

DEPARTMENT OF MILITARY VETERANS

The department of military veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



- APPLICATIONS** : Unless otherwise stated, please forward applications, quoting the relevant reference number, to The Director-General, Department of Military Veterans, Private Bag X943, Pretoria, 0001 or may be hand delivered at corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- CLOSING DATE** : 06 May 2016, Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department, and should be accompanied by comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates, driver's license and Identification Document. Applicants with foreign qualification must be submitting a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide the full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may result in your application not being considered (applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. If you have not been contacted for an interview within three (3) months of the closing date, please assume that your application was not successful. Kindly note that a security clearance and verification of qualification by SAQA will be conducted to successful shortlisted candidates. Correspondence will be entered into with short-listed candidates only. NB: Kindly note that preference will be given to military veterans
The suitable candidates will be selected with the intention of promoting representivity and achieving affirmative action targets, as contemplated in the relevant components Employment Equity Plan. The Department reserves the right not to appoint any applicants to these positions and to conduct pre-employment security screening. Persons with disabilities are encouraged to apply

MANAGEMENT ECHELON

- POST 16/27** : **CHIEF DIRECTOR: MILITARY VETERANS' HERITAGE, MEMORIAL, BURIALS AND HONOURS REF NO.: DMV 01/04/2016**
- SALARY** : R1 042 500 per annum, Level 14
Centre: Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent and 6-10 years appropriate working experience in senior management position with proven managerial skills. Must be a strategic thinker with good leadership skills, intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair and have Policy analysis skills. A good knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act and other employment legislations. Good office management skills, good organisational skills, good inter-personal relations, coordination skills and be able to work independently.
- DUTIES** : Manage Military Veterans' heritage, memorial and honour services. Identify and develop military veterans' heritage, memorial and honour policies, processes, strategies and procedures as well as ensuring the successful implementation thereof and advice management and the department on policy matters with specific reference to military veterans' heritage, memorial and honour policies. Review processes and procedures developed and interrogate their efficiency and effectiveness. Conduct research and impact analysis pertaining to exhumation and repatriation in line with the government policies and international guidelines

and keep track of new developments and advise the Department. Manage burial support services, identify and maintain military veterans' cemeteries. Manage the recognition and honoring of military veterans in their life and in memorial. Represent the Department in with various Fora meetings (nationally and provincially). Manage, coordinate and market military veterans' heritage, memorial and honour events, projects and campaigns and the department's program of action by conceptualizing and coordinating Military Veterans' heritage, memorial and honour events. Monitor and analyse all events on military veterans' heritage, memorial and honour as well as planning and organizing conferences. Liaise and co-ordinate with governmental, non-governmental institution and other structures and organizations. Ensure external funding for military veterans, departmental and Ministerial activities by engaging donor, companies and private sector role-players.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/28 : **CHIEF DIRECTOR: MILITARY VETERANS BENEFICIARY SUPPORT REF NO.: DMV 02/04/2016**

SALARY : R1 042 500 per annum, Level 14
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent. 6-10 years appropriate working experience in senior management position with proven managerial skills. Thorough understanding of Public Service Must be a strategic thinker with good leadership skills, intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair and have Policy analysis skills. A good knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act and other employment legislations. Good office management skills, good organisational skills, good inter-personal relations, coordination skills and be able to work independently.

DUTIES : Manage, coordinate and facilitate military veterans' beneficiary services. Develop and monitor the implementation of legislative framework pertaining to military veterans' beneficiary support services. Manage the development and implementation of military veterans transiting, registration and eligibility and verification. Conduct assessments and identify bottlenecks in terms of beneficiary services and compile relevant report. Facilitate the provision of dispute resolution when the need arise. Ensure proper management of military veteran programmes. Manage military veteran database and benefits information. Develop and maintain military veterans' and beneficiary database. Ensure integrity and security of database information. Manage the transition for military veterans from active service to civilian service. Ensure deregistration of military veterans and registration of beneficiaries and dependents and conduct verification processes and advise the department on legibility and benefits. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the department in with various FORA meetings (nationally and provincially). Manage resources (physical, human and financial) ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/29 : **DIRECTOR: HERITAGE, MEMORIAL, BURIALS, AND HONOURS REF NO.: DMV 03/04/2016**

SALARY : R864 177 per annum, Level 13
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree/National Diploma or equivalent qualification, 5 years relevant managerial experience, insight into prescripts, which impact on the administration of Military Veterans affairs thorough understanding of policy analysis, formulation and interpretation and understanding of Public Service Regulatory Framework.

