

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** : Applications may be posted to: The Director: Human Resource Management, Department of Military Veterans, Private Bag X943, Pretoria, 0001 or may be hand delivered at corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. CV including Z83 form and certified copies of qualification can be submitted via the following email: hr.recruitment@dmv.gov.za
- CLOSING DATE** : 23 March 2018.
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB:** preference will be given to Military Veterans and Military Veterans' dependants. Please indicate your force number on the Z83. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. No faxed or e-mailed applications will be considered

MANAGEMENT ECHELON

- POST 11/38** : **CHIEF DIRECTOR: MILITARY VETERANS BENEFICIARY SUPPORTSERVICES (LEVEL 14) REF NO.: DMV01/03/2018**
- SALARY** : R1 127 334 per annum (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 5 years of experience at senior management level within the Public Service or a similar environment. Knowledge of the Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and

DUTIES

decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

Manage, coordinate and facilitate military veterans' beneficiary services. Develop and monitor the implementation of legislative framework pertaining to military veterans' beneficiary support services. Manage the development and implementation of military veterans transiting, registration and eligibility and verification. Conduct assessments and identify bottlenecks in terms of beneficiary services and compile relevant reports. Facilitate the provision of dispute resolution when the need arise. Ensure proper management of military veteran programmes. Manage military veteran database and benefits information. Develop and maintain military veterans' and beneficiary database. Ensure integrity and security of database information. Manage the transition for military veterans from active service to civilian service. Ensure deregistration of military veterans and registration of beneficiaries and dependents and conduct verification processes. Advise the department on legibility and benefits. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department at various Fora meetings (National and Provincial). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Proven experience in planning, monitoring and evaluation and budgeting. Knowledge of the legislative framework applicable to Military Veterans empowerment: international approach and instruments relevant to military veterans mainstreaming outcomes and objectives: ability to work with line functional experts across government to add value to other departments work; ability to effectively work under tight deadlines, compliance requests and stressful situations. The successful applicant will be subject to personal security vetting at a top secret level. Provide effective leadership, setting clear direction, engaging with staff to bring the vision to life, coaching and developing staff to improve personal/team effectiveness, dealing with difficult situations and championing new ways of working, working flexibly and innovatively to drive and implement change. Ensure that risks, from departmental perspectives are identified and suitable controls are in place, escalating risks where necessary. Build and maintain a positive and influential relationship with the National Stakeholders and support the executive in their relationship with Military Veterans and implement their priorities.

ENQUIRIES

should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/39

CHIEF DIRECTOR: MILITARY VETERANS SKILLS DEVELOPMENT AND EMPOWERMENT PROGRAMMES REF NO: DMV02/03/2018

SALARY CENTRE REQUIREMENTS

R1 127 334 per annum (All inclusive) (Level 14)
Pretoria
Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 5 years of experience at senior management level within the Public Service or a similar environment. Knowledge of the Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the PFMA, 1999.

Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

DUTIES

: Manage and facilitate military veterans' skills development and empowerment programmes. Manage the development of military veterans' skills development strategies and empowerment programmes. Determine training needs, opportunities and requests from military veterans and make recommendations. Conduct skills audit in order to identify training needs and empowerment programme. Advise the Department on the implementation of the Military Veterans Skills Plan & monitor the implementation of the Military Veterans Skills Plan and the budget. Ensure the compilation of monthly, quarterly and annual military veterans' skills. Development and empowerment report accordance with the required standards. Liaise with public, private and NGO's with regard to skills development and vocational rehabilitation programmes. Ensure that skills development programmes are aligned with SAQA requirements for programs accreditation, develop and facilitate the implementation of skills development and empowerment strategy and policy. Manage and monitor implementation of the military veterans' skill development and empowerment strategies and policies. Manage the implementation and monitor the national military veteran skills development and empowerment strategy. Ensure the development and the implementation of programmes that will enhance military veteran's contribution in reconciliation, nation building and development of the country. Advise management and the department on military veterans' skills development and empowerment strategy, practices, procedures, guidelines and policies and ensure compliance with legislation. Ensure the assessments training and vocational courses are in accordance with the SAQA requirements and standards. Ensure the assessments of new educational trends and keep abreast of useful courses which are within SAQA requirements. Develop partnerships and network with relevant stakeholders. Ensure maintenance and liaison with training institutions, relevant SETA's and external trainers. Ensure the participation of military veterans in community and government events. Establish and maintain good relations within the department, NGO's and all stakeholders with regard to military veterans' skills development and empowerment programmes. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations with regard to developmental issues for military veterans. Represent the Department in with various Fora meetings (National and Provincial). Develop relationships across diverse groups of stakeholders. Manage resources (financial, physical and human); ensure proper utilisation of the Department's Skills Development budget. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES

: should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/40

: **DIRECTOR: MILITARY VETERANS BENEFICIARY SUPPORT SERVICES**
REF NO: DMV03/03/2018

SALARY
CENTRE
REQUIREMENTS

: R948 174 per annum (All inclusive) (Level 13)
: Pretoria
: Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. Extensive 5 years of experience at middle/senior management level within the Public Service or a similar environment. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of

managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

DUTIES

: Develop, implement military veterans beneficiary support strategies. Manage Military Veterans Beneficiary Support information. Synchronise national military veterans' database information with provincial sources. Maintain data integrity and provide management with regular reports. Assist in the development of operational plans of the Directorate. Provide military veterans beneficiary services. Verify eligibility before registration military veterans on the database. Conduct assessments and identify bottlenecks that may affect the provision of benefits and services to military veterans and compile relevant reports Assist with dispute resolution processes. Participate in military veteran programmes. Safeguard and maintain military veterans' database and benefits information. Assist in the development of military veterans' and beneficiary database. Implement information standards in the department. Maintain an appropriate information system that supports the departmental strategy. Advice on the formulation and development of electronic and manual database. Implement an effective knowledge management plan for the Department through collection, capturing, sorting, keeping and dissemination of information. Secure military veterans database and beneficiary information. Assist with the transition of military veterans from active service to civilian service. Deregister/register military veterans, beneficiaries and dependents on the database. Conduct verification on legibility and benefits for military veterans, beneficiaries and dependents. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders, particularly with the military veterans' organisations. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the office in appropriate meetings.

ENQUIRIES

: should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/41

: **DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO.: DMV04/03/2018**

SALARY CENTRE REQUIREMENTS

: R948 174 per annum (All inclusive) (Level 13)
 : Pretoria
 : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. Extensive 5 years of experience at middle/senior management level within the Public Service or a similar environment. Knowledge and understanding of the relevant legal framework. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

DUTIES

: Manage the development, implementation and maintenance of internal audit policies and strategies. Develop, monitor and evaluate internal audit policies and plans. Collect and analyse data on internal audit for reporting purposes and produce detailed reports on audit findings. Coordinate and ensure compliance and the implementation of internal audit legislations, policies, strategies, programs, projects, processes and procedures for a peaceful work environment. Coordinate activities and functions of Audit Committees Provide technical and operational direction in the monitoring of compliance to internal audit policies and regulations. Develop internal audit policies and strategies. Manage the facilitation, coordination and performance audits to ensure the

implementation of audit recommendations thereof. Collect and analyze data to detect non-compliance with laws, regulations and departmental/management policies. Facilitate and coordinate forensic audits. Liaise with relevant institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. Report to management, audit results and recommend changes in operational and financial activities. Advise staff with regard to financial and regulatory matters. Manage the provision of risk management services across the department. Evaluate and priorities risk analysis and make recommendations to the Department for informed decision. Explore and suggest solutions to identified risks. Effectively administer risk analysis projects and ensure that risks attached to each component are addressed. Conduct research/analysis regarding risk strategies.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

POST 11/42 : **DIRECTOR: POLICY ANALYST REF NO: DMV05/03/2018**

SALARY : R948 174 per annum (All inclusive) (level 13)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification/Degree in Humanities and Policy Development e.g political science, governance, law or with social degree with modules in governance, public policy, political studies is the minimum requirement. A post-graduate degree in policy, governance, public administration or related fields is a preference. 5 years appropriate managerial experience in policy development, analysis and review related duties as the Director. The successful candidates will undergo pre-security clearance processes before appointment, and must have a valid driver's license code 08. The applicant must have a very good understanding of governance and policy development processes. The successful applicant should be able to have wide network in the broader government establishment, especially security, military veterans and foreign affairs. A demonstrated ability to write research reports and a policy research experience is a requirement for the job. A demonstrated knowledge of government processes and prescriptions are essential.

