

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 07 April 2017 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : These are permanent positions. It is the Military Ombud's intention to promote equity through the filling of posts, according to the set employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process short listed candidates will be subjected to a process of preliminary security vetting, a competency assessment and qualifications verifications. The successful candidate will be required to enter into an employment contract and a Performance Agreement, which must be signed and reviewed annually. The appointment of a successful candidate will not be confirmed until he or she has obtained an appropriate grade of Security Clearance. Applications must be submitted on the prescribed Z83 form (obtainable from any Public Service Department), which must be originally signed by the applicant and be accompanied by a detailed CV, originally certified copies of qualifications and an ID document. Under no circumstances will photo copies or faxed copies of application documents be accepted. Should the applicant be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will lead to the application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) for each post applied for. If an applicant wishes to withdraw an application it must be done in writing. On filling vacant posts in accordance with the Military Ombud Act 4 of 2012, the objectives of section 195 (i) of the Constitution of SA, 1996 and the recruiting policy of the Office of the Military Ombud will be adhered to. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only.

## OTHER POSTS

- POST 12/01** : **PA TO THE DEPUTY MILITARY OMBUD REF NO: PA/DMO/17**
- SALARY** : R612 822 per annum, Level 11
- CENTRE** : Office of the Military Ombud, Eco Park Highveld, Centurion.
- REQUIREMENTS** : Qualifications: Grade 12 and an appropriate recognised Bachelor's Degree or 3 year National Diploma. Experience: A minimum of 5 years' experience in rendering support to an Executive as a Personal Assistant at Assistant Director level. Competencies: Confidentiality and Professionalism, Good communication skills, Relationship management, Computer literacy, High level of reliability Ability to multitask and work under pressure, Ability conduct research and analyse documents, Problem solving skills, Ability to foster good Interpersonal relationship, conflict resolution and analytic thinking. Knowledge of Government Policies, knowledge of the HR, Finance and Logistics processes. Project management skills, Planning and reporting skills.
- DUTIES** : Reporting to the Deputy Military Ombud, the successful candidate will be required to perform the following functions: Co-ordinate general administration of the Office of the Deputy Military Ombud. Coordinate all travel arrangements for the Deputy Military Ombud and related logistics. Oversee planning and arrangements of visits, meetings, functions and conferences. Perform Secretarial Functions. Act as liaison point for the Deputy Military Ombud, the rest of the office and external stakeholders. Ensure quality control of all staff work to and from the Deputy Military Ombud. Manage the budget and business plan for the Office of the Deputy Military Ombud office. Manage all resources in the Office of the Deputy Military Ombud.
- ENQUIRIES** : Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42
- APPLICATIONS** : Office of the Military Ombud, Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.

<b><u>POST 12/02</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: FO/MO/17</u></b>
<b><u>SALARY</u></b>	:	R389 145 per annum, Level 10
<b><u>CENTRE</u></b>	:	Office of the Military Ombud, Eco Park Highveld, Centurion.
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12 and a relevant Post Matric Qualification in the field of Finance/Accounting. Experience: A minimum of five (5) years relevant experience in the budget management environment of which three (3) years must be at a level no less than that of a Senior State Accountant (SSA). Have knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Public Service. Exposure to or hands-on experience and good working knowledge of Department of Defence (DOD) Financial Management System (FMS) will be an added advantage. Competencies: Ability to develop, analyse and interpret Policies and Instructions Ability to work under pressure and meet deadlines. Ability to after hours at short notice. Ability to effectively function independently as well as part of the team. Proven managerial skills and knowledge of spreadsheets, word-processing and Microsoft packages (preferably MS Word, Excel and PowerPoint). Well-developed presentation skills, report writing skills and ability to present expenditure reports to top management for decision making. Good reasoning, attention to detail, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid driver's licence/military driver's licence to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.
<b><u>DUTIES</u></b>	:	Executing of all Military Ombud expenditure control duties and responsibilities as specified in the PFMA, TRs, as well as all applicable Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWRs). Facilitate the Financial Authorisation (FA) process in the Office. Assist in handling Audit Queries, Conduct Preliminary Investigations (PIs) in respect of potential irregularities. Compile delegations with regard to the management of essential resources. Monitor the in-year expenditure trends and advise on methods to address deviations. Attendance of all relevant meetings. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising of all resources residing under this post.
<b><u>ENQUIRIES</u></b>	:	Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42
<b><u>APPLICATIONS</u></b>	:	Office of the Military Ombud, Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.
<b><u>POST 12/03</u></b>	:	<b><u>INTAKE OFFICER: CLIENT SERVICE AND ASSESSMENT 2 POSTS REF NO: IO/MO/17</u></b>
		Directorate: Intake and Analysis
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office of the Military Ombud, Eco Park Highveld, Centurion.
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12. An appropriate recognised Bachelor's Degree or National Diploma. Experience: Minimum of 5 years administrative/audit experience at production/team leader level. Investigations experience, dispute resolution and or complaints management experience will serve as an advantage. Competencies: Interviewing skills, Language proficiency, Computer skills, Analytical and interpretation skills, Networking and communication skills, Conceptual thinking and Planning skills, Organising skills, the ability to foster. Interpersonal Relationships, Conflict resolution, Analytical thinking, Decision making, Project management, Presentation and Facilitation skills, Leadership skills, Negotiation, conciliation and mediation skills.
<b><u>DUTIES</u></b>	:	Reporting to the Director Intake, the successful candidate will be required to perform the following core functions: Receiving and registering Complaints. Assessing complaints to determine whether it is within the mandate. Drafting submissions. Finalising complaints. Investigate complaints. Analysing and recording data for statistical purposes. The referral of complaints. Providing inputs to the Investigations and Procedures.
<b><u>ENQUIRIES</u></b>	:	Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42.

