructions issued in pursuance of the said Act and regulations.

Signature of deponent

I certify that the deponent has acknowledged that he/she* knows and understands the contents of this oath of office, which was sworn /declare* before me on this ____ day of _____ 20__ and signed in my presence.

Date: _____

Place: _____

Signature of Commissioner

**Delete that which is not applicable.*



FORM 4

IDENTIFICATION CARD

[Regulation 10(1)]

1. Identification card issued in terms of section 13(6) of the Border Management Authority Act, 2020 (Act No. 2 of 2020).
2. [name and surname]
3. [photo]
4. [identity number]
5. [staff number]
6. [rank]
7. [date of issuing of identification card]

[signature]

Commissioner

FORM 5**OFFICER'S DECISION THAT MATERIALLY AND ADVERSELY AFFECTS A
PERSON'S RIGHTS**

[Regulation 17(1)]

1. Name and contact details of the person affected:
2. Description of decision:
3. Authorising provision¹:
4. Reasons for the decision:
5. Date and place of the decision:
6. Name and rank of the officer:

Signature of officer

Take notice that you may apply to the Commissioner to review or appeal this decision by completing the attached Form 6 and submitting it to the Commissioner within 10 days of receipt of this decision at the addresses contained in that Form.

¹ This includes the relevant provision of the Act and any of the provisions in the legislation listed in the Proclamation 89 of 6 September 2022.

FORM 6**APPLICATION TO COMMISSIONER TO REVIEW OR APPEAL OFFICER'S
DECISION**

[Regulation 17(2)(b)]

1. Name and surname of appellant:
2. Contact details of appellant:
3. Grounds of review or appeal
4. Relief sought:
5. Date of application:

Signature of appellant

This application must be—

- (a) submitted to the Commissioner within 10 days of receipt of the decision to be reviewed or appealed;
- (b) accompanied by the corresponding Form 5'
- (c) submitted to the Commissioner by—
 - (i) emailing it to: [dedicated email address]; or
 - (ii) registered post to: [dedicated postal address].

FORM 7**COMMISSIONER'S DECISION ON REVIEW OR APPEAL**

[Regulation 17(3)(b)]

1. Name and surname of the appellant:
2. Contact details of appellant:
3. Description of the review or appeal decision:
4. The reasons for the decision:
5. Date of the decision:

Signature of Commissioner

Take notice that you may apply to the Minister to review or appeal this decision by completing the attached Form 8, with the corresponding Forms 6 and 7 attached, and submitting all the said Forms to the Minister within 10 days of receipt of this decision at the addresses contained in Form 8.

FORM 8**APPLICATION TO MINISTER FOR REVIEW OR APPEAL OF COMMISSIONER'S
REVIEW OR APPEAL DECISION**

[Regulation 17(4)(b)]

1. Name and Surname of appellant:
2. Contact details of appellant:
3. Grounds of appeal or review:
4. Relief sought:
5. Date of application:

Signature of appellant

This application must be—

- (a) submitted to the Minister within 10 days of receipt of the decision to be reviewed or appealed;
- (b) accompanied with the corresponding Forms 6 and 7;
- (c) submitted to the Minister by—
 - (i) emailing it to: [dedicated email address]; or
 - (ii) registered post to: [dedicated postal address].

FORM 9

MINISTER'S DECISION ON REVIEW OR APPEAL

[Regulation 17(5)(b)]

1. Name and surname of appellant:
2. Contact details of appellant:
3. Description of the review or appeal decision:
4. The reasons for the decision:
5. Date of decision:

Signature of Minister

FORM 10**COMPLAINTS OR GRIEVANCES AFFECTING WORK OF AUTHORITY**

[Regulation 18(2)]

1. Name and surname of complainant:
2. Contact details of complainant:
3. Details of complaint or grievance:
4. Proposed remedy:
5. Date of complaint or grievance:

The complaint or grievance must be submitted to the Commissioner by—

- (a) emailing this completed form to: [dedicated email address]
- (b) posting this completed form through registered mail to: [dedicated postal address].

SCHEDULE B**QUALIFICATIONS AND COMPETENCY REQUIREMENTS FOR OFFICIALS**

Rank	Academic Requirements	Work Experience
Commissioner	Master's Qualification in Commerce, Law or Business Administration or any similar and relevant qualification	Minimum 10 years senior management experience in an executive role.
Deputy Commissioners, Chief Officer, Executive Managers, Manager and VIP officers		
Deputy Commissioner: Operations	Postgraduate qualification in Business Administration (Management), Public Management (Administration) or any similar and relevant qualification at NQF level 8 as recognized by SAQA.	Minimum of 10 years senior management work experience in a similar role.
Deputy Commissioner: Corporate Services	Postgraduate qualification in Business Administration (Management), Public Management (Administration) or any similar and relevant qualification at NQF level 8 as recognized by SAQA.	Minimum of 10 years senior management work experience in a similar role.
Chief Officer: Counter Corruption	Bachelor's Degree (NQF 7) in Law, Criminology or a similar and related field. Honours Degree (NQF 8) would be an Advantage	Minimum of 8-10 years experience at senior managerial level Anti Corruption environment; and minimum of 3 – 5 years management experience
Executive Manager: Counter Corruption	Bachelor's Degree (NQF 7) in Law, Criminology or a similar and related field. Honours Degree (NQF 8) would be an Advantage	Minimum of 5 years experience at senior managerial level Anti Corruption environment; and minimum of 5 years management experience
Executive Manager: Office of the Commissioner	Bachelor Degree in any relevant qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience in office administration
Executive Manager: Special Response	Honours in Social Sciences or Law or an equivalent qualification at NQF level 8 as recognized by SAQA	Minimum of 8 years experience in border law Special Response or related environment.
Manager: VIP Protection Services	Degree in Security Management or an Equivalent degree.	Minimum of 4-6 years experience of Security or related environment.

Special Projects Manager	Undergraduate qualification in Project management, Management Science or an equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 4-6 years experience at managerial level; and minimum of 5 years' experience in border law enforcement or related environment.
VIP Protection Services Officers	Grade 12 Certificate NQF Level 4	Minimum of 2-3 years Security experience
Specialists		
Chief Officer: Operations & Law Enforcement	Undergraduate qualification in Social Science, Law or a similar and related qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at senior managerial level; and minimum of 8 years' experience in border law enforcement or related environment.
Executive Manager: Regional Commander	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage. Completion of the Senior Management Services Pre-entry Certificate upon appointment.	Minimum of 5 years experience at senior managerial level; and minimum of 8 years experience in border law enforcement or related environment.
Manager: Regional Risk & Targeting Management	Undergraduate qualification in Social Sciences Business Administration or Risk Management at NQF level 7 as recognized by SAQA	Minimum of 5 years experience at managerial level; and minimum of 5 years experience within Risk Management or related environment
Port Commander	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage.	Minimum of 5 years experience at managerial level, and minimum of 5 years experience in border law enforcement or related environment.
RTC Specialist: Information and Risk Analysis	Undergraduate qualification (NQF level 7) as recognized by SAQA in Data Analytics or Risk Management	Minimum of 5 years experience in Risk Management or Intelligence environment.
RTC Senior Specialist: Information and Risk Analysis	Undergraduate qualification (NQF level 7) as recognized by SAQA in Data Analytics or Risk Management	Minimum of 4 years experience in Risk Management or Intelligence environment.
RTC Analyst: Information and Risk Analysis	Undergraduate qualification (NQF level 7) as recognized by SAQA in Data Analytics or Risk Management	Minimum of 2-3 years experience in Risk Management or Intelligence environment.

Manager: Border Control Coordination	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at managerial level; and minimum of 5 years' experience in border law enforcement or related environment.
Immigration Specialist	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 2-3 years experience in Immigration or related environment.
Agriculture Specialist	Qualification in Agricultural Management, Natural Sciences or related qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience in Agriculture or related environment.
Environmental Specialist	Undergraduate qualification in Environmental Science or equivalent qualification at NQF level 7 as recognized by SAQA	Minimum of 5 years experience in a relevant field. Environmental Management Inspector certificate/training/experience will be an added advantage.
Health Specialist	Undergraduate qualification in Social Sciences, Environmental Health or equivalent qualification at NQF level 7 as recognized by SAQA. NQF level 8 and above qualification will be an added advantage.	Minimum of 5 years experience in Health Environment related environment.
Specialist Border Law Enforcement	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience in border law enforcement or related environment.
State Veterinarian	Undergraduate qualification in BVSc Degree or relevant Qualification recognised by the South African Qualification Authority and the South African Veterinary Council	Minimum of 5 years experience in a relevant field.
Veterinarian Officer	National Diploma in Environmental Health, Animal Health, Veterinary Public Health or any relevant qualification at NQF level 6 as recognized by SAQA.	Minimum of 4 years experience.
Medical Doctors	Degree of Bachelor of Medicine and Surgery.	Minimum of 5 years experience in healthcare.

