

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.
- CLOSING DATE** : 02 March 2018 (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 to the prescribed rules.

OTHER POST

- POST 06/02** : **ASSISTANT DIRECTOR: HR GOVERNANCE, REF: GRMC/04/18**
- SALARY** : R334 545 per annum. (Level 9)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : An appropriate three-year Bachelor's Degree/Diploma in Public Administration, Human Resource Management or Social Sciences (NQF 6/7). A minimum of 3 to 5 years' experience in the relevant field. The candidate must have some related experience in Human Resource governance, good analytical skills, a sound knowledge of the applicable public service legislation and regulatory framework, and able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Good interpersonal and problem solving skills. Computer literacy and the ability to work independently.
- DUTIES** : Assist with the Management of HR governance function in the Department of Defence (DOD). Enhance effective corporate governance of HR policies by ensuring alignment to legislation and regulatory framework. Provide guidelines to monitor compliance of HR policies to legislation and regulatory framework. Monitor the implementation of HR policies in the DOD. Provide advice on HR policies to the Chief of Human Resources of the Department. Continuously monitor Services and Divisions to ensure correct interpretation and implementation of policies and DPSA directives. Assist policy developers in aligning Departmental policies to the national legislation.
- ENQUIRIES** : Mr T.D Selepe, Tel: (012) 355 5743 / 5130.