DUTIES : Conduct policy research, analysis and provides recommendations and reports military affairs. Ensure DMV strategy and operations plans are aligned to departmental and national policy. Collaborate with Monitoring and Evaluation to enhance the implementation of policies, practices and procedures. Research comparative benefits related theories and practices to inform military veteran's policies. Assist provincial spheres of government in developing military veteran's policies to ensure strategic alignment with national military veteran's policies and strategies. Manage the policy directorate and measure organisational performance accordingly. Develop policy and discussion papers on aspects of military veterans' affairs as requested by the DMV. Manage the secretariat of the department policy committee and that of the advisory committee Report of the Chief Director: Policy and Research and on policy development processes.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

OTHER POSTS

POST 11/43 : **DEPUTY DIRECTOR: POLICY ANALYST REF NO: DMV06/03/2018**

SALARY : R657 558 per annum (All inclusive) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 and a graduate degree in the Humanities and Policy Development e.g political science, governance, law or with social degree with modules in governance, public policy, and political studies is the minimum requirement. A post-graduate degree in policy, governance, public administration or related fields is a preference. 3 -5 years at middle management level executing policy development, analysis and review related duties as Assistant Director. The successful candidates must be willing to undergo security clearance processes before appointment, a valid driver's code 08 license. The applicant must have a very good understanding of governance and policy development processes. The successful applicant should be able to have wide network in

the broader government establishment, especially security, veterans and foreign affairs. A demonstrated ability to write research reports and a policy research experience is a requirement for the job. A demonstrated knowledge of government procurement processes and the PFMA is essential.

DUTIES : Implement policy development processes, develop sustainable Military Veterans policies through the provision of administrative, technical and logistical support. Assist provincial spheres of government in developing Military Veterans related policies in order to ensure strategic alignment with the national policy. Undertake policy research, analysis Conduct policy research, analysis and provide feedback to the department regarding policies. Support the development of policy and discussion paper on military veterans' affairs. Provide support in the alignment of departmental policies through the interpretation of applicable laws, strategic as well as political policy determinations. Support the introduction and understanding of new and revised policies, guide the departmental functionaries in the development of new policies and provide support in the development of new priority policies. Undertake policy review processes, continuously evaluate and review Military Veterans policies in order to align them with appropriate laws and national governments' objectives. Analyse and provide inputs on policies, conduct general and comparative policy research, analysis, review and provide feedback to the department, support the undertaking of general and specific literature review on national and international best practices regarding policy models. Handle the provision of secretariat services to the departmental policy committee and the advisory committee. Support the policy implementation, interpretation and understanding processes, support the implementation of mechanism and consultative processes in order to ensure proper rulings in the case of uncertainties and disputes in relation to policies. Support the implementation of workshops and work session in the in the department in order to ensure continued awareness and understanding in relation to policies, associated strategies and guidelines. Provide administrative, technical and logistical support in demarcating and ensuring mutual understanding of respective roles and responsibilities in relation to policies. Manage the establishment of networks with stakeholders and the maintenance thereof, support consultative interactions with stakeholders and partners on policies and develop and maintain policy stakeholders and partners database.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

POST 11/44 : **DEPUTY DIRECTOR: RESEARCH REF NO.: DMV07/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
: Pretoria

: An appropriate Bachelor's Degree/National Diploma or equivalent qualifications in a relevant field with 3-5 years appropriate working experience with proven research skills and understanding of Public Service Administration, through understanding of policy analyses, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act

DUTIES : Conduct research programmes. Carry out research in accordance with military veterans' policies and strategies. Provide assistance with the interpretation and analysis of research-based recommendations. Conduct research on, and audit and analysis of benefits, services and other interventions unique to military veterans. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Conduct needs-based research. Conduct research and collate information on specific programmes. Assist with the compilation of research documents and research materials. Conduct research audits. Prepare reports and provide findings of research undertaken. Maintain resource centre. Maintain repository of research products. Develop partnerships and network with relevant stakeholders. Build sound and sustainable relationships with research houses. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-

governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical). Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees (if any). Ensure capacity and development of staff (if any).
ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