Manager: Corporate Support	Undergraduate qualification in Social Sciences Business Administration or Human Resources Management at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at managerial level, and minimum of 5 years experience within Corporate Support or related environment.
ICT Officer	Diploma (NQF 6) in Information Technology, Computer/Engineering Science or any related qualification. IT Service management Certification advantage.	Minimum of 4 years experience in Information Technology Support.
Financial Accountant	B.Com Accounting degree or equivalent post graduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous.	Minimum of 3 years experience in accounting, analysis and budget management. Completed Articles, financial prescripts experience (GAAP and GRAP) and Public Finance Management Act, 1999 (Act No. 1 of 1999).
Asset and Fleet Management	A Grade 12 (Matric). Undergraduate qualification would be an advantage.	Minimum of 2-3 years experience.
HR Business Partner	National Diploma (NQF 6) in Human Resources or Equivalent.	Minimum of 3 years experience in payroll, IR, and HR management.
Facilities Management Officer	Diploma or Advanced Certificate in Occupational Health and Safety Certificate/Facilities Management	Minimum of 3-4 years experience in a relevant field.
Communications & Stakeholder Management Officer	Bachelor's degree in communications, journalism or related field.	Minimum of 3 years prior working experience in communications.
Facilities Management Assistants	Matriculation or NQF Level 4.	No experience required.
RTC Specialist: Field Information Operations	Undergraduate qualification (NQF level 7) as recognized by SAQA in Data Analytics or Risk Management.	Minimum of 5 years experience in Communications and International Relations
RTC Senior Specialist: Field Information Operations	Undergraduate qualification (NQF level 7) as recognized by SAQA in Data Analytics or Risk Management.	Minimum of 4 years experience in Risk Management or Intelligence environment
RTC Analyst: Filed Information Operations	Undergraduate qualification (NQF level 7) as recognized by SAQA in Data Analytics or Risk Management	Minimum of 2-3 years experience in Risk Management or Intelligence environment

Border Law Enforcement		
Manager: Specialised Services	Bachelor's Degree in Business Administration, Engineering, Sciences or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience in the Field of Specialised Services.
Manager Border Law Enforcement	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at managerial level; and minimum of 5 years experience in border law enforcement or related environment.
Chief Border Law Enforcement Officer	Undergraduate qualification in a Security related field at NQF level 6 as recognized by SAQA.	Minimum of 4 years experience in command within a Security related field in public security law enforcement. Extensive experience in commanding, planning and executing security operations.
Senior Border Law Enforcement Officer	Undergraduate qualification in a Security related field at NQF level 6 as recognized by SAQA.	Minimum of 3 years experience in command, planning and execution in public security environment.
Border Law Enforcement Officer	Grade 12 Certificate NQF Level 4 and training in public security environment.	Minimum of 2 years experience in command, planning and execution in public security environment.
Junior Border Law Enforcement Officer	Grade 12 Certificate NQF Level 4 and training in public security environment.	Minimum of 1 year experience in command, planning and execution in public security environment.
Immigration		
Assistant Manager: Immigration	Undergraduate qualification in Social Sciences or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at managerial level; and minimum of 5 years experience in immigration management or related environment.

Chief Immigration: Officer	Grade 12 Certificate, an NQF level 4, or completion of the DHA Qualification: Home Affairs Services (NQF level 5) all recognised by SAQA. A relevant NQF level 6 as recognised by SAQA will serve as an added advantage. Completion of the Cadet or Internship Programme within the Department of Home Affairs and currently employed by DHA will be an added advantage.	Minimum of 4-5 years relevant experience.
Senior Immigration: Officer	Grade 12 Certificate, an NQF level 4, or completion of the DHA Qualification: Home Affairs Services (NQF level 5) all recognised by SAQA. A relevant NQF level 6 as recognised by SAQA will serve as an added advantage. Completion of the Cadet or Internship Programme within the Department of Home Affairs and currently employed by DHA will be an added advantage.	Minimum of 3 years relevant experience.
Immigration: Officer	Grade 12 Certificate, an NQF level 4, or completion of the DHA Qualification: Home Affairs Services (NQF level 5) all recognised by SAQA. A relevant NQF level 6 as recognised by SAQA will serve as an added advantage. Completion of the Cadet or Internship Programme within the Department of Home Affairs and currently employed by DHA will be an added advantage.	Minimum of 2-3 years relevant experience.
Assistant Immigration: Officer	Grade 12 Certificate, an NQF level 4, or completion of the DHA Qualification: Home Affairs Services (NQF level 5) all recognised by SAQA. A relevant NQF level 6 as recognised by SAQA will serve as an added advantage. Completion of the Cadet or Internship Programme within the Department of Home Affairs and	Minimum of 1-2 years relevant experience.

	currently employed by DHA will be an added advantage.	
Biodiversity		
Head: Bio Security/Biodiversity	Four year degree (NQF 8) in Natural or Environmental Sciences or equivalent qualification..	Minimum of 5 years experience at managerial level; and minimum of 5 years experience in Environmental Management or related environment.
Officer: Biodiversity (Production)	Four years degree (NQF 8) in Natural or Environmental Sciences or equivalent qualification.	Minimum of 6 years experience in a relevant field. Environmental Management Inspector certificate/training/experience will be an added advantage. Appropriate experience in biosafety, Genetics, Plant Pathology, Plant Physiology and Biochemistry Microbiology, Biotechnology, Management and research entailing alien and invasive species
Officer: Biodiversity (Specialised Production)	Four year degree (NQF 8) in Natural or Environmental Sciences or equivalent qualification.	Minimum of 6 years experience in a relevant field. Environmental Management Inspector certificate/training/experience will be an added advantage. Appropriate experience in biosafety, Genetics, Plant Pathology, Plant Physiology and Biochemistry Microbiology, Biotechnology, Management and research entailing alien and invasive species

Inspector: Biodiversity	Degree (NQF Level 7), National Diploma (NQF Level 6) in Environmental Management/Science, Natural Science, Animal Health or equivalent qualification.	Minimum of 2-3 years experience in related field.
Medical and environmental health		
Medical Officer	Degree of Bachelor of Medicine and Surgery.	Minimum of 5 years experience in healthcare.
Chief Environmental Health Practitioners	Bachelor's degree, National Diploma or equivalent NQF 6 qualification in Environmental Health.	Minimum of 4 years experience in environmental health.
PNA 5 Operational Manager Nursing	Diploma in Nursing (NQF Level 6) qualification or equivalent qualification.	Minimum of 7 year appropriate or recognisable experience in nursing after registration as a professional nurse.
PNA 4 Professional Nurse Grade 3	Diploma in Nursing (NQF Level 6) qualification or equivalent qualification.	Minimum of 20 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
PNA 3 Professional Nurse Grade 2	Diploma in Nursing (NQF Level 6) qualification or equivalent qualification.	Minimum of 10 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
PNA 2 Professional Nurse Grade 1	Diploma in Nursing (NQF Level 6) qualification or equivalent qualification.	Minimum of 5 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Senior Officer: Environmental Health	Bachelor's Degree/B tech NQF level 7 in Environmental or Safety Management or Equivalent.	Minimum of 3 years experience working performing a similar role.
Environmental Health Practitioner	Bachelor's degree, National Diploma or equivalent NQF 6 qualification in Environmental Health.	Minimum of 2 years experience in environmental health.
Environmental Health Assistant Practitioner	Bachelor's degree, National Diploma or equivalent NQF 6 qualification in Environmental Health.	Minimum of 1 year experience in environmental health.