<b><u>APPLICATIONS</u></b>	:	Office of the Military Ombud, Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.
<b><u>POST 12/04</u></b>	:	<b><u>COMMUNICATION SUPPORT OFFICER REF NO: COMS/17</u></b>
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office of the Military Ombud, Eco Park Highveld, Centurion.
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12. An appropriate Bachelor's Degree/ 3 year National Diploma in Corporate Communication is essential. A post matric qualification as a Website Manager and/or Graphic Designer will be an advantage. Experience: 3 years practical experience in a corporate communication environment. Graphic design and Web Management experience. Special requirements (skills needed): Writing skills. Must be computer literate in iMac, In design, Photoshop and have page layout skills. Must have photo usage, cropping skills, and good reasoning ability, be creative and initiative. Website Management skills. Competencies: A team player who must have interpersonal proficiency skills and be able to work independently. The ideal candidate should be flexible and perform all required functions expeditiously. Experience in events management, outreach and good writing skills. Must be able to develop content for the internal and external communiqués including newsletters. Ability to liaise internally and externally, publications, marketing and branding. Project management, Government policies and projects/programmes.
<b><u>DUTIES</u></b>	:	Reporting to the PRO, the successful candidate will be required to perform the following functions; Provide advice on the layout and design of publications. Design posters and brochures. Draft newsletters, pamphlets, invitation material, Website management etc. Render layout and design support required for all print material. Assist in the training of employees in the use of layout software products. Execute administrative tasks. Assist in the management of the workflow in the layout office. Ensure own layout development capability. Manage the intranet page.
<b><u>ENQUIRIES</u></b>	:	Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42
<b><u>APPLICATIONS</u></b>	:	of the Military Ombud, Private Bag X163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.
<b><u>POST 12/05</u></b>	:	<b><u>OFFICE MANAGER TO THE MILITARY OMBUD REF NO: OM/MO/17</u></b>
<b><u>SALARY</u></b>	:	R262 272 per annum, Level 08
<b><u>CENTRE</u></b>	:	Office of the Military Ombud, Eco Park Highveld, Centurion.
<b><u>REQUIREMENTS</u></b>	:	Qualifications: Grade 12. An appropriate recognised Bachelors Degree or National Diploma. Experience: A minimum of 5 years' experience in rendering support to an executive as an Office Manager or a Secretary on a level 6 post or above. Competencies: Confidentiality and Professionalism; Good communication skills; Relationship management; Good telephone etiquette; Computer literacy; Sound organisational skills; High level of reliability; Ability to multitask and work under pressure; Ability to conduct research and analyse documents; Good Interpersonal relationships; Self-management and motivation.
<b><u>DUTIES</u></b>	:	Reporting to the Director Executive Support, the successful candidate will be required to perform the following core functions: Effective and professional support to Military Ombud Executive Office. Provide secretarial, receptionist and clerical support to the Office of the Military Ombud. Write correspondence (i.e. submissions internal memos, letters and reports. Filing, faxing, photocopying and tracing of documents. Receive and make telephone calls on behalf of the Military Ombud. Manage diary and arrange access and parking for Military Ombud visitors. Provide Secretarial duties for meetings. Direct internal and external enquiries to responsible officials. Arrange and co-ordinate all meetings, venues and refreshment. Liaise with relevant role-players on meeting arrangements. Co-ordinate all travel arrangements for the Military Ombud Executive Office and related logistical arrangements. Handle confidential documents with utmost discretion. Manage and coordinate all incoming and outgoing correspondence. Update stakeholder contact details. Manage the Asset Register the Military Ombud Executive Office. Procurement of basic goods and services in line with procurement prescripts (e.g. stationary and refreshment).
<b><u>ENQUIRIES</u></b>	:	Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42