POST 11/45 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMV08/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
 : Pretoria
 : Grade 12 and a three year relevant National Diploma/ Bachelor' degree in in the field of HRD and related fields, with 3-5 years relevant experience at supervisory level; Knowledge and experience in the application of the provision of the relevant legislations policies and regulations that govern the Public Service, knowledge of Public Service HRD processes and systems. Insight into legislation and other prescripts, which impact on HR Development thorough understanding of policy analysis, formulation and interpretation, knowledge on how to utilize PERSAL system.

DUTIES : Develop and facilitate the implementation of performance management and human resource development strategy and policy. Manage and monitor implementation of the SDA, SLA and SAQA requirements. Implement and monitor national human resource strategy. Advise management and the department on performance management and human resource development strategy, practices, procedures, guidelines and policies and ensure compliance with legislation. Moderate assessments and conduct assessments of training and courses according to SAQA requirements and standards. To assess new educational trends, keep abreast of useful courses and remain within SAQA requirements. Facilitate and implement induction and orientation program. Manage and monitor performance management and development system Implement systems and processes for the attainment of a performance management culture in the Department. Advise management and the Department on policy matters with specific reference to PMDS non-compliance. Monitor and co-ordinate the Senior Management Services performance agreements. Ensure service delivery by measuring performance. Manage probationary appointments. Manage and facilitate skills development programs. Determine training needs, opportunities and requests from staff and management and make recommendations. Implement and monitor the approved workplace Development Plan and prepare an annual report on the implementation status. Compile and submit the Workplace Skills Plan (WSP) according to the required standards. Compile an annual Training Report according to the required standards. Conduct skills audit in order to identify training needs and training programs. Provide advice/recommendations for service delivery improvement in terms of training programs. Evaluate the effectiveness of the programs training and provide regular reports. Conduct research, audits and analysis of the programs. Develop training materials and manuals aligned to SAQA requirements and relevant to training needs. Ensure that courses are well-planned, organized and delivered accordingly by facilitating training programs with internal and external stakeholders. Ensure accreditation of the Department and the training program. Maintain liaison with training institutions, SETA's and external trainers. Represent the office in various Forums and meetings. Develop relationships across diverse groups of stakeholders.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454.

POST 11/46 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS REF NO.: DMV09/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
 : Pretoria
 : An appropriate Bachelor's degree or National Diploma with a minimum of 3-5 years' experience in the field of HR Planning & Systems, a good Knowledge

of Public Service Act, PFMA, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, Good knowledge of Public Service HR processes and systems, the PERSAL & BAS systems. Good understanding of departmental establishment. Good interpersonal supervisory skills, ability to understand and implement an integrated approach towards HR.

DUTIES : To facilitate human resource planning processes. Coordinate human resources information and knowledge management. Implement human resource planning strategies. Develop partnerships and network with relevant stakeholders. Develop guidelines in line with Human Resources practices, procedure, guidelines and policies and ensure the implementation of Human Resource Planning, developing, monitoring, reviewing and evaluation of employment equity and Job access strategy. Manage and ensure proper utilization of PERSAL System, and proper reporting mechanism. Implement departmental HR strategies (EE Plan, HR Plan, Departmental Strategic Plan and HR Policies). Analyze and monitor human resource strategic information. Assess human resource demand, supply and financial constraints. Facilitate the provisioning and allocation of posts.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/47 : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR (2 POSTS)**

Ref No: Dmv10/03/2018/01/WC

Ref No: Dmv10/03/2018/01/KZN

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
: Provincial Office: Western Cape and KwaZulu-Natal
: An appropriate Bachelor's Degree/National Diploma or equivalent qualifications with 3-5 years appropriate working experience and understanding of Public Service Administration, Military Veterans Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently.