Agriculture and animals		
Assistant Manager Agriculture	Undergraduate qualification in Agriculture or related qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at managerial level; and minimum of 5 years experience in Agriculture or related environment.
Control Agricultural Product & Quarantine Technician	Qualification in Agriculture or related qualification at NQF level 7 or NQF level 6 as recognized by SAQA.	Minimum of 5 years relevant experience.
Control Animal Health Technician	Qualification in Agriculture or related qualification at NQF level 7 or NQF level 6 as recognized by SAQA.	Minimum of 5 years relevant experience.
Chief Agricultural Food & Quarantine Technician	Qualification in Agriculture or related qualification at NQF level 7 or NQF level 6 as recognized by SAQA.	Minimum of 5 years relevant experience.
Senior Agricultural Food & Quarantine Technician	Qualification in Agriculture or related qualification at NQF level 7 or NQF level 6 as recognized by SAQA.	Minimum of 5 years relevant experience.
Assistant Inspector	Qualification in Agriculture or related qualification at NQF level 7 or NQF level 6 as recognized by SAQA.	Minimum of 2-3 years relevant experience.
Animal Health Technician	National Diploma (NQF Level 6) in Animal Health.	Minimum of 2 years of relevant experience.
Veterinary Public Health Officer	National Diploma in Environmental Health, Animal Health, Veterinary Public Health or any relevant qualification at NQF level 6 as recognized by SAQA.	Minimum of 4 years experience.
Finance and HR		
Finance Officer	Degree in Finance or Accounting (NQF 6).	Minimum of 2-3 years relevant experience.
HR Officer	Grade 12 Certificate; and (3) Year National Diploma (NQF 6) in Human Resources or Equivalent	Minimum of 3 years HR administration experience.

Special Response		
Executive Manager: Special Response	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 8 years experience in border law Special Response or related environment.
Manager: Special Response	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience in border law Special Response or related environment.
Chief Border Law Special Response Officer	Undergraduate qualification in a Security related field at NQF level 6 as recognized by SAQA.	Minimum of 4 years experience in command within a Security related field in public security law enforcement.
Senior Border Law Special Response Officer	Undergraduate qualification in a Security related field at NQF level 6 as recognized by SAQA.	Minimum of 2-3 years experience in command, planning and execution in public security environment.
Border Law Special Response Officer	Grade 12 Certificate NQF Level 4 and training in public security environment.	Minimum of 2 years experience in command, planning and execution in public security environment.
Special Response Coordinating Manager	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience in border law Special Response or related environment.
Special Response Coordinating Officer	Undergraduate qualification in a Security related field at NQF level 6 as recognized by SAQA.	Minimum of 3 years experience in command, planning and execution in public security environment.
Movement		
Chief Officer: National Risk & Targeting Management	Undergraduate qualification in Security & Risk Intelligence, Strategic Intelligence or related qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at senior managerial level; and minimum of 8 years experience in the intelligence or related environment.
Executive Manager: Passengers/ Human Movement	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 5 years experience at senior managerial level; and minimum of 5 years experience in Risk Management or Intelligence environment.

Executive Manager: Regulated Goods	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 5 years experience at senior managerial level; and minimum of 5 years experience in Risk Management or Intelligence environment.
Executive Manager: Cross Border Smuggling	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 5 years experience at senior managerial level; and minimum of 5 years experience in Risk Management or Intelligence environment.
Manager: Passengers/ Human Movement	Bachelor Degree in any relevant qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience.
Senior Specialist: Passengers/ Human Movement	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 5 years experience in Risk Management or Intelligence environment.t
Specialist: Passengers/ Human Movement	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 4 years experience in Risk Management or Intelligence environment.
Analyst: Passengers/ Human Movement	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 2-3 years experience in Risk Management or Intelligence environment.
Manager: Regulated Goods	Bachelor Degree in any relevant qualification at NQF level 7 as recognized by SAQA	Minimum of 5 years' experience
Senior Specialist: Regulated Goods	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 5 years experience in Risk Management or Intelligence environment.

Specialist: Regulated Goods	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 4 years experience in Risk Management or Intelligence environment.
Analyst: Regulated Goods	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 2-3 years experience in Risk Management or Intelligence environment.
Manager: Cross Border Smuggling	Bachelor Degree in any relevant qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience.
Senior Specialist: Cross Border Smuggling	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 5 years experience in Risk Management or Intelligence environment.
Specialist: Cross Border Smuggling	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 4 years experience in Risk Management or Intelligence environment.
Analyst: Cross Border Smuggling	Undergraduate qualification (NQF level 7) as recognized by SAQA in Police Science, Health Sciences, Data Science, Urban Planning, Data Analytics, Business Management or Risk Management.	Minimum of 2-3 years experience in Risk Management or Intelligence environment.
Specialised functions		
Chief Officer: Specialised Functions	Postgraduate qualification in Security & Risk Intelligence, Strategic Intelligence or related qualification at NQF level 8 as recognized by SAQA. Master's Degree NGF 9 would be an advantage.	Minimum of 10-15 years experience in Executive or Senior Management level; and minimum of 5-6 years experience at senior managerial level.

Executive Manager: Agriculture	Qualification in Agricultural Management or related qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at senior managerial level.
Executive Manager: Health	Undergraduate qualification in Social Sciences, Environmental Health or equivalent qualification at NQF level 7 as recognized by SAQA. NQF level 8 and above qualification will be an added advantage.	Minimum of 5 years experience at senior managerial level; and minimum of 8 years experience in border law enforcement or related environment.
Executive Manager: Immigration	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA. NQF level 8 and above qualification will be an added advantage.	Minimum of 5 years experience at senior managerial level; and minimum of 8 years experience in border law enforcement or related environment.
Executive Manager: Environment	Undergraduate qualification in Social Sciences, Law or equivalent qualification at NQF level 7 as recognized by SAQA. NQF level 8 and above qualification will be an added advantage.	Minimum of 5 years experience at senior managerial level; and minimum of 8 years experience in border law enforcement or related environment.
Executive Manager: Monitoring & Compliance	Undergraduate qualification in Social Sciences or related qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years experience at senior managerial level.
Agriculture Senior Specialist	Qualification in Agricultural Management, Natural Science or related qualification at NQF level 8 as recognized by SAQA.	Minimum of 8 years experience in Agriculture or related environment.
Health Senior Specialist	Qualification in Social Sciences, Environmental Health or equivalent qualification at NQF level 7 as recognized by SAQA.	Minimum of 5 years relevant experience.
Immigration Senior Specialist	Post graduate qualification at NQF level 8 as recognized by SAQA.	Minimum of 8 years experience.
Environmental Senior Specialist	Post graduate qualification at NQF level 8 as recognized by SAQA.	Minimum of 8 years experience.
Compliance Coordinator	Undergraduate Degree, Qualification (NQF 7) in Risk Management, Law or Audit.	Minimum of 2 years experience in compliance or risk management.

Compliance Officer	Degree or Qualification Risk Management, Law or Audit.	Minimum of 3 years experience in compliance or risk management.
Corporate Affairs		
Chief Officer: Corporate Affairs	Qualification in Human Resource Management, Business Administration(Management), Public Management (Administration) or any relevant qualification at NQF level 7 as recognized by SAQA.	Minimum of 6-8 years experience at managerial level in Corporate Services or Support environment.
Executive Manager: Organisational Strategy and Planning	Master's Degree or equivalent in Public Administration, Social Sciences, Education and Training. A PhD or equivalent in the relevant field of study will be an added advantage.	Minimum of 6-8 years experience working within a research and monitoring environment or similar, of which 3 years should be at a management level and experience in education, training, and quality assurance.
Manager: Strategy and Management	NQF Level 8 or equivalent qualification.	Minimum of 6 years working experience.
Specialist: Strategic Planning	NQF Level7 or equivalent qualification in the field of business administration, strategic management, or a related field.	Minimum of 5 years working experience.
Specialist: Monitoring and Reporting	NQF Level7 or equivalent qualification in the field of Information Management/Statistics/ Business Administration / Public Administration / M&E	Minimum of 5 years working experience.
Research Analyst	NQF Level 8 or equivalent qualification in the field Mathematics, engineering, economics, statistics / Equivalent.	Minimum of 5 years working experience.
Manager: Project Management	NQF Level 8 or equivalent qualification in the field of Project Management.	Minimum of 7-10 years working experience in the field of Project Management, Proven experience in project management, overseeing multiple projects simultaneously.
Specialist: Improvement and Project Management	NQF Level 7or equivalent qualification in the field of Project Management.	Minimum of 5 years working experience in the field of Project Management, Proven experience in project management and process improvement initiatives.

