

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 25 August 2017 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. 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. 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 32/03** : **DIRECTOR: CAREER MANAGEMENT (PUBLIC SERVICE ACT PERSONNEL) REF NO: DCM/18/17**
Human Resource Division, Chief Human Resources, Chief Directorate Human Resources Management

- SALARY** : R898 743 per annum, all-inclusive salary package per annum, Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised three (3) year Bachelor's degree or NQF Level 7 in Public Administration or Human Resources Management. At least five (5) years' experience at Middle/Senior Management level and ten (10) years' proven experience in management of Human Resources and policies. He/She must have a thorough understanding of the Government regulatory framework and processes and knowledge of Human Resource legislation and policies. Demonstrate knowledge of the Public Service Act (103 of 1999), Public Service Regulations 2016, Employment Equity Act (55 of 1998), Skills Development Act (97 of 1998), Basic Conditions of Employment Act (75 of 1997) and Public Finance Management Act (01 of 1999), Framework for Human Resource Development for the Public Service, Promotion of Access to Information Act (02 of 2000) and PSCBC Resolutions. Knowledge of Recruitment and Selection processes, Personnel Administration, Salaries Management as well as the Performance Management Development System (PMDS) is essential. Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Client-orientation and Customer Focus and Communication and writing skills are required. The following competencies are essential: Understanding of the defence sector, knowledge and experience in human resource systems (e.g. PERSOL) and the ability to ensure cost-efficiency of the personnel budget.

DUTIES : The successful candidate will perform the following functions: Provide strategic leadership on matters relating to Public Service Act Personnel human resources in the Department of Defence. Provide a comprehensive career management service for Public Service Personnel in the Department of Defence. Manage verification of qualifications for the Department of Defence. Provide relevant input in the revision of Public Service Act Personnel human resources policies. Manage human resources planning and provisioning. Manage recruitment, selection, and personnel administration. Manage the budget related matters. Advise and consult with Chief Directorate Human Resources Management on all management related matters as well as relevant sector bodies on HR planning, recruitment and selection principles and practices relevant to the Department of Defence. Oversee that the right people are attracted, screened, selected and placed to support the strategic objectives of the department core business. Manage organisational development and Job Evaluation. Manage the Performance Management Development System of the Department. Manage Performance Agreements of SMS and Financial Disclosure of Interest (FDI).

ENQUIRIES APPLICATIONS : Major General K.C. Motlhabane, Tel no: (012) 339 5200 / 5001.
 : Department of Defence, Chief Directorate Human Resources Management, Private Bag X137, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria where it may be placed in a marked box at Reception, Attention: Ms J.F. Smit.

OTHER POST

POST 32/04 : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DCM/27/17**

SALARY CENTRE REQUIREMENTS : R226 611 per annum, Level 07
 : D HR CM Bank of Lisbon, Pretoria.
 : A minimum requirement of Grade 12 or equivalent. Diploma/Certificate (NQF Level 6) will be an advantage. Three to five (3-5) years' experience working with PMDS. Knowledge of applicable HR Government Prescripts. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Interpersonal relationship skills, Problem solving, Maintain discipline and the ability to interpret policy directives.

DUTIES : The post is responsible for providing support to the Directorate Human Resource Career Management with regard to the implementation of the Performance Management and Development System for officials other than SMS members. The successful incumbent will be responsible for supervising the following duties: Making preparations for submission of Performance Work Plans and Personal Development Plans for the applicable assessment cycle. Compiling Internal Instruction for the assessment cycle. Compiling coding documents for the capturing of the information on PERSOL System and perform the capturing. Making preparations for Midterm Review and capturing the necessary information. Making preparations for annual final assessment and arrange for the sitting of the Moderation Committee. Verifying and approving HR transactions as an Approval Officer.

ENQUIRIES APPLICATIONS : Ms JF Smit, Tel no: (012) 339 5605.
 : of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger and Visagie Streets, Pretoria.