DUTIES : Administer the provision of provincial offices management services by implementing provincial operational plans in line with the strategic objectives of the department and report thereof. Implement regulatory framework for provincial management services and cooperative governance. Coordinate skills development programmes for Military Veterans. Assist Military Veterans with and coordinate employment placement programmes. Coordinate provincial Military Veterans honor, ceremonial and heritage functions. Manage SLA with line function department and other service providers. Manage provincial Military Veterans inspection programmes. Coordinate the provision of all the posthumous services (heritage, burials, re-burials, exhumations and repatriation) of Military Veterans in the province. Provide Military Veterans with first-line support and assistance on their services and benefits. Compile Military Veterans profiles, update their records and manage provincial Military Veterans resources systems. Monitor and ensure effective and efficient co-ordination of activities in the provincial office and at the access points. Develop operational standards and ensure the attainability and sustainability. Compile monthly, quarterly and annual reports. Plan, organize and control activities pertaining to the provincial office and in access points. Implement service level agreements. Distribute resources to other service areas. Manage service delivery and performance of regional offices and access points. Be able to manage provincial office independently.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454.

POST 11/48 : **DEPUTY DIRECTOR: COORDINATOR OF MILITARY VETERANS SOCIO-ECONOMIC PROGRAMMES REF NO: DMV11/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualifications with 3-5 years appropriate working experience and

		understanding of Public Service Administration, military veterans' Act, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act.
<u>DUTIES</u>	:	Provide administrative and technical support on the implementation of military veterans socio-economic support policies and other prescripts. Assist with the development, monitoring and reviewing Military Veterans Socio-Economic support policies and plans. Coordinate the provision of services in terms of service level agreements. Oversee and coordinate the implementation of military veterans identified socio-economic programmes and projects. Assist with the development of operational plans. Provide support connected to service level agreements on military veterans' socio-economic programmes. Conduct survey programmes on military veterans' socio-economic service delivery requirements. Coordinate the provision of socio-economic services by line function departments and other service providers. Coordinate inter-provincial military veterans' socio-economic programmes and ensure synergy and alignment. Coordinate military veterans' socio-economic service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations on benefits and access. Represent the department in various meetings. Manage resources (physical and human). Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management.
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/49</u>	:	<u>DEPUTY DIRECTOR: CLINICAL PSYCHOLOGIST REF NO.:</u> <u>DMV12/03/2018</u> (2 Years Contract)
<u>SALARY</u>	:	R657 558 per annum (All inclusive) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree in Clinical Psychology with a minimum of 3-5 years' experience at a managerial level in health care management and wellness environment, a good Knowledge of Public Service Act, PFMA, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, Good knowledge of Public Service HR processes and systems. Knowledge of Mental Health Act, Child care Act, Military Pensions Act, Military Veterans Act, Prescripts, policies Government wide policies, ability to interpret and apply policies and legislations. An understanding of Public service regulatory prescripts
<u>DUTIES</u>	:	Provision of technical and administrative support on dedicated counselling and Compensation services established by the department. Promote, Facilitate and Co-ordinate the Compensation and Counselling services activities for military veterans. Monitor and evaluate service delivery and management systems relating to compensation benefit and counselling services. Manage all projects and technical logistics related to the administration of the compensation and counselling services. (Submissions, roadshows, assessment and payments). Monitor and report appropriately. Ensuring that the core objectives are achieved. Provide Clinical Psychology services in line with the department's objectives as outlined in the Military Veterans Act. Render clinical/counselling psychotherapeutic services and suitable therapeutic modalities and interventions for the military veterans and or their dependents. Conduct assessments for the Compensation benefit as outlined in the Military Veterans Act and Regulations. Ensure the facilitation of complex trauma as well as psychopathology within individuals and groups. Conduct assessments for individuals or group therapy and parent counselling. Coordinate the feedback mechanism to military veterans on the outcome of assessments. Develop, monitor and evaluate the referral, service delivery protocols and systems. Ensure safe keeping and confidentiality of client's

records and information. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Work within and at times lead multidisciplinary teams. Support the Implementation and monitoring of service level arrangements. Initiate and attend regular meetings with service providers and relevant stakeholders as mandated. Co-ordinate reports from service providers and provide a comprehensive monthly reports on services provided. Monitor and report on the utilization of services. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/50 : **ASSISTANT DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO.: DMV13/03/2018**
(2 Years Contract)

SALARY : R334 545 per annum (Level 9)
CENTRE : Cape Town Wynberg (Applicant must be residing at Town)
REQUIREMENTS : An appropriate Degree or National Diploma in local economic development or a relevant qualification with 3-5 years of experience at supervisory level executing socio-economic related duties with 3-5 years appropriate working experience and understanding of Public Service Administration, military veterans Act, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently.