Legal and compliance		
Executive Manager: Legal and Compliance	Post Graduate Degree LLM Degree(NQF 8); and Admission as Advocate or Attorney is mandatory.	Minimum of 10 years experience as legal advisor in public sector regulatory environment; and minimum 3-5 years experience in a management role.
Senior Legal Advisor	LLB Degree (NQF Level &) or any related law qualification.	Minimum of 5 years legal experience as a legal advisor, counsel, or in house legal counsel with a strong focus on business law, risk management, and compliance.
Legal Advisor	LLB Degree (NQF Level &) or any related law qualification.	Minimum of 2-3 years post-admission legal experience.
Specialist: Ethics and Compliance	Bachelor's degree or Advanced Diploma (NQF 7) in Risk Management, Compliance or Management. Bachelor of Law (LLB) Certified Ethics Officer would be an advantage.	Minimum of 5 years experience in business ethics management, corporate governance, law, public policy or administration or a relevant discipline such as enterprise risk management and internal control, accounting or audit.
Communications and stakeholder management		
Executive Manager: Communications and Stakeholder Management	Honors Degree (NQF 7) in Social Sciences, Social Development, Communication or Public Relations. Postgraduate qualification in Communications will be an added advantage.	Minimum of 5-8 years experience in Stakeholder relations, Stakeholder Management and Corporate Communication related fields; and minimum 3-5 years experience in management or at a supervisory level, experience in developing successful communication, stakeholder engagement plans and working with CRM systems.
Senior Manager: Customer Relations	Bachelor or masters degree in business; and an undergraduate qualification in Public Relations Management, Communications or Marketing Management at NQF level 7 as recognized by SAQA.	Minimum of 8-10 years experience in communications services related environment.

Manager: Call Centre Operations	No formal qualification is required. Degree can be an added advantage.	Minimum of 4-6 years experience with a minimum of 2 years experience within a contact centre environment.
Supervisor: Switch Board	Matric or National Diploma qualification	2-3years relevant experience in switchboard operations or customer service
Senior Manager: International Stakeholder Management	Bachelor of Business Degree in International Management, Business Administration, Communication or comparable is required.	Minimum of 8-10 years experience in Stakeholder relations, Stakeholder Management and Corporate Communication related fields; and minimum 3-5 years experience in management or at a supervisory level.
Specialist International Affairs	Bachelor's degree (NQF Level 7) in international relations, political science, economics, or a related field. Advanced degrees or certifications in international affairs are advantageous.	Minimum of 4-6 years experience.
Senior Manager: Domestic Stakeholder Management	Degree in Communications, Journalism, Stakeholder Management.	Minimum of 8-10 years experience in Stakeholder relations, Stakeholder Management and Corporate Communication related fields; and minimum of 3-5 years experience in management or at a supervisory level.
Specialist : Domestic Stakeholder Management	Degree (NQF 7) in Social Sciences, Social Development or Communication or Public Relations.	Minimum of 4-6 years experience in Stakeholder relations, Stakeholder Management and Corporate Communication related fields.
Officer: Domestic Stakeholder Management	Relevant degree in Communication, Public Relations Management.	Minimum of 2-3 years experience.
Senior Manager: Communications	Undergraduate qualification in Public Relations Management, Communications or Marketing Management at NQF level 7 as recognized by SAQA.	Minimum of 8-10 years experience at middle or senior managerial level in communications services related environment.
Specialist: Communications	Qualification in Bachelor's degree in communications, journalism or related field.	Minimum of 4-6 years relevant experience.

Communications Officer	Bachelor's degree in communications, journalism or related field, or equivalent experience.	Minimum of 3 years prior working experience in communications.
Senior Manager: Public Relations and Branding	Undergraduate qualification in Public Relations Management, Communications or Marketing Management at NQF level 7 as recognized by SAQA.	Minimum of 8-10 years experience in communications services related environment.
Specialist: Public Relations	Bachelor's degree in public relations, communications, journalism, or a related field.	Minimum of 4-6 years relevant experience.
Specialist: Branding	Bachelor's degree in Marketing, Branding, Communications, or a Related Field.	Minimum of 2-3 years experience in Branding, Brand Management, or Marketing roles.
Officer: Events	Diploma in Marketing, Communications or a related field	Minimum of 2-3 years relevant experience.
Human capital management		
Executive Manager: Human Capital Management	Honours B Degree (NQF8) in Human Resources or related qualification. An MBA would be an added advantage and IPM/SABPP Registration will be advantageous.	Minimum of 5 years senior management experience operating at a strategic level in human resources management, Human resources management policy development and implementation. Proven experience in benefits administration, recruitment and selection, transfer and placement of local government employees. Proven experience in developing a human resources management infrastructure from scratch, Transformation, Change management.
Senior Manager: HR Service Support and Administration	Bachelor's Degree in Human Resource Management, Organizational Psychology, Business Administration, or any relevant qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage	Minimum of 8-10 years experience in HR service delivery or HR operations, preferably in a managerial or leadership role.
Manager: HR Service Partners	Degree (NQF level 7) in Human Resources or equivalent.	Minimum of 5 years in payroll, IR, and HR management.

		Demonstrable experience working as an HR Business Partner.
HR Business Partners	National Diploma (NQF level 6) in Human Resources or Equivalent.	Minimum of 3 years in payroll, IR, and HR management. Demonstrable experience working as an HR Business Partner.
Manager: HR Administration & Systems	Degree (NQF level 7) in Information Technology, Computer/Engineering Science or any related qualification.	Minimum of 5 years relevant experience.
Specialist: HRMIS	Bachelor's Degree (NQF level 7) in Human Resources, Information Technology, Computer Science or closely related field.	Minimum of 3–5 years experience working in a fast-paced organisation within or in close collaboration with the human resource department. Experience in designing, and supporting /facilitating implementation (including change management), and maintaining business management system.
Manager: Remuneration and Benefits	NQF level 6 or 7 qualification in Business Management, Commerce or Human Resources or Equivalent. Honours degree (NQF level 8) or equivalent in Business Management, Commerce or Human Resources would be advantageous.	Minimum of 5 year proven experience as a Remuneration and Benefits Specialist.
Specialist: Remuneration and Benefits	NQF level 6 or 7 qualification in Business Management, Commerce or Human Resources or Equivalent. Honours degree (NQF level 8) or equivalent in Business Management, Commerce or Human Resources would be advantageous.	Minimum of 4-6 year proven experience as a Remuneration and Benefits Specialist.
Senior Manager: Employee Relations, Health & Wellness	Bachelor's Degree in Human Resource Management, Organizational Psychology, Business Administration, or any relevant qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage.	Minimum of 8-10 years experience in employee relations, preferably in a managerial or leadership role. Proven experience in developing and implementing health and wellness programs.
Manager: Health and Wellness	A National Degree (NQF level 7) in psychology or social work or equivalent qualification.	Minimum of 5 years experience in Employee Health & Wellness field.

Specialist: Employee and Labour Relations	Bachelor's Degree (NQF level 7) in LLB, BA Law, Labour Law, Labour Relations Degree, Advanced HR or equivalent.	Minimum of 4-6 years experience within the HR Operations in an Employee Relations position.
HR Officer: Employee Health and Wellness	National Diploma or Degree (NQF level 6 or 7) in psychology or social work or equivalent qualification.	Minimum of 2-3 years experience in Employee Health & Wellness field.
Senior Manager: Talent Management & Organisational Development	Undergraduate qualification in Human Resource Management, Organizational Psychology, Business Administration, or any relevant qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage.	Minimum of 8-10 years experience in talent management, organizational development, and leadership development, preferably in a managerial or leadership role. Proven experience in designing and implementing talent management and organizational development strategies and programs.
Specialist: Performance Management	Undergraduate qualification in Human Resource Management, Business Administration (Management), Public Management (Administration) or any relevant qualification at NQF level 7 as recognized by SAQA.	Minimum of 4-6 years in a HR Management generalist environment is essential.
Specialist: Organisational Development and Change Management	Undergraduate qualification in Human Resource Management, Industrial Psychology or any relevant qualification at NQF level 7. Postgraduate Degree in Human Resource Management, or Industrial Psychology will be advantageous.	Minimum 4-6 years experience as an OD/CM Specialist.
HR Officer: Performance & Talent Management	Undergraduate qualification in Human Resource Management, Business Administration (Management), Public Management (Administration) or any relevant qualification at NQF level 7 as recognized by SAQA.	Minimum of 2-3 years in a HR Management generalist environment is essential.
HR Office: Organisational Design	Three Year National Diploma (NQF level 6) in Human Resources or Industrial Psychology or equivalent.	Minimum of 2-3 years Work Study/Organisational Design/Effectiveness experience
Training and development		

