

- POST NO 8** : **REFUGEE STATUS DETERMINATION OFFICER (5 POSITIONS)**
- SALARY LEVEL** : A basic salary package of **R376 413** to **R443 403** per annum (Level 8)
- CENTRE REF NO** : **Eastern Cape:** Refugee Reception Centre – Gqeberha (1 Post)
: **HRMC 46/24/8a**
- CENTRE REF NO** : **Gauteng:** Refugee Reception Centre –Tshwane (2 Posts)
: **HRMC 46/24/8b**
- CENTRE REF NO** : **KwaZulu-Natal:** Refugee Reception Centre – Durban (1 Post)
: **HRMC 46/24/8c**
- CENTRE REF NO** : **Western Cape:** Refugee Reception Centre – Cape Town (1 Post)
: **HRMC 46/24/8d**
- REQUIREMENTS** : •A qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations Management, Administrative Management, Business Administration, Business Management, and Economics at NQF level 6 as recognized by SAQA • 2 Years' experience in law, analysis or interpretation of information • Knowledge of the Constitution of the Republic of South Africa • Knowledge of all relevant public service and Departmental Legislative Frameworks, including the Refugee Act and Immigration Act • Willingness to work extended hours.
- Required skills and competencies:** • Client orientation and customer focus • Excellent interpersonal skills • Problem solving and conflict management • Analytical skills • Planning, organising and time management • Good written and verbal communication skills • Report writing • Computer literacy • Patriotism, Honesty and integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks:
• Adjudicate asylum seeker applications and confirm or reject refugee status, in accordance with the amended Refugee Act, 1998 (Act No: 130 of 1998) and its Regulations • Administrate and assist applicants in completing the DHA-1590 Section B • Conduct interviews with applicants by making an enquiry through the interview to confirm the true identity and origin of the applicant as well as the bona fide of the applicant • Refer applicant to United Nations High Commission for Refugees (UNHCR) or the Department of Social Development on placement of applicant • Issue and extend of first permit and first extension of Section 22 permit • Conduct an assessment prior to issuance of Section 22 Visa to be able to endorse • Administrate and adjudicate asylum applications • Ensure that all necessary documentation or evidence is submitted, and verify the validity and authenticity of all original documents • Make a decision to approve or reject the application • De-link dependants from the principal applicant when they reach age of maturity • Ensure effective and efficient management of resources within the Unit • Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : **Head Office:** Ms A Ngcobo, Tel No: (012) 406 4356