DUTIES : Provide an administrative function iro Tertiary Education Support at National Student Financial Aid Scheme (NSFAS) level. Provide technical support to the Education Section from NSFAS and Provincial level to effectively assist NSFAS with DMV students' at all public institutions country wide. Provide administrative assistance to NSFAS to ensure DMV beneficiaries receive excellent service at all tertiary institutions. Provide comprehensive interactive support with tertiary institutions by compiling data sheets, sending and receiving of information, communicating in order to pro-actively service the needs of DMV clients. Provide comprehensive reporting to DMV HQ iro Financial matters, challenges and service delivery issues on a monthly basis. Communication with tertiary institutions to obtain student progress reports, results by end of September every year, to assist with continuing students and eligibility of bursaries for future academic years. Assist to Manage the accuracy of the Higher education main database at all times. Ensure that all Higher education files are safely kept and proper record keeping is maintained. Oversee that all the client service and telephonic inquiries are resolved timeously. Provide support to military veterans on all relevant economic and socially related matters. Ensure that progress reports are provided to the supervisor on a weekly basis. Support the establishment of good relationships at all tertiary institutions and maintenance of sound relations with stakeholders in relation to education support. Support engagements, interactions and collaborations (network) with identified tertiary institutions. Work closely and monitor the work of institutions that have been entrusted with service delivery.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/51 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO.: DMV14/03/2018**

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma or equivalent qualifications in monitoring and evaluation with 3-5 years appropriate working experience at supervisory level and understanding of Public Service Administration, a good Knowledge of Monitoring and evaluation and strategy policies, guidelines, regulations, frameworks and Acts of Public Service, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act.
<u>DUTIES</u>	:	Assist in the co-ordination of the development of the departmental performance quarterly reports. Assist in the completion and issuing guidelines and instructions on content, formats, and management of reports. Assist to ensure coordination, development and submission of departmental quarterly. Assist to analyse the non-financial performance on military veterans programme against planned performance and compile reports. Assist to conduct value for money audits on prescribed plans and priority programmes against pre-determined goals and objectives. Assist to Evaluate and analyse quarterly performance reports. Assist to Conduct due diligence on submissions made and issue the appropriate determinations. Assist with co-ordination of the development of the departmental performance annual report. Assist to Conduct due diligence on submissions made and follow up on gaps. Assist to Compilation of the DMV Annual Report. Assist to develop, review and manage the Department of Military Veterans' Monitoring and Evaluation Framework and Guidelines Assist to conduct research and consolidate data required. Assist to consultation with programme on framework and guidelines. Assist to ensure capacity building by providing technical advice and guidance to users. Assist to ensure the Identification and fixing of gaps and grey areas identified during evaluation and provide feedback thereof. Assist to present draft review of the DMV M&E Framework and Guidelines to relevant stakeholders within the department. Assist to facilitate approval of Reviewed M&E Framework and Guidelines. Assist to consultation with programme on reporting guidelines. Assist to act as a focal point for monitoring and evaluation requirements for the department. Assist to coordinate evaluations for the department. Assist to support and assist departmental programmes and sub-programmes to develop logical frameworks and theory of change for programmes. Assist to conduct evaluation studies on departmental programmes, policies and projects. Assist to Develop evaluation and research proposals, plans, and terms of reference, concept notes and data collections tools in preparation for studies to be undertaken. Assist to develop data collection and analytical tools for capturing, analysis and interpretation of collected data. Assist programmes in the development of the action plan on the implementation of the recommendations based on the key findings. Support and assist in the co-ordination of MPAT. Attend MPAT meetings with the DPME and provide feedback to the department. Assist to coordinate and facilitate MPAT training or workshops to all the relevant personnel within the department. Assist to follow-up on gaps, weaknesses and challenges identified by programmes in the MPAT process. Assist to coordinate and facilitate the participation of the department in all MPAT phases. Ensure completion of MPAT self-assessment for their designated Key Performance Area. Assist to submit evidence for areas of assessment that fall within their responsibility and ensure that evidence is valid and reliable. Assist to liaise with Internal Audit on confirmation of evidence
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/52</u>	:	<u>ASSISTANT DIRECTOR: PLANNING REF NO: DMV15/03/2018</u>
<u>SALARY</u>	:	R334 545 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree/ National Diploma related to monitoring and evaluation and Strategic Planning, with 3-5 years relevant extensive experience in the Strategic, Monitoring and Evaluation, Governance, Economics and Public Finance Management environment. Research, report writing, negotiations, interpersonal relations, communication, facilitation, computer literacy, analysing conflict management, presentation and working