Executive Manager: Training and Development	Undergraduate qualification in Human Resource Management, Business Administration (Management), Public Management (Administration) or any relevant qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage.	Minimum of 5 years experience at managerial level in Learning environment.
Senior Manager: Curriculum & Material Development and Assurance	Undergraduate qualification in Education, Social or Behavioural Science at NQF level 7 as recognized by SAQA.	Minimum of 8-10 years experience at managerial level in Learning environment.
Specialist: Curriculum & Materials Development	NQF level 6 or 7 qualification in Education or equivalent with Curriculum Development specialisation. Honours degree (NQF 8) would be an added advantage.	Minimum of 4-6 years teaching experience with a minimum of 3 years experience at supervisory or management level. Experience in Education, Training and Development (ETD) environment.
Specialist: Quality Assurance	NQF level 6 or 7 qualification in Education or equivalent with Curriculum Quality Assurance specialisation. Honours degree (NQF level 8) would be an added advantage.	Minimum of 4-6 years teaching experience with a minimum of 3 years experience at supervisory or management level. Experience in Education, Training and Development
Senior Manager: Training and Delivery	Undergraduate qualification in Human Resource, Management, Education or Organisational Development or any relevant qualification at NQF level 7 as recognized by SAQA. NQF level 8 and above qualification will be an added advantage.	Minimum of 8-10 years experience at managerial level in Learning environment.
Training Facilitators	Bachelor's degree or equivalent in a relevant field such as education, organizational development, human resources, or a related discipline.	Minimum of 4-6 years experience as a training Facilitator.

Learning and Support Officer	National Diploma, an appropriate Bachelor's Degree or qualification specifically in Education, Social, Behavioural Science or Accredited student counselling courses.	Minimum of 2-3 years working experience in Support or counselling environment.
Senior Manager: Learning and Development	Undergraduate qualification in Education, Social, Behavioural or any relevant qualification at NQF level 7 as recognized by SAQA. An NQF level 8 and above qualification will be an added advantage.	Minimum of 8-10 years experience at managerial level in Learning environment.
Specialist: Learning and Development	NQF level 6 or 7 qualification in Industrial Psychology or Equivalent with Learning and Development specialisation. An Honours degree(NQF level 8) or equivalent would be an added advantage.	Minimum of 4-6 years proven experience as a Learning and Development Specialist.
Skills Development Facilitator	Degree or Diploma NQF Level 6 or 7 in HRD or Education or equivalent	Minimum of 4-6 years experience in skills development related environment Experience in working with multiple stakeholders. Exposure to skills development related projects.
Finance and Facilities Management		
Chief Officer: Finance and Facilities Management	BCom Accounting Degree, Registered Chartered Accountant	Minimum of 10-15 years in Finance & Accounting – Executive/ Senior Management level.
Executive Manager: Property & facilities Management	Registered Chartered Accountant	Minimum of 3-5 years operational experience in Facilities Management, and minimum of 5 years of project management or similar related experience.
Senior Manager: Estates & property Management	Advanced Diploma or B-Degree in Estate management or business management or an equivalent.	Minimum of 8-10 years experience working at an Estate Environment.

Senior Manager: Facilities	Advanced Diploma / B-Degree in Facilities Management, Property Management, Project Management, Operations Management or related FM formal qualification/ Equivalent	Minimum of 8-10 years experience in Facilities Management.
Senior Manager: Protection Services	Bachelor's degree or B Tech Security Management or equivalent related to Protection Services.	Minimum of 8-10 years experience in Security in smelting or refinery environments with exposure in investigation, crime information analysis, intelligence and surveillance; and minimum of 3-5 years experience in security management especially as a Protection Services Manager.
Senior Manager: Fleet Management	Undergraduate qualification.	Minimum of 8-10 years experience.
Manager: Fleet Management	Undergraduate qualification.	Minimum of 4-6 years experience.
Officer: Fleet Management	Grade 12 Certificate. Undergraduate qualification would be an advantage.	Minimum of 2-3 years experience as a driver.
Project Manager	NQF Level 8 or equivalent qualification in the field of Project Management and IT qualification at NQF Level 8 or equivalent.	Minimum of 7-10 years working experience in the field of Project Management within Estates environment and business environment.
Manager: Technical Services	Advanced Diploma, B-Degree in Engineering, Architecture, Quantity Surveying, Construction Management or an equivalent qualification.	Minimum of 4-6 years experience.
Handy Man	Senior Certificate or Grade 12 certificate (NQF level 4).	No experience necessary. 0-1 Year\ in Similar Role
Manager: Help Desk	Advanced Diploma or B-Degree.	Minimum of 4 – 6 years experience in similar environment; and minimum of 3 years at a supervisory level.
Help Desk Consultant	Higher Certificate or National Certificate.	Minimum of 1-2 years of relevant work experience.
Manager: Soft Services	Advanced Diploma, B-Degree in Engineering, Architecture, Quantity Surveying, Construction Management or an equivalent qualification.	Minimum of 4-6 years experience in Facilities Maintenance Management.
General Workers	Senior Certificate or Grade 12 certificate (NQF level 4).	0-1 Year\ in Similar Role

Manager: Safety Health & Environment	Advanced Diploma, B-Degree in Safety Management or an equivalent qualification.	Minimum of 4-6 years experience in Safety Management.t
SHEQ Officer	Advanced Diploma, B-Degree in Safety Management or an equivalent qualification.	Minimum of 2-3 years experience in occupational health and safety or environmental management.
Manager: Vetting & Screening	Bachelor's Degree (NQF Level 7).	Minimum of 4-6 years experience.
Officer: Vetting & Screening	National Diploma (NQF Level 6).	Minimum of 2-3 years experience.
Manager: Integrated Electronic Security	Bachelor's degree (NQF Level 7) in a relevant field in computer science, electrical engineering, or security management.	Minimum of 4-6 years experience in managing electronic security systems, including access control, video surveillance, intrusion detection, and alarm systems.
Officer: Integrated Electronic Security	Bachelor's degree (NQF Level 7) in a relevant field in computer science, electrical engineering, or security management.	Minimum of 2-3 years experience in managing electronic security systems, including access control, video surveillance, intrusion detection, and alarm systems.
Manager: Physical Security	Bachelor's degree/ B Tech Security Management or equivalent qualification.	Minimum of 4-6 years experience in Security environments.
Team Leader: Physical Security	Grade 12 Certificate.	Minimum of 3 years experience.
Security Officer	Grade 12 Certificate.	Minimum of 1-2 years experience.
Manager Records	Advanced Diploma or B-Degree in Records and Document Management Practices, or an equivalent qualification.	Minimum of 4-6 years experience in Records and Document management practices.
Registry Clerk	Higher Certificate or National Certificate.	Minimum of 1-2 years experience.
Manager: Logistics & Stores	Advanced Diploma or B-Degree in Supply Chain Management or Logistics or an equivalent qualification.	Minimum of 4-6 years working experience in Logistics.
Officer: Travel Management	National Diploma (NQF Level 6) in hospitality management, business administration, or a related discipline.	Minimum of 2-3 years experience.
Officer: Stores	Grade 12 Certificate.	Minimum of 2-3 years experience in storekeeping, inventory management, or a related field.