DUTIES : Co-ordinate and provide technical support on the implementation of Military Veterans heritage, memorials, burials and honor policies, regulations, practices and procedures. Develop strategies and plans on the monitoring and reviewing of Military Veterans Heritage, Memorials, Burials and Honour policies and plans. Manage and analyse data on Military Veterans Health Heritage, Memorials, Burials and Honour information for reporting purposes and produce reports thereof. Advise department on appropriate policies, strategies, programs, projects, processes and procedures with respect to Military Veterans Heritage, Memorials, Burials and Honour services. Coordinate and ensure compliance with departmental prescripts in all matters concerning Military Veterans heritage, memorials, and honour services. Report on strategic frameworks in the area of functional responsibility. Monitor performance with respect to Military Veterans Heritage, Memorials, Burials and Honour services as per departmental policies. Participate in the development of operational plans of the Chief Directorate. Manage and co-ordinate memorials, honour and burials support services. Identify and ensure, where and when required, that military veterans burial sites are maintained in terms of departmental policies and in partnership with local authorities. Facilitate support services to families in connection with burials, re-burials and exhumations. Manage the provision of honour services to surviving military veterans. Manage the provision of posthumous honours to fallen military veterans. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within NGO's and all stakeholders. Liaise and co-ordinate military veterans activities with governmental, non-governmental institutions and other structures and organizations. Represent the department in various meetings involving military veterans' affairs Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/30 : **DIRECTOR: MILITARY VETERANS BENEFICIARY SUPPORT REF NO: DMV 04/04/2016**

SALARY : R864 177 per annum, Level 13

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree/National Diploma or equivalent qualification, 3 years relevant managerial experience, Insight into prescripts, which impact on the administration of Military Veterans affairs, Thorough understanding of policy analysis, formulation and interpretation and understanding of Public Service Regulatory Prescripts.

DUTIES : Develop and facilitate the implementation of military veterans beneficiary support policies, regulations, practices and procedures. Develop, monitor and review Military Veterans Beneficiary Support strategies, policies and plans. Manage and analyse data on Military Veterans benefits and support services for reporting purposes and produce reports thereof. Coordinate and ensure compliance with the requirements for the implementation of Military Veterans benefits and support legislations, policies, strategies, programs, projects, processes and procedures. Report on strategic frameworks in the area of functional responsibility. Manage the development of operational plans of the Directorate Coordinate and facilitate the granting of military veterans benefits and support services. Oversee the determination of eligibility, registration and verification processes. Conduct assessments and identify service delivery bottlenecks in the area of Military Veterans benefits and services and compile relevant reports. Facilitate the provision of dispute resolution when the need arise. Ensure proper management of military veteran programmes. Participate in the management of military veterans database and benefits information. Oversee the development and management of national military veterans' database. Manage and ensure linkages with provincial sources of information and ensure data integrity and security. Ensure categorization of the type of information to be made available to the public. Ensure that all relevant information is available for addition to the Government website. Develop strategies for awareness campaigns and conduct periodic information sessions. Facilitate the transition of military veterans from

active service to civilian life. Manage registration and deregistration processes in respect of military veterans and advise the department on legibility and benefits. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the department in various meetings. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/31 : **DIRECTOR: SOCIO-ECONOMIC PROGRAMME REF NO: DMV 05/04/2016**

SALARY : R864 177 per annum, Level 13

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree/National Diploma or equivalent qualification, 3 years relevant managerial experience, Insight into legislation, which impacts on the administration of Military Veterans affairs, thorough understanding of policy analysis, formulation and interpretation and understanding of Public Service Regulatory Prescripts.

