

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** : Please forward applications, quoting the relevant reference number, to The Director: Human Resources Management, 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** : 21 October 2016. Applications received after the closing date will not be considered.
- NOTE** : Directions to candidates: 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. 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. Persons with disabilities are encouraged to apply: Unless otherwise stated,

OTHER POSTS

- POST 40/30** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DMV 02/09/2016**
- SALARY** : R612 822 per annum, Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three year Degree or National Diploma in Human Resource Management with 5 years relevant experience at Managerial /Supervisory level. Skills and competencies: Strategic Financial management; Change management; Performance Management, Monitoring and evaluation; Problems solving, Understanding of Internal Audit and Risk Management processes. Facilitation, Good communication skills (verbal and written). Excellent computer skills in as far as MS Word, Excel and PowerPoint, Good reports writing skills. Knowledge: Public Service Act, Public Finance Management Act, Treasury Regulation, Public Service Regulation, Resolution of PSCBC, Performance management and Development processes, PILIR, MPAT, prescripts and systems. Skills development legislation and HR policies. Working, knowledge and experience of PERSAL is critical.
- DUTIES** : Provide leadership and high –level strategic direction and policy in the Department of Military Veterans' HR component. Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Policies and Procedures on Conditions of Service, Remuneration and Employee Benefits in line with Human Resources Practices, Procedures, Guideline and Policies and ensure the implementation thereof. Manage and administer all aspects of Conditions of Service including employee benefits. Manage the provision of Staffing Services (Recruitment and Selection). Manage Human Resource Personnel Information system, HRM Records Management. Attend to Audit queries and implementation

of the recommendations thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon a departmental skills gap analysis and PMDS system. Devise appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regard to HRD and planning activities. Advise management and the department on Job Access strategy practices, procedures, guideline and policies etc.

ENQUIRIES : Ms Charmaine Twala or Mr Caiphus Mailula (012) 765 9420

POST 40/31 : **SOCIAL WORKERS 4 POSTS REF NO: DMV 01/09/2016**
(2 year contract)

SALARY : R391 224 per annum (Grade 4)
CENTRE : Pretoria Branch: Socio-Economic Support Services
Military Veterans Health Care and Wellbeing

REQUIREMENTS : An appropriate Degree or Diploma in Social Work services, 2 - 3 years' of experience working as a social worker or after registration. Registration with the South African Council for Social Services Professions (SACSSP) as per Social Service Professions Act 110 of 1978 as amended. Must have knowledge of Government regulatory prescripts and policies, ability to interpret and apply policies and legislations. Knowledge of matters related to military veterans and understanding of human behaviour and social systems will be an added advantage. The following personal attributes are important for this position: interpersonal relations, integrity, confidentiality, courteous, responsive, fairness, credibility, compassionate and ability to engage and diffuse crisis situation. Must have a valid driver's licence and wiliness to travel frequently. Kindly note that Security Clearance/Vetting and verification of Academic Qualifications will be conducted.

DUTIES : the candidate is expected to conduct provision of technical and administrative support for Social Relief of Distress (SRD) as established by the department by conducting assessments aimed at identifying conditions of Military Veterans that justify the provision of social relief of distress, coordinating and promote various simultaneous processes related to the administration functions of social work services for Military Veterans and Dependents, conducting social work services in relation to SRD for Military Veterans at their respective provinces as allocated, ensuring that all Military Veterans referred, receive personalised attention, and are treated with receptiveness, dignity and respect, managing and monitor the referral processes and ensure correct placement of Military Veterans in need of frail care services, transportation and admissions for wellness services, coordinate the feedback mechanism to military veterans on the outcome of their assessments, providing continuous support, counselling, guidance and advice to Military Veterans, supporting the establishment, management and maintenance of good relations with service providers, provincial coordinators, help desk consultants and all relevant stakeholders, initiating and attend regular meetings where required, co-ordinating reports from service providers and relevant stakeholders and provide a comprehensive reports, providing comprehensive reports per assessment as outlined in the SRD policy document. The candidate is also expected to conduct a thorough needs assessment using the SRD eligibility criteria according to SRD policy guidelines, assess the social and emotional needs of Military Veterans referred to the unit, conduct assessments and identify personal problems affecting Military Veterans, their beneficiaries and dependants, participate and ensure the provision of professional services including confidential counselling, remain available for crisis intervention social work as the need arises, promote social wellbeing amongst Military Veterans and Dependents, enhance the functioning of Military Veterans and Dependents by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively, work towards the protection of the Military Veterans and Dependents who are not in a position to do so themselves (dependents and Military Veterans experiencing mental illness within the parameters of accepted and ethically sound legislation, work effectively within teams, including social work teams and multidisciplinary teams, assist and empower military veterans to enhance their social functioning and their problem solving capabilities, enhance Military Veteran's wellbeing, promote development and human rights and promote collective social harmony and social stability, advocate Military Veterans rights while maintaining ethical principles of the profession.

ENQUIRIES : Ms Charmaine Twala or Mr Caiphus Mailula (012) 765 9420