Supply chain and asset management		
Executive Manager: Supply Chain & Asset Management	Supply Chain Management or logistics related Degree at NQF level 7.	Minimum of 5-8 years in Supply Chain Management – Operational.
Senior Manager: Assets management	B.Com Accounting degree or equivalent. CA(SA).	Minimum of 8 years experience.
Accountant: Assets	B.Com Accounting degree or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous	Minimum of 3 years experience in accounting role Extensive Fixed Assets.
Senior Manager: Demand & Contract Management	Bachelor's degree in Procurement, Supply Chain Management, Logistics or Purchasing (NQF Level 7).	Minimum of 8 years experience in Procurement or Strategic sourcing.
Specialist: Contract Management	Bachelor's degree in Procurement / Supply Chain Management, Logistics or Purchasing (NQF Level 7).	Minimum of 4-6 years experience in Procurement or Strategic sourcing.
Specialist: Demand Management	Bachelor's degree in Procurement, Supply Chain Management, Logistics or Purchasing (NQF Level 7).	Minimum of 4-6 years experience in Procurement or Strategic sourcing.
Officer: Demand & Contracts Management	National Diploma or Degree in Supply Chain Management, Procurement, / Logistics or Public Administration or equivalent qualification.	Minimum of 2-3 years working experience in Supply Chain Management. Experience in the public sector will be an added advantage.
BID Administrator	National Diploma or Degree in Supply Chain Management, Procurement, Logistics or Public Administration or equivalent qualification.	Minimum of 2-3 years working experience in Supply Chain Management. Experience in the public sector will be an added advantage.
Senior Manager: Acquisitions	Bachelor's degree in Procurement or Supply Chain Management (NQF Level 7).	Minimum of 8 years experience.
Officer: Acquisition Management	Diploma in Procurement or Supply Chain Management (NQF Level 7).	Minimum of 3 years experience.
Administrator Acquisitions	Diploma in Administration or an equivalent qualification.	Minimum of 2 years experience.
Executive Manager: Financial Management & Accounting	Post Graduate qualification in Finance, Accounting or equivalent (NQF Level 8).	Minimum of 5 years in Accounting and Financial management.

Senior Manager: Planning and Budgeting	B.Com Accounting degree or equivalent qualification. A post graduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Border Management Authority Act, 2020 SARS Income Tax Act Basic Conditions of Employment Act Employment Equity Act Skills Development Levy Act
Manager: Cost Accounting	B.Com Accounting degree or equivalent qualification. A post graduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Minimum of 4-6 years experience in accounting, analysis and budget management.
Manager: Budgeting	B.Com Accounting degree or equivalent. Postgraduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous.	Minimum of 5 years experience in accounting, analysis and budget management.
Cost Accountant	B.Com Accounting degree or equivalent. Post graduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Minimum of 3 years experience in accounting, analysis and budget management. Completed Articles, financial prescripts experience (GAAP and GRAP) and knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
Accountant: Budgeting	B.Com Accounting degree or equivalent. Post graduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Minimum of 3 years experience in accounting, analysis and budget management. Completed Articles, financial prescripts experience (GAAP and GRAP) and knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
Manager: Payroll	B-Degree in Finance, Accounting or Auditing (NQF Level 7).	Minimum of 5 years experience in Financial Environment.

Senior Manager: Finance and Treasury	B.Com Accounting degree or equivalent. A post graduate qualification in Finance or equivalent. CA(SA),CFA or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Minimum of 8 years experience in Treasury, Financial Risk and Banking.
Manager: Treasury and Reporting	B.Com Accounting degree or equivalent. A post graduate qualification in Finance or equivalent. CA(SA),CFA or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Minimum of 5 years experience in Treasury, Financial Risk and Banking in a listed environment.
Accountant: Accounts Payables/Receivables	B.Com Accounting degree or equivalent. A post graduate qualification in Finance or equivalent. CA(SA) or CIMA (Adv. Dip in MA or higher) will be advantageous. B.Com Honors or Completed Articles will be advantageous	Minimum of 3 years experience in accounting, analysis and budget management. Completed Articles, financial prescripts experience (GAAP and GRAP) and knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
Support & Maintenance Management		
Executive Manager: Support & Maintenance Management	Bachelor's degree (NQF level 7) in any of the following: Information Technology, Computer Engineering, Computer Science.	Minimum of 5 years experience at senior managerial level; and Minimum 8 years experience in IT Management, IT Engineering, ICT Infrastructure.
Senior Manager: ICT Service Support	Advanced Diploma or B-Degree (NQF Level 7) in Computer Science, Information Technology or an equivalent qualification.	Minimum of 8-10 years relevant work experience in ICT; and minimum of 5 years managerial experience.
Manager: ICT Service Desk	Advanced Diploma or B-Degree in Computer Science, or related field.	Minimum of 4-6 years relevant work experience in ICT; and minimum of 3 years managerial experience.
Manager: ICT Technical Support	Advanced Diploma or B-Degree in Computer Science, or related field.	Minimum of 4-6 years relevant work experience in ICT; and minimum of 3 years managerial experience.
ICT Service Desk Agents	Grade 12 Certificate or NQF Level 4.	Minimum of 1-3 years experience in an IT service desk environment.

Engineer ICT Technical Support-Network	Bachelor's degree (NQF level 7) in any of the following: Information Technology, Computer Engineering, Computer Science or any related.	Minimum of 8 years experience in IT Management, IT Engineering, ICT Network and Security, Cyber Security.
Engineer: ICT Technical Support-Hardware	Bachelor's degree (NQF level 7) in any of the following: Electronic Engineering, Computer Engineering, Computer Science or any related.	Minimum of 6 years hardware development or ICT hardware support experience.
Engineer ICT Applications Support	Bachelor's degree (NQF level 7) in any of the following: Electronic Engineering, Computer Engineering, Computer Science or any related.	Minimum of 5 years experience in ICT Operations, IT Engineering, ICT Application.
Application & System Management		
Executive Manager: Application & System Management	Bachelor's degree (NQF level 7) in any of the following: Information Technology, Computer Engineering, Computer Science or any related.	Minimum of 5 years experience in IT Management, IT Engineering, ICT Application.
Senior Manager: ICT Infrastructure	Bachelor's degree in computer science, information technology, or a related field. Master's degree is an added advantage.	Minimum of 10 years experience in ICT infrastructure; and minimum of 3-5 years experience in managing Infrastructure.
Specialist Infrastructure	Bachelor's degree in Computer Science, Information Technology or equivalent qualification.	Minimum of 5 years working experience within IT Infrastructure.
Specialist: Network Security	Bachelor's degree (NQF level 7) in any of the following: Information Technology, Computer Engineering, Computer Science or any related.	Minimum of 5 years experience in IT Management, IT Engineering, ICT Network and Security, Cyber Security.
Telecommunications Engineer	Bachelor's degree in Electrical Engineering, Computer Science, Software Engineering, Systems engineering, or information systems.	Minimum of 4 to 6 years of experience.
Specialist: Applications Support	Degree (NQF level 7) in any of the following: Information Technology, Computer Engineering, Computer Science or any related.	Minimum 5 years experience in ICT Operations, IT Engineering, ICT Application.
Operational Database Administrator	Bachelor's degree in Computer Science, Information Technology or equivalent qualification.	Minimum of 4-6 years experience as a Database Administrator.

Specialist: System Demand	Bachelor's degree (NQF Level 7) in computer science, information technology, business administration, or a related field.	Minimum of 4 – 6 years experience in demand management or business analysis within an IT environment.
Specialist: System Integration	Bachelor's degree in Computer Science, Information Technology or equivalent qualification.	Minimum of 5 years experience in Integration processes.
Development Database Administrator	Bachelor's degree in Computer Science, Information Technology or equivalent.	Minimum of 4-6 years experience as a Database Administrator.
ICT Project Manager/Scrum Master	NQF Level 7 or equivalent qualification in the field of Project Management.	Minimum of 4 – 6 years experience in similar environment (of which 3 years at a supervisory level) in the field of Project Management within a complex IT environment and business environment.
Project Coordinator	Diploma in Project Management or Certified Associate in Project Management, or equivalent Project Management Qualification.	Minimum of 2-3 years experience as a Project Coordinator.
Other		
Training Coordinator	Diploma in Education, Training and Development, HR, or related.	Minimum of 2-3 years experience in training coordination/ administration.
Executive Manager: ICT Strategy & Governance	Bachelor's degree (NQF level 7) in any of the following: Information Technology, Computer Engineering, Computer Science or any related. relevant Postgraduate degree will serve as an advantage.	Minimum of 5 years experience in IT Management, IT Engineering, ICT Network and Security, Cyber Security.
Senior Manager: ICT Strategy & Architecture	Bachelor's degree (NQF Level 7) in computer science, information technology, or a related field.	Minimum of 8 - 10 years experience in strategic ICT role (of which 3 - 5 years must be at management or senior management level).
Senior Manager: Governance & Security	Bachelor's degree in Information Systems and Management or an equivalent qualification.	Minimum of 8 to 10 years experience.
Enterprise Architecture	Bachelor's degree in Computer Science, Information Technology, or equivalent qualification.	Minimum of 8 years work experience required as an Enterprise Architect.