<b><u>APPLICATIONS</u></b>	:	Office of the Military Ombud, Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.
<b><u>POST 12/06</u></b>	:	<b><u>OFFICE MANAGER TO THE DEPUTY MILITARY OMBUD REF NO: OM/DMO/17/1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 194 per annum, Level 07 Office of the Military Ombud, Eco Park Highveld, Centurion. Qualifications: Grade 12 and a relevant and recognised post matric qualification. Experience: A minimum of 3 years' experience in rendering support to an executive as an Office Manager/Secretary. Competencies: Good language skills and the ability to communicate well with people at different levels, Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Ability to act with tact and discretion; Ability to work under pressure; Ability to do research and analyse documents; the ability to foster. Good Interpersonal Relationships; Self-management and motivation.
<b><u>DUTIES</u></b>	:	Reporting to the Deputy Military Ombud, the successful candidate will be required to perform the following core functions: Provide secretarial, receptionist and clerical support to the Office of the Deputy Military Ombud. Write routine notes, memos, letters and reports. Filing, faxing, photocopying and tracing of documents. Receive and make telephone calls on behalf of the Deputy Military Ombud. Arrange access and parking for Deputy Military Ombud visitors. Direct internal and external enquiries to responsible officials. Arrange and co-ordinate all meetings for the Deputy Military Ombud. Liaise with relevant role-players on the arrangement of the meetings. Co-ordinate and re-schedule meetings when necessary. Provide all relevant documentation and sufficient copies to attendees. Handle confidential documents with utmost discretion. Manage the Deputy Military Ombud's diary. Attend to all logistical and travel arrangements. Co-ordinate all travel arrangements for the Deputy Ombud and staff. Arrange venues and refreshments for meetings. Manage and co-ordinate all incoming and outgoing correspondence.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42. Office of the Military Ombud, Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.
<b><u>POST 12/07</u></b>	:	<b><u>RECEPTIONIST REF NO: REC/MO/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R142 461 per annum, Level 05 Office of the Military Ombud, Eco Park Highveld, Centurion. Qualifications: Grade 12 plus a relevant and recognized post matric qualification. Experience: Minimum of 3 years' experience as a Receptionist and or Administrative/Secretarial Support environment. Competencies: Good language skills and the ability to communicate well with people at different levels and from different backgrounds; Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Reporting to the Facility Risk Manager the successful candidate will be required to perform the following core functions: Provide reception functions. Answering, screening and forwarding incoming phone calls while providing basic information when needed. Maintain security by following procedures and controlling access (monitor visitors register, issue visitor cards). Taking messages and receiving and forwarding of documents delivered. Conference facility coordination. The rendering of general administrative support. Assist with the facility management function. Assist with the administration of security clearance application. Assist with the management of parking allocation register.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42 Office of the Military Ombud, Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Ave, Highveld, Centurion 0157.
<b><u>POST 12/08</u></b>	:	<b><u>DRIVER TO THE DEPUTY MILITARY OMBUD REF NO: D/DMO/17</u></b>
<b><u>SALARY CENTRE</u></b>	:	R142 461 per annum, Level 05 Office of the Military Ombud, Eco Park Highveld, Centurion.

**REQUIREMENTS**

: Qualification: Grade 12. A valid Code 8 (B) driver's license. Experience: Minimum of 3 years' experience providing support to an Executive as a Driver. Competencies: Punctuality, Safe driving practices, Problem Solving Skills; Good verbal communication skills; Planning skills; Organising skills; Interpersonal Relationships; Analytical Thinking; Excellent Driving Skills.

**DUTIES**

: Reporting to the Deputy Military Ombud, the successful candidate will be responsible to perform the following core functions: Drive vehicle for official travel and business or as tasked. Ensure car security and maintenance. Car log book maintenance including, logging of trips, daily mileage and fuel consumption. Provide administrative assistance to the Office Manager when required. Assist with arrangements for vehicle repairs and service.

**ENQUIRIES**

: Military Ombud Human Resources Department, Tel no: (012) 676 3800/41/42

**APPLICATIONS**

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