<u>DUTIES</u>	: Provision of strategic planning support services to the department. Administration of strategic planning processes: Pre-planning process, Post planning process, Integration of planning outcomes into annual operational plan, Alignment of various operational plans. Conducting of research on all strategic related issues. Ensuring of linkages between departmental strategies, priorities, budget, operational plan, etc. Rendering a support service to strategic related issues/workshops: administer the adaptation of different planning formats for outcomes, outputs and strategies. Research the various formats of other departments e.g. Treasury and familiarise staff with such formats. Assist in reformatting of the departmental templates to comply with specific regulatory needs. Facilitate the training of all departmental managers to utilise the departmental framework and formats. Conduct training sessions and workshops. Give guidance on an individual basis as and when required. Administer the utilisation of service providers to assist with training. Develop the Department of Military Veterans Strategy, develop and maintain the corporate DMV strategic planning framework. The development and implementation of departmental planning and reporting instruments (Strategic Plan, Annual Performance Plan, Quarterly Reports, Annual Reports, mid-term reviews etc.). Co-ordinate the completion of the DMV Management Performance Assessment Tool (MPAT) as guided by the Department of Performance Monitoring and Evaluation. Ensure continuous alignment of branches and corporate plans with the Estimate of National Expenditure.
<u>ENQUIRIES</u>	: should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/53</u>	: <u>ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO.: DMV16/03/2018</u> (2 Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R334 545 per annum (Level 9) : Pretoria : An appropriate B Degree/ National Diploma in Public Relations or Communications or related to the field, with 3-5 years relevant extensive experience in the communication strategy, Governance, research, report writing, negotiations, interpersonal relations, communication, facilitation, computer literacy, analysing conflict management, presentation and working in a team. Strategic ability programme and project management, people management and empowerment, planning and organising, knowledge management, problem solving and analysis, results quality management, decision making service delivery innovation, change management, client orientated and customer focussed, planning systems Government programme of action, Public Service Regularity framework, Presidency policies and procedures information management and performance management. Knowledge and understanding of the Presidential Hotline Functions
<u>DUTIES</u>	: Receive and facilitate the investigation and resolution of presidential hotline enquiries and complaints. Receive and acknowledge presidential hotline enquiries and complaints. Register and create a database of all the enquiries and complaints received. Facilitate the assigning of enquiries and complaints to relevant branches for resolution. Provide constant feedback to the enquirer and complainant regarding progress in the resolution of cases. Provide regular written and verbal reports to management concerning the trend of cases, areas that needs to be improved and non-adherence concerning the submission of responses in pursuit of turnaround times. Monitor and facilitate the resolution of cases assigned to branches. Liaise and follow-up with the affected branches within the department concerning the resolution of enquiries and complaints in order to expedite the process. Assist in liaison with the enquirer and complainant for the submission of additional supporting information required for the resolution of cases. Provide enquirer and

complainants with status reports regarding cases. Make follow-up with the affected parties once cases have been resolved in order to gauge satisfaction levels. Monitor logged corruption and fraud cases assigned to the department. Liaise with counterparts in the Presidency in order to provide updates regarding escalated cases, the resolution of such cases, progress status and the provision of statistics.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/54 : **ADMINISTRATIVE OFFICERS (9 POSTS) SUPPORT SERVICES**

Ref No: DMV17/03/2018 Gauteng Province
 Ref No: DMV18/03/2018 North West Province
 Ref No: DMV19/03/2018 Limpopo Province
 Ref No: DMV20/03/2018 Eastern Cape Province
 Ref No: DMV21/03/2018 Northern Cape Province
 Ref No: DMV22/03/2018 Western Cape Province
 Ref No: DMV23/03/2018 Kwa - Zulu Natal Province
 Ref No: DMV24/03/2018 Free -- State Province
 Ref No: DMV25/03/2018 Mpumalanga Province