Specialist: Business Intelligence & Analytics	Bachelor's degree in Computer Science, Information Technology Mathematics, Statistics, Engineering, Actuarial Science, Economics, Finance, Business Analytics or equivalent qualification.	Minimum of 5 years working experience within Data Analytics or Business Intelligence.
Business Analyst	Bachelor's degree in Computer Science, Information Technology, or equivalent qualification.	Minimum of 5 years experience as a business analyst
Specialist: Cyber Security	Bachelor's degree in Computer Science, Information Technology, or equivalent qualification.	Minimum of 3 - 5 years working experience within a Cyber/IT Security role.
Specialist: ICT Risk & Compliance	Bachelor's degree in Computer Science, Information Technology, or equivalent qualification.	Minimum of 8 years relevant work experience in ICT Governance Risk and Compliance
Business Support Assistant	National Diploma in Information Technology/Business Management/ Office Management and Technology, or equivalent qualification.	Minimum of 3 years experience in a similar role.

SCHEDULE C

CODE OF CONDUCT

1. Conduct in general

An officer must—

- (a) honour and abide by the Constitution in the execution of their duties;
- (b) be faithful to the Republic and put the public interest first in the execution of their duties;
- (c) abide by the legislation that applies to the border law enforcement;
- (d) loyally execute the policies of the government and the lawful instructions of their superiors; and
- (e) co-operate with relevant law enforcement, security and intelligence organs of state.

2. Relationship with public

An officer must—

- (a) promote the unity and well-being of the South African nation in performing their duties;
- (b) respect and protect the dignity of every person and their rights as contained in the Constitution;
- (c) serve the public in an unbiased and impartial manner;
- (d) act in such a manner as to instil and maintain public confidence in the Authority;
- (e) be polite, helpful and reasonably accessible in his or her dealings with the public;
- (f) take into account the circumstances and concerns of the public in performing their duties and in the making of decisions affecting them;
- (g) be committed through timely service to the development and upliftment of all South Africans; and
- (h) recognise the right of the public to access to information, excluding information that is specifically protected by law.

3. Ethical conduct

An officer—

- (a) may not receive, solicit or accept any gratification, as defined in section 1 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), from any official or any person in return for performing or not performing their duties;
- (b) may not engage in any transaction or action that is in conflict with or infringes on the execution of his or her duties;
- (c) may not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state;
- (d) may not use or disclose any official information for personal gain or the gain of others;
- (e) may not receive or accept any gift from any person in the course and scope of his or her employment,;
- (f) must recuse themselves from any official action or decision-making process which may result in improper personal gain and properly and immediately declare it to their superior;
- (g) must immediately report to the relevant authorities, fraud, corruption, nepotism, maladministration and any other act which constitutes a contravention of any law (including, but not limited to, a criminal offence) or which is prejudicial to the interest of the public, which comes to their attention during the course of his or her employment in the Authority;
- (h) must refrain from favouring relatives and friends in work-related activities and not abuse their authority or influence another official, nor be influenced to abuse their authority;
- (i) must deal fairly, professionally and equitably with all other officials or members of the public, irrespective of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language; and
- (j) must refrain from party political activities in the workplace.

4. Performance of duties

An officer must—

- (a) strive to achieve the objectives of the Authority cost-effectively and in the interest of the public;
- (b) be creative in thought and in the execution of their duties, seek innovative ways to solve problems and enhance effectiveness and efficiency within the context of the law;
- (c) be punctual in the execution of their official duties;
- (d) execute their duties in a professional and competent manner;
- (e) co-operate fully with other officials to advance the interest of the public;
- (f) be honest and accountable in dealing with public funds and use the State's property and other resources effectively, efficiently, and only for authorised official purposes;
- (g) use the appropriate mechanisms to deal with any grievances or to direct representations;
- (h) be committed to the optimal development, motivation and utilisation of officials reporting to them and the promotion of sound labour and interpersonal relations;
- (i) avail themselves for training and development;
- (j) promote sound, efficient, effective, transparent and accountable administration;
- (k) give honest and impartial advice, based on all available relevant information, in the execution of his or her official duties;
- (l) honour the confidentiality of official matters, documents and discussions;
- (m) when on duty, dress and behave in a manner that is befitting of an official of the Authority;
- (n) immediately report to the Commissioner any non-compliance with the Act and any other legislation that the Authority is required to implement;
- (o) not consume alcoholic beverages or any other substance with an intoxicating effect while on duty or report for duty under such influence;
- (p) not misrepresent themselves or use the name or position of any other official or person to unduly or improperly influence any decision-making process or obtain any undue benefit; and
- (q) not release official information to the public without necessary approval.

5. Obedience

- 5.1 An officer must obey any order or instruction given to him or her by a superior or a person who is competent to do so: Provided that the officer may not obey a patently unlawful order or instruction.
- 5.2 Where it is reasonable in the circumstances, an officer may demand that an order or instruction referred to in paragraph 5.1 be recorded in writing before obeying it.
- 5.3 An officer may, after having obeyed an order or instruction referred to in paragraph 5.1, demand that such an order or instruction be recorded in writing.

SCHEDULE D

Disciplinary Code and Procedure

Purpose of disciplinary code and procedure

1. The purpose of this Disciplinary Code and Procedure is to—
 - (a) promote constructive labour relations in the Authority;
 - (b) promote mutual respect among officers and members of the support staff, and the Authority;
 - (c) promote acceptable conduct;
 - (d) ensure that managers and officers share a common understanding of misconduct and discipline;
 - (e) provide officers and the employer with a quick and easy reference for the application of discipline;
 - (f) avert and correct unacceptable conduct;
 - (g) prevent arbitrary or discriminatory actions by managers toward officers; and
 - (h) act in a preventative, progressive manner with the aim to correct unacceptable behaviour.

Principles

2. The following principles must inform any decision to discipline an officer:
 - (a) Discipline is a corrective measure and not a punitive one;
 - (b) discipline must be applied in a prompt, fair, consistent, uniform, timely, impartial, confidential and progressive manner;
 - (c) a disciplinary code is necessary for the efficient delivery of service and the fair treatment of officers, and ensures that they—
 - (i) have a fair hearing in a formal or informal setting;
 - (ii) are timeously informed of allegations of misconduct made against them;
 - (iii) receive written reasons for a decision taken; and
 - (iv) have the right to appeal against any decision;
 - (d) as far as possible, disciplinary procedures must take place in the place of work and be understandable to all officials;

- (e) if an official commits misconduct that is also a criminal offence, the criminal procedure and the disciplinary procedure must continue as separate and different proceedings; and
- (f) disciplinary proceedings do not replace or seek to imitate court proceedings.

Code of good practice

3. The Code of Good Practice: Dismissal contained in Schedule 8 of the Labour Relations Act, 1995 (Act No. 66 of 1995), insofar as it relates to discipline, constitutes part of this Code and Procedure.

Less serious misconduct

4.(1) In applying any discipline in respect of misconduct that does not warrant dismissal, the manager must—

- (a) bring the misconduct to the officer's attention;
- (b) determine the reasons for the misconduct and give the official an opportunity to respond to the allegations, personally or by a union representative;
- (c) seek to get agreement on how to remedy the conduct; and
- (d) take steps to implement the agreed course of action.

Corrective counselling and coaching:

(2) If the seriousness of the misconduct does not warrant a verbal warning, the manager must counsel the officer.

Verbal warnings:

(3)(a) If the seriousness of the misconduct warrants a verbal warning, the manager must give the officer a verbal warning. The manager must inform the officer that further misconduct may result in more serious disciplinary action, and must record the verbal warning. A verbal warning is valid for 3 months.

Written warnings:

(4)(a) If the seriousness of the misconduct warrants a written warning, the manager must—

- (i) issue the officer with a written warning in a form that is substantially similar to Form A in this Schedule;
 - (ii) give a copy of the written warning to the officer, who must sign receipt thereof ; and
 - (iii) file the written warning in the officer's personal file;
- (b) A written warning remains valid for a period of six months.
- (d) At the expiry of the six-month period, the written warning must be removed from the officer's personal file and be destroyed.
- (e) If during the six-month period, the officer is subjected to disciplinary action on a same or related offence, the warning may be taken into account in deciding an appropriate disciplinary action.

