



home affairs

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Home Affairs  
REPUBLIC OF SOUTH AFRICA

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employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

# Recruitment of Young Unemployed Graduates

## for the project on Digitization of Department of Home Affairs Civic Paper Records

The Department of Home Affairs, (DHA) as the custodian of the National Population Register (NPR) in the Republic of South Africa, has a mandate and purpose to ensure secure, efficient and accessible services and documents for citizens and lawful residents. This entails the systematic maintenance of the National Population Register (NPR) including the management of birth, marriage and death paper records as well as identity documents.

The Department has more than 350 million inactive and active paper records, and a decision was taken to prioritise the digitisation of birth, marriage and amendments records. The identified category of records date back from 1895 which necessitate care and reliable systems that will bear tolerance for digitisation purposes. Most of the inactive records are civil registration historical records multiplied in manuscript format and need urgent restoration, preservation and reconstruction.

As such the Department plans to convert all such related records through digitising hard copy records to electronic format, for easier handling and storage thereof. The project to digitize all of its civic records has been commissioned; the primary object of digitization of records will enable the optimum realisation of its core mandate and as such records will be easily accessed for service delivery purposes.

The secondary objective seeks to contribute to youth empowerment and enhancement of youth employability. The DHA therefore seeks to contribute to the employment creation goals and strategic priorities of the Presidential Youth Employment Initiative (PYEI) by acquiring unemployed youth on a fixed term contract basis to assist with the digitization of its civic records.

The Department in collaboration with the Department of Employment and Labour calls for youth in the 18-35 age bracket and People with Disabilities (PWDs), to register on ESSA and apply for this enriching opportunity. Candidates that are already registered on ESSA do not have to visit the Labour Centres and can apply for this positions Online. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills for optimal performance and to equip them for future employment and / or entrepreneurial opportunities.

The fixed term contract for the youth will be aligned to the duration of the project, running from 1 November 2022 until 31 October 2025. Successful candidates will be placed in the Department's offices in Gauteng and North West.

All posts require relevant qualifications as indicated below from TVET, University of Technology or University.

To apply for placement, young people are urged to visit <https://essa.labour.gov.za/EssaOnline/WebBeans> to **REGISTER** and **APPLY** for the **OPPORTUNITY**. Applications should be submitted online or visit their closest Labour Centre of the Department of Employment and Labour.

Should you receive notice that you have been selected for shortlisting, you will be required to present the following documents:

- **Copy of qualifications**
- **Copy of identity document**

Successful candidates will be subjected to suitability checks (Citizenship, Credit, Criminal and Qualification Verification).

The successful candidates will perform the following duties:

**OPPORTUNITY 1&2: RUNNER & PREPPER (320 Posts)**

<b>STIPEND</b>	R5 000 per month
<b>REQUIREMENTS</b>	Diploma in Document and / or Records Management or Information Technology
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Retrieval of files from shelves</li><li>• Sort and list files</li><li>• Prepare documents for scanning – unfolding, removing of staples &amp; paper clips, sorting by document size, insertion of separator sheets</li><li>• Sort files in batches</li><li>• Numbering of files and documents</li></ul>

**OPPORTUNITY 3: RE-ASSEMBLER (200 Posts)**

<b>STIPEND</b>	R5 000 per month
<b>REQUIREMENTS</b>	Diploma in Document and / or Records Management or Information Technology
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Retrieval of files digitised</li><li>• Return files to shelves</li><li>• Verify files with initial files received from source</li></ul>

**OPPORTUNITY 4: RECEIVING CLERK (50 Posts)**

<b>STIPEND</b>	R5 000 per month
<b>REQUIREMENTS</b>	Diploma in Document and / or Records Management or Information Technology
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Verify boxes and files received</li><li>• Capture and number boxes and files received</li></ul>

**OPPORTUNITY 5: DRIVERS (8 Posts)**

<b>STIPEND</b>	R5 000 per month
<b>REQUIREMENTS</b>	Diploma in Document and / or Records Management or Information Technology & a valid driving licence
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Load and delivering boxes to digital bureaus and back to source</li></ul>

**OPPORTUNITY 6: INDEXER (800 Posts)**

<b>STIPEND</b>	R5 500 per month
<b>REQUIREMENTS</b>	Degree in Information Technology or Library Science or Computer Science
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Indexing of files</li><li>• Sort and list files</li><li>• Re-assemble files</li><li>• Box files in batches</li></ul>

**OPPORTUNITY 7: SCANNER (400 Posts)**

<b>STIPEND</b>	R5 000 per month
<b>REQUIREMENTS</b>	Diploma in Information Technology or Library Science or Computer Science
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Scanning material using a high-volume scanner</li><li>• Loading the scanner and scanning bundles</li><li>• Image clean up</li></ul>

**OPPORTUNITY 8: QUALITY CONTROLLER (100 Posts)**

<b>STIPEND</b>	R6 000 per month
<b>REQUIREMENTS</b>	Degree in Information Technology or Library Science or Computer Science
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Conduct quality control for all relevant functions</li></ul>

<b>OPPORTUNITY 9:</b>	<b>TEAM LEADERS (104 Posts)</b>
<b><u>STIPEND</u></b>	R6 500 per month
<b><u>REQUIREMENTS</u></b>	Degree in Document and / or Records Management or Information Technology or Computer Science
<b><u>DUTIES</u></b>	<ul style="list-style-type: none"> <li>• Supervise day to day activities</li> <li>• Duty allocation (allocation of work activities)</li> <li>• Manage performance</li> <li>• Provide daily / weekly reports to the PMO</li> </ul>
<b>OPPORTUNITY 10:</b>	<b>TECHNICAL SUPPORT (12 Posts)</b>
<b><u>STIPEND</u></b>	R9 500 per month
<b><u>REQUIREMENTS</u></b>	Honours Degree in Information Technology or Computer Science
<b><u>DUTIES</u></b>	<ul style="list-style-type: none"> <li>• Responsible for IT infrastructure</li> </ul>
<b>OPPORTUNITY 11:</b>	<b>MANAGER (6 Posts)</b>
<b><u>STIPEND</u></b>	R14 250 per month
<b><u>REQUIREMENTS</u></b>	Master's Degree in Document and / or Records Management, Information Technology, Library Science or Computer Science
<b><u>DUTIES</u></b>	<ul style="list-style-type: none"> <li>• Manage and lead team</li> </ul>

#### **CLOSING DATE:15 September 2022**

Enquiries to be directed to:

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