DUTIES : Manage and give technical support on the implementation of military veterans socio-economic support policies, regulations, practices and procedures. Develop, monitor and review Military Veterans Socio-Economic support strategies, policies and plans. Manage Military Veterans Socio-Economic information for reporting purposes and produce reports thereof. Oversee Military Veterans Socio-Economic programmes and related projects. Report on strategic frameworks in the area of functional responsibility. Monitor the implementation of Military Veterans Socio-Economic support according to departmental objectives. Participate in the development of operational plans of the Chief Directorate. Participate in the preparation of service level agreements and ensure implementation thereof. Determine possible future need for service by conducting a gap analysis. Identify line function departments and other services providers. Design and maintain analytical reports beneficial to the department. Participate and monitor contract drafting and prepare bids and proposals where necessary. Implement and monitor service level agreements. Establish and maintain a database of all stakeholders/clients. Develop, monitor and evaluate the referral, service delivery protocols and systems and ensure compliance. Ensure quality reporting on sourcing of goods and services. Consolidate procurement plan based on inputs from various stakeholders. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations on benefits and access. Represent the department in various meetings. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

OTHER POSTS

POST 16/32 : **ASSISTANT DIRECTOR: LABOUR RELATIONS OFFICER: HUMAN RESOURCES MANAGEMENT REF NO.: DMV 06/04/2016**

SALARY : R289 761 per annum, Level 9

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree/National Diploma in Labour Relation or equivalent qualification with 3-5 years relevant first level managerial experience in Labour Relations. Certificates in Conciliation/Arbitration/Negotiations and

experience in Labour relations will be an advantage. Knowledge of the Public Service Act, 1994, PFMA, Public Service Regulations & Instructions, Labour Relations Act, 66 of 1995 and the Individual Grievance Regulations. Computer literacy (MS Office), Communication- (written and verbal), Strategic and analytic thinking-, inter personal relations- and problem solving and decision making skills. Ability to interpret and apply policy, and be able to work under pressure and independently

DUTIES : To develop, interpret and ensure correct implementation of Labour Relations and Employee Health and Wellness strategies, policies, procedures and practices. Conduct investigations on all alleged misconduct cases. Manage employer-employee relations by ensuring that appropriate corrective measures are implemented. Manage and monitor industrial actions (strikes/lockouts, picketing and protest action). Manage and monitor the employee wellness program. Develop partnerships and network with relevant stakeholders. Manage and control the Grievance Office. Implement and maintain policy for dealing with individual grievances in the Department of Military Veterans. Perform Secretariat duties for effective management of individual grievances. Ensure the efficiency and effectiveness of the Grievance information Technology System Support (GITS) in the DMV.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/33 : **SECURITY OFFICER REF NO: DMV 07/04/2016**
(Sub-Directorate: Security Management)

SALARY : R196 278 per annum, Level 7
CENTRE : Pretoria

REQUIREMENTS : Grade 12 with 2-3 years' experience in policing, military or security fields, or a minimum of Grade C SOB certificate with PSIRA. 2-3 years' experience as a security officer and completed VIP protection course / training, firearm and other weapons management course / training.

DUTIES : Co-ordinate the provision of surveillance services. Work with security officers from the service provider in monitoring and authorizing entrance and departure of employees and visitors. Collaborate with the personnel from the private security (Red Alert) in screening and determining whether visitors and service providers have necessary authorization to access departmental premises. Circulate among visitors, patrons, and employees to preserve order and protect property. Investigate and report on issues related to the breach of security procedures / standards and entry of unauthorized persons in the department. Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive and hand them over. Collaborate with the personnel from the private security (Red Alert) in monitoring alarm systems and closed-circuit television (CCTV) systems. Respond to emergency situations as they arise. In collaboration with personnel from the private security (Red Alert) Ensure that private individuals / visitors are escorted when venturing into the office areas of the department. Assist in the allocation of parking and the monitoring thereof. Ensure safekeeping and guarding of departments assets and properties. Collaborate with personnel from the private security (Red Alert) to ensure that premises are secured by being patrolled and inspected. Report and Investigate theft, break ins, disturbances cases in collaboration with the Police and the private security personnel. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Prevents losses and damages by reporting irregularities; informing violators of policy and procedures and restraining trespassers. Collaborate with personnel in checking doors, gates and windows for signs of unauthorized entry and to ensure that they are locked when not in use or after hours, detect and report fraud, offences and unlawful acts by employees and visitors. Collaborate with personnel from the private security (Red Alert) in conducting searches of personnel, vehicles and bags etc. Administer the bio-metrics system Manage the scanning of the fingers of employees for the purpose of the bio-metrics system; administer the bio-metrics system in order to monitor the activities of employees in relation to arrival, lunch and departure times. Print and present bio-metrics reports. Provide to the Director General and VIP's protection / escort and chauffeur services. Assist with the provision of weapons and ammunition escort services to the Director General and the VIP's, assist in

the development, consultation and implement a pro-active plan to counter threat and risk to the VIP's and the Director General, assist in the development, consultation and implement a re-active plan to manage threat and risk to the VIP's and the Director General. Assist in the development, consultation and implement an emergency exit plan to counter threat and risk to the VIP's and the Director General. Assist in conducting situational and environmental analysis for the engagements / meetings and external interactions of the VIP's and the Director General in order to counter threats and risks.

ENQUIRIES :

(012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/34 :

ADMINISTRATIVE OFFICER REF NO: DMV 08/04/2016

(Chief Directorate: Research & Policy Development)

SALARY :

R196 278 per annum, Level 7

CENTRE :

Pretoria

REQUIREMENTS :

A diploma or Degree in Office Management, Public administration or equivalent qualification, 2-3 years' experience at clerical or senior clerical level or as an intern in a relevant office.

DUTIES :

Provide secretariat support services by typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES :

(012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/35 :

ADMINISTRATIVE ASSISTANT REF NO: DMV 09/04/2016

(Directorate: Office of the Director-General)

SALARY :

R158 985 per annum, Level 6

CENTRE :

Pretoria

REQUIREMENTS :

A diploma or Degree in Office Management, Public administration or equivalent qualification, 2-3 years' experience at clerical or senior clerical level or as an intern in a relevant office.

DUTIES :

Provide secretariat support services by typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute

outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/36 : **ADMINISTRATIVE ASSISTANT REF NO: DMV 10/04/2016**
(Office of the Deputy Director-General: Empowerment and Stakeholder Management)

SALARY : Package: R158 985 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : A diploma or Degree in Office Management, Public administration or equivalent qualification, 2-3 years' experience at clerical or senior clerical level or as an intern in a relevant office.

DUTIES : Provide secretariat support services. By typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : (012) 765 9442/ (012) 765 9355 Mr Mailula

POST 16/37 : **ADMINISTRATIVE ASSISTANT REF NO: DMV 11/04/2016**
(Chief Directorate: Strategic Support)

SALARY : R158 985 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power

- Point. The incumbent must be able to work independently and in possession of valid driver's licenses.
- DUTIES** : Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes , receive and routine incoming calls, record and relate messages, operate and ensure that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and collect and coordinate all documents that relate to the budget and funding requirements.
- ENQUIRIES** : (012) 765 9442/ (012) 765 9355 Mr Mailula

INTERNSHIP PRORAMME 2016/17

Full Description: Internship Programme at the Department of Military Veterans (DMV) is inviting applications for a 12 month internship programme as a contribution towards skills development. The applicant must be between 18 – 35 years old. This is aimed at giving unemployed graduates an opportunity to gain experience in various skills areas. Interns will be placed within the Department of Military Veterans Head Office in Hatfield (Pretoria). It is therefore required that candidates have their own transport and accommodation.

NB: Preference will be given to military veterans and their dependants only if they meet the prescribed requirement

- POST 16/38** : **LABOUR RELATIONS INTERNS 2 POSTS REF NO: DMV 12/04/2016**
(Directorate: Human Resources Management)

- SALARY** : R5 000.00 (Stipend Monthly)
CENTRE : Pretoria
REQUIREMENTS : Appropriate 3year degree/diploma in the discipline for which application is made between 18 and 35 years of age Communication skills (verbal and written) .Discipline/Area Business Management. Note Candidates who have already participated in an Internship Programme in any Government Department will not be considered.

- DUTIES** : The candidate must be able to presents employee's position in contract negotiations, grievance arbitrations, and unfair labour practice hearings, compiles information and statistics on the economic proposals of both labour and management. Participates in meetings between labour and management to discuss and attempt to resolve issues of mutual concern, serves as resource for management training programs in labour relations. Maintains records, prepares reports and composes correspondence relative to the work and performs related work as assigned by the supervisor/manager.

- ENQUIRIES** : (012) 765 9442/ (012) 765 9355 Mr Mailula

- POST 16/39** : **ADMINISTRATIVE ASSISTANT INTERNS 2 POSTS REF NO: DMV 13/04/2016**
(Office of the CFO & of the Director Financial)

- SALARY** : R5 000.00 (Stipend Monthly)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A diploma or Degree in Office Management, Public Administration or equivalent qualification. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
<u>DUTIES</u>	:	Provide secretariat support services by typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services Order stationary for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements. Shortlisted candidates will be required to complete practical assessment.
<u>ENQUIRIES</u>	:	(012) 765 9442/ (012) 765 9355 Mr Mailula
<u>POST 16/40</u>	:	<u>FINANCIAL ACCOUNTING MANAGEMENT INTERNS 5 POSTS REF NO: DMV 14/04/2016</u> (Chief Directorate: Financial Management)
<u>SALARY</u>	:	R5 000.00 (Stipend Monthly)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A diploma or Degree in Financial Accounting, or equivalent qualification, the applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
<u>DUTIES</u>	:	Provide clerical support in the administration of financial accounting management services by: supporting the administration of financial transactions in line with financial regulations and prescripts, provide clerical support in the verification and authenticity of payment vouchers. Provide support in the verification of supplier statements against commitments and disbursements reports. Administer payment of suppliers within the set time frame. File and safe keep payment and other related documents. Provide support in the collection and analysis of financial data and reporting thereof. Assist in the reconciliation of invoices and statements. Provide support in the development and the maintenance of income and financial statements of the association and keep records thereof. Provide support in the Administration of personnel payments. Assist in verifying the completeness of procurement documents and ensure that relevant signatures are appended.
<u>ENQUIRIES</u>	:	(012) 765 9442/ (012) 765 9355 Mr Mailula
<u>POST 16/41</u>	:	<u>ADMINISTRATIVE ASSISTANT INTERNS 5 POSTS REF NO: DMV 15/04/2016</u> (Directorate: Office of the Director-General)
<u>SALARY</u>	:	R5 000.00 (Stipend Monthly)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A diploma or Degree in Office Management, Public administration or equivalent qualification, the applicants must not have been exposed to work experience in

- their area of study or have participated in an internship programme in a government department.
- DUTIES** : Provide secretariat support services by typing documents, take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office, serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.
- ENQUIRIES** : (012) 765 9442/ (012) 765 9355 Mr Mailula
- POST 16/42** : **HUMAN RESOURCE ADMINISTRATION INTERNS 2 POSTS REF NO.: DMV 16/04/2016**
(Directorate: Human Resources Management)
- SALARY** : R5 000.00 (Stipend Monthly)
- CENTRE** : Pretoria
- REQUIREMENTS** : A diploma or Degree in Human Resource Management, Psychology or equivalent qualification. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
- DUTIES** : Handle the administrative process with regard to recruitment and selection, which includes advertising of vacancies, scheduling of applications, short listing, and interviews, prepare documentation to obtain approval for nominee's appointment and prepare offer of employment. Maintain database which relates to recruitment practices. Administer contract appointments, secondments and lateral transfers between departments as well as higher salary offers. Give input to maintenance of and effective implementation of Human Resources policies. Contribute to the promotion of human resource best practice. Provide expert advice to management on matters regarding recruitment and selection.
- ENQUIRIES** : (012) 765 9442/ (012) 765 9355 Mr Mailula