Final written warning:

- (5)(a) If the seriousness of the misconduct warrants a final written warning, the manager must—
- (i) issue the officer with the final written warning in a form that is substantially similar to Form B in this Schedule;
 - (ii) give a copy of the final written warning to the officer, who must sign receipt of it; and
 - (iii) file the final written warning in the officer's personal file.
- (b) A final written warning remains valid for a period of six months.
- (c) At the expiry of the six-month period, the final written warning must be removed from the officer's personal file and destroyed.
- (d) If during the six-month period, the officer is subjected to disciplinary action on a same or related offence, the final written warning must be taken into account in deciding an appropriate sanction.

Serious misconduct

5.(1) If the alleged misconduct justifies a more serious form of disciplinary action, the Authority must initiate an investigation into the alleged misconduct.

Precautionary suspension:

(2)(a) If the officer is alleged to have committed a serious misconduct and the Authority believes that the presence of an officer at the workplace might jeopardize any investigation into the alleged misconduct, or endanger the well-being or safety of any person or state property or result in further misconduct being committed, the Authority may suspend the official on full pay.

(b) If an officer is suspended as a precautionary measure, the employer must hold a disciplinary hearing within 60 calendar days from the date of suspension.

(c) Depending on the seriousness of the alleged misconduct and the complexity of the investigation, the Authority may extend the period of the suspension for a further 30 calendar days.

(d) If after this or the extended period, the officer has not been given notice of the hearing referred to in subparagraph (3) the official must be permitted to return to work.

(e) If an officer is suspended, any firearm and ammunition issued to that officer by the Authority must immediately be returned to the Authority.

Notice of hearing

(3)(a) The officer must be given notice at least seven working days before the date of the hearing.

(b) The officer must sign receipt of the notice, and if the officer refuses to sign receipt of the notice, it must be given to the officer in the presence of an official who can sign in confirmation that the notice was conveyed to the officer.

(c) The written notice of the disciplinary hearing must be the form that is substantially similar to Form D in this Schedule.

Conducting the disciplinary hearing

(4)(a) The Authority must appoint an officer who is on a higher rank to preside over the hearing.

(b) The disciplinary hearing must be held within a reasonable period after the notice referred to in subparagraph (3)(b) is given to the officer.

- (c) The Authority and the officer charged with alleged misconduct may agree to request the Commission of Conciliation, Mediation and Arbitration to appoint an arbitrator in terms of section 188A of the Labour Relations Act, 1995 (Act No. 66 of 1995).
- (d) The Commissioner may appoint an external person to preside if no suitably qualified officer of higher rank is available.
- (e) The officer charged with the alleged misconduct may only be represented in the hearing by a fellow officer or a representative of a recognised trade union.
- (f) The presiding officer must conduct the hearing in an appropriate manner in order to determine the case fairly and quickly, but must deal with the substantial merits of the allegations against the officer with the minimum of legal formalities.
- (g) If the officer fails to attend the hearing and the presiding officer concludes that the officer does not have a valid reason, the hearing may continue in the officer's absence.
- (h) The proceedings of the disciplinary hearing must be recorded.
- (i) If the presiding officer determines that the officer committed the misconduct, the officer must be given an opportunity to make submissions in mitigation and the Authority to make submissions in aggravation before the a sanction may be determined.

FORM A

WRITTEN WARNING

WARNING ISSUED TO *[insert name of official]*

[insert date]

1. Details of misconduct or unacceptable behaviour:

2. Officer's explanation for the misconduct:

3. Explanation accepted? YES / NO

4. If the explanation is not accepted, the following corrective action is necessary to avoid future misconduct:

5. Possible consequences of future repetition of a similar offence:

6. Previous warnings (if applicable) – state type and date:

Warning issued by:

Name: _____

Signature: _____

Designation: _____

Officer's signature: _____

Representative name: _____

Representative signature: _____

Designation: _____

(The representative or officer are only to sign to acknowledge that the warning was in fact issued, not to indicate that they are in agreement with it.)

OR The officer and representative refused to sign, and my signature below acts to confirm that this warning was issued in my presence.

Name: _____

Signature: _____

NOTE: A copy of this warning must be forwarded to [.....] for filing in the officer's personnel file.

FORM B

FINAL WRITTEN WARNING

FINAL WARNING ISSUED TO *[insert name of officer]*

[insert date]

1. Details of misconduct or unacceptable behaviour:

2. Officer's explanation for the misconduct:

3. Explanation accepted? YES / NO

4. If the explanation is not accepted, the following corrective action is necessary to avoid future misconduct:

5. Possible consequences of future repetition of a similar offence:

6. Previous warnings (if applicable) – state type and date:

Warning issued by:

Name: _____

Signature: _____

Designation: _____

Officer's signature: _____

Representative name: _____

Representative signature: _____

Designation: _____

(The representative or officer are only to sign to acknowledge that the warning was in fact issued, not to indicate that they are in agreement with it.)

OR The officer and representative refused to sign, and my signature below acts to confirm that this warning was issued in my presence.

Name: _____

Signature: _____

NOTE: A copy of this warning must be forwarded to [.....] for filing in the officer's personnel file.

FORM C**NOTICE OF SUSPENSION**

[insert date]

NOTICE OF SUSPENSION

[insert name of Officer]

A number of allegations of serious misconduct against you have come to the Authority's attention. These allegations include:

[insert]

Given the seriousness of these allegations and the necessity to ensure the integrity of the investigation, to ensure the safety of the Authority's assets and its staff and to prevent further acts of misconduct, it is proposed that you are placed on precautionary suspension on full pay pending the outcome of further investigations and a possible disciplinary hearing that may follow. Your email account and access to other electronic communication will also be suspended during the period of your suspension and for the duration of any subsequent disciplinary hearing that may follow.

You are required to hand over the following immediately if you have not already done so:

- all access keys and/or access cards that belong to the Authority;
- all electronic equipment that belongs to the Authority;
- any firearm and ammunition issued to you by the Authority; and
- all documents still in your possession that belong to the Authority.

Please also note that you are still employed by the Authority and the terms and conditions of your contract of employment remain in full force and effect during the period of your suspension.

You must be contactable on a number provided by you at all times during office hours and must be available to report to the workplace in person on short notice if instructed to do so.

Should you breach the terms and conditions of your suspension or your contract of employment, this will constitute independent misconduct and in such circumstances the Authority specifically reserves the right to add this as an additional charge to any disciplinary proceedings that may be instituted against you.

You are required to co-operate in the investigation and may be required to attend the workplace for investigative interviews or disciplinary hearing.

Furthermore, you are not allowed to access any of the Authority's property or make contact with any other official, through any means, whether by email, telephone, or any other means of communication, without management's prior approval and authorisation.

[insert manager's name and job title]

I hereby acknowledge receipt of the notice:

Signature:

Officer's name & surname:

Date:

Representative name:

Representative signature:

Designation:

OR The officer and representative refused to sign, and my signature below acts to confirm that this notice was issued in my presence.

Name:

Signature:

FORM D**NOTICE TO ATTEND A DISCIPLINARY HEARING**

[insert date]

NOTICE TO ATTEND A DISCIPLINARY HEARING

[insert name of Officer]

This notice serves to inform you that a disciplinary hearing will be held on **[date and time]**, at **[place]** in order for you to answer the following allegations of misconduct:

[insert allegations]

You will be given a full opportunity to present your case and defend yourself against the allegations as set out above. In that regard, you will be afforded the opportunity to cross-examine any witnesses who give evidence against you and of examining any documentary evidence which might be used against you by the Authority. You will be entitled to call witnesses in your favour both in relation to the allegations and, in the event of you being found guilty, in mitigation of the penalty.

The proceedings will be conducted in *[insert language]*. If you wish to make use of an interpreter, you are required to notify the Authority immediately, so that one may be provided. You are also requested to inform the Authority of the identities of any witnesses you intend calling, so that arrangements may be made for their availability at the enquiry.

You are entitled to be represented at the enquiry by a shop steward if you are a trade union member or a fellow officer of your choice.

Should you wish to request a postponement of the hearing, such request with detailed reasons must be made in writing within *[insert days]* of receipt of this notice.

Should you fail to attend the enquiry without a reasonable excuse, the enquiry will proceed in your absence and a finding may be made in your absence in respect of whether you are guilty and, if applicable, in respect of sanction.

Sincerely

[Insert manager's name and designation]

I hereby acknowledge receipt of the notice:

Signature:

Officer's name & surname:

Date:

Representative name:

Representative signature:

Designation:

OR The officer and representative refused to sign, and my signature below acts to confirm that this notice was issued in my presence.

Name:

Signature: