

W E A R E H I R I N G

IMMIGRATION SPECIALIST

Machabeng Global Solutions (Pty) Ltd

Immigration Advisory & Visa Services | Rosebank, Johannesburg | Full-Time

Are you a detail-driven, client-focused immigration professional ready to make a real impact? Machabeng Global Solutions (Pty) Ltd — a specialist immigration advisory and visa services firm serving a diverse pan-African client portfolio — is seeking a skilled **Immigration Specialist** to join our dynamic team in Rosebank, Johannesburg.

We serve a broad portfolio of individual clients, corporate clients, diplomats, investors, and high-net-worth individuals across South Africa and the African continent. This is a substantive, client-facing advisory role — not merely administrative — for a professional who combines deep technical knowledge of South African immigration law with exceptional communication skills and personal accountability.

ABOUT THE ROLE

Reporting directly to the Chief Executive Officer, the Immigration Specialist will own a portfolio of client immigration matters from initial consultation through to final outcome. You will advise on the full range of South African visa and permit categories, prepare and submit applications, liaise with the Department of Home Affairs (DHA) and VFS Global, draft professional advisory documents, and ensure every client receives the highest standard of service and communication throughout their matter.

KEY DUTIES & RESPONSIBILITIES

- Manage a portfolio of individual and corporate immigration matters across the full lifecycle — from eligibility assessment and strategy through to application, tracking, and outcome.
- Advise clients on the most appropriate visa or permit category, including Critical Skills Visas, General Work Visas, Intra-Company Transfer Visas, Business Visas, Spousal and Dependent Visas, Retired Person Visas, Permanent Residence, Ministerial Waivers, and Section 8(6) appeals.
- Prepare and review application documentation, ensuring completeness, accuracy, and strict compliance with current Immigration Act requirements and regulations.
- Draft legal advisory letters, client motivations, appeal submissions, and all client-facing correspondence to a high professional standard.
- Liaise directly and professionally with the Department of Home Affairs (DHA), VFS Global, and other relevant government and regulatory authorities, including managing escalations where necessary.

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- Manage client follow-ups, status updates, and escalations, maintaining clear, timely, and professional communication at all stages.
- Maintain accurate, complete client matter files, trackers, and records in full compliance with firm standards and the Protection of Personal Information Act (POPIA).
- Monitor legislative and regulatory developments affecting South African immigration law and policy, and brief clients and colleagues as required.
- Support business development, client onboarding, and firm marketing initiatives as needed, including contributions to immigration updates and thought leadership content.
- Collaborate with the CEO and team on complex, sensitive, or high-profile matters requiring careful strategy and senior-level engagement.

MINIMUM REQUIREMENTS

- ✓ A relevant tertiary qualification in Law, Social Sciences, International Relations, or a related field — minimum NQF Level 6.
- ✓ A minimum of 2–3 years of demonstrated, hands-on experience in South African immigration practice within an immigration advisory or law firm environment.
- ✓ Sound and current working knowledge of the Immigration Act 13 of 2002, as amended, and its accompanying Regulations.
- ✓ Proven, direct experience dealing with the Department of Home Affairs (DHA) and VFS Global.
- ✓ Demonstrated experience preparing and submitting visa and permit applications across multiple categories.
- ✓ Strong professional drafting ability — able to produce clear, accurate advisory letters, motivations, and correspondence independently.
- ✓ Advanced computer literacy: Microsoft Office (Word, Excel, Outlook) is non-negotiable.
- ✓ A valid South African identity document or valid work authorisation in compliance with the Immigration Act.

ADVANTAGEOUS

- ✓ Experience with Permanent Residence applications, Ministerial Waivers, or Section 8(6) appeals.
- ✓ Familiarity with Section 26(b) Permanent Residence or naturalisation matters.
- ✓ Exposure to pan-African cross-border immigration matters and visa regimes beyond South Africa.

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- ✓ Knowledge of SAQA foreign qualification evaluation processes and Department of Employment and Labour requirements.
- ✓ Fluency in French, Portuguese, or other African languages.

PERSONAL ATTRIBUTES WE ARE LOOKING FOR

✓ Exceptional attention to detail	✓ Proactive and deadline-driven
✓ Strong client orientation and care	✓ Discretion and professionalism
✓ Self-managed and personally accountable	✓ Resilient and composed under pressure
✓ Excellent written and verbal communicator	✓ Collaborative team player

WHAT WE OFFER

- A dynamic, boutique advisory environment where your contribution is visible, valued, and meaningful.
- Exposure to a diverse, pan-African client portfolio spanning individuals, diplomats, corporates, and investors across multiple jurisdictions.
- A professional, well-resourced office environment at NetworkSpace Rosebank, Johannesburg.
- Tangible growth opportunities alongside a firm in an active expansion phase.
- A team culture grounded in integrity, professionalism, excellence, and genuine care for clients.

HOW TO APPLY

Send your CV and a concise cover letter to:

info@machabengvisas.com

Your cover letter should specifically address your experience with South African immigration matters, the visa/permit categories you have handled, and your experience with DHA and/or VFS Global.

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Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted.

Keywords: immigration specialist South Africa | immigration consultant Johannesburg | DHA liaison | VFS Global | South African visa specialist | permit applications | Critical Skills Visa | General Work Visa | Permanent Residence | immigration advisory | Rosebank jobs | Machabeng Global Solutions careers | immigration law South Africa | immigration jobs Gauteng

Machabeng Global Solutions is an equal opportunity employer. Preference will be given to candidates from historically disadvantaged groups in line with our employment equity commitments.