

DEPARTMENT OF DEFENCE

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, 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. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

MANAGEMENT ECHELON

POST 15/02 : **CHIEF DIRECTOR: INTERNATIONAL AFFAIRS, REF NO: DIA/01/2017**
This post is advertised in the DOD, broader Public Service and Media.

SALARY CENTRE : R1 068 564 all-inclusive package per annum, Level 14
: Defence International Affairs Division, Defence Secretariat, Armscor Building, Pretoria.

REQUIREMENTS : An appropriate Bachelor Degree or equivalent NQF Level 7 qualification. Minimum of Five (5) years' experience at a Senior Management level. Experience in Strategic Management Processes and International Relations. Knowledge of DOD International Affairs and South African foreign policy. Extensive knowledge with regard to World Trends and Global Politics. Knowledge of Government Policies, Departmental Policy, Departmental Decisions and Activities, as well as on the Wider Intra-Departmental Activities in Government. Sound knowledge of Public Finance Legislation, Regulations and Financial Management, Technology, Information Systems.

DUTIES : The successful incumbent will amongst others be responsible for the following: Assist with the providing strategic direction to the International Defence Affairs Division by ensuring an efficient and effective Defence International Defence Affairs Policy and Strategic Business Plan. Ensure alignment of Defence International Affairs initiatives with the priorities of the Presidency, Minister of Defence and South Africa's Foreign Policy. Establish multilateral defence commitments. Establish and maintain liaison channels with multilateral organisations and facilitate the process to obtain approval for multilateral initiatives and agreements. Ensure adherence to International Legal policies and prescripts by analysing International Legal Instruments, Treaties, PACTS, MOU's, Protocols, SOFA's, SOMA's, TCC Agreements and Technical Arrangements. Provide specialist advice on international legislation. Take ownership of key planning, budgeting and forecasting processes.

ENQUIRIES APPLICATIONS : Mr E. Abotsi, Tel no: (012) 355 5964.
: Department of Defence, Chief Director HR Management, Private Bag X137, Pretoria 0001, or may be hand-delivered to Poyntons Building corner Church and Bosman, Pretoria where it can be placed in the wooden box 4 at Reception, for the attention of Mrs J Smit, Tel: 012 339 5605.

CLOSING DATE : 21 April 2017 (Applications received after the closing date and faxed copies will not be considered).

OTHER POST

POST 15/03 : **ASSISTANT DIRECTOR: DISCIPLINE, REF NO: DLSR/08/17**
This post is advertised in the DOD and broader Public Service.

SALARY : R311 784 per annum, Level 09
CENTRE : Armscor Building, Erasmuskloof, Pretoria.
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Law/Labour Law/Public Administration (NQF level 6) qualification. At least 5 years' working experience in human resources including labour relations of which a minimum of two (2) years must be at a supervisory level. Experience in the following is essential: Excellent language and communications skills (both verbal and written), Computer literate in MS Office suite including Word, Excel, PowerPoint and Outlook. Experience in compiling submissions to higher authority (essential). Experience in Human Resource Management and knowledge of the statutory framework in the Public Service (e.g. Public Service Act, Public Service Regulations, Labour Relations Legislation and Employment Equity Legislation). Analytical skills. Ability to interpret information and apply relevant prescripts. Personal Attributes: The person will have to demonstrate reliability, initiative, flexible and quality orientated. Must be able to work independently, strong on self-direction, self-starter with client focussed attitude. Ability to function efficiently under extreme pressure.

DUTIES : Manage and administer the processes of Discipline and Incapacity of Public Service Act Personnel (PSAP) in the DOD, according to the applicable prescriptions. Advise management on misconduct/incapacity issues. Advise line managers regarding correct application of technical prescriptions/correct actions. Provide a logistical support system during investigations. Evaluate and control reports of Chairpersons regarding imposition of punishment and make proposals to the applicable approving authority. Prepare and/or ensure adequate presentation of submissions to Appeal authority on appeals of PSAP in terms of the Disciplinary/Incapacity processes and on reinstatement of PSAP in the DOD. Operate a Personnel information system. Participate in the development of appropriate policies and procedures. Represent the Directorate at an applicable fora. Supervise and develop staff in own sub-section.

ENQUIRIES : Mr L.L. Mdhuli, Tel no: (012) 355 5796.
APPLICATIONS : Department of Defence, Directorate Labour & Service Relations, Private Bag X161, Pretoria or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.

CLOSING DATE : 05 May 2017 (Applications received after the closing date and faxed copies will not be considered).