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : The applicant must have Senior Certificate, Appropriate B Degree/National Diploma in Office Management / Business Management; PLUS A minimum of three (2) years' experience in a general support office environment, valid Code B driver's license (Code 08). Recommendations: Training programmes and/or experience in General Office Administration, Resource Management and Report Writing Skills will serve as a recommendation. The ideal candidate must: possess knowledge of office procedures, practices and equipment. Possess knowledge of the principles and practices of public administration. Possess knowledge of the function and regulations applicable to the area of operation. Have the ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures. Have good writing skills. Be computer literate with proficiency in MS Office Software Applications.

DUTIES : Administer activities in order to ensure an adequate information flow. Assist the Provincial Office in ensuring that information produced for reports is well researched and reliable. Provide professional secretariat services inclusive of venue arrangements, development of agendas, minutes and workshop reports. Provide user-friendly archiving and document retrieving services for the Cluster. Implement and maintain office processes ensuring professionalism when delivering service to the clients of the Cluster. Compile, implement and maintain a procurement plan for the Office, thereby ensuring fiscal discipline in accordance with planned acquisition strategies. Administer payments generated by the office and ensure that they are timeously activated with a view to enhance relationships with service providers. Render an administrative support service ensuring that human resource management transactions of the Cluster are correctly submitted to the Corporate Centre of the Head Office. Develop Office Business processes that ensure efficiency in the Office.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/55 : **HRD PRACTITIONER: HRD (DIRECTORATE: HRM) REF NO.: DMV30/03/2018**

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 06) or equivalent with at least 2-5 years appropriate experience of which 2 years must be in various disciplines related to Human Resource Development/ Public Management. Supplementary HR related courses a definite advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written

communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Must have knowledge of Skills Development Act and other applicable prescripts.

DUTIES : The successful candidate will be responsible to coordinate and facilitate Human Resources Development processes within DMV. This entails administration of internal and external bursaries; facilitate the Departmental and Compulsory Induction Programmes. Coordinate the internship and learnerships programmes. Assist to develop the workplace skills plan and the training reports. Create and update various databases and manual records. Assist with the secretariat duties of the Training Committee. Conduct and/or coordinate training courses and workshops. Provide advice to officials. Supervise and manage staff and other resources

NOTE : 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. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. The Department reserves the right not to appoint any applicants to these positions and to conduct pre-employment security screening. NB: Preference Will Be Given to Military Veterans. 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 submit a SAQA evaluation report on acquired 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 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 consider 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

ENQUIRIES : All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012)765 9454,

POST 11/56 : **ADMINISTRATIVE ASSISTANT SUPPORT SERVICES (DIRECTORATE: INFORMATION COMMUNICATION AND TECHNOLOGY) REF NO.: DMV26/03/2018**

SALARY CENTRE : R183 558 per annum (Level 6)
: Pretoria

REQUIREMENTS : A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses.

DUTIES : Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes , receive and routine incoming calls, record and relate messages, operate and ensure

that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/57 : **ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: PROVINCIAL OFFICES MANAGEMENT AND STAKEHOLDER RELATIONS) REF NO.: DMV27/03/2018**

SALARY CENTRE REQUIREMENTS : R183 558 per annum (Level 6)
 : Pretoria
 : A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses.

DUTIES : Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes, receive and routine incoming calls, record and relate messages, operate and ensure that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and

		collect and coordinate all documents that relate to the budget and funding requirements.
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/58</u>	:	<u>ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: HERITAGE, MEMORIAL, BURIALS, AND HONOUR SERVICES) REF NO.: DMV28/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6)
	:	Pretoria
	:	A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses.
<u>DUTIES</u>	:	Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes, receive and routine incoming calls, record and relate messages, operate and ensure that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and collect and coordinate all documents that relate to the budget and funding requirements.
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/59</u>	:	<u>ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: COMMUNICATIONS) REF NO: DMV29/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6)
	:	Pretoria
	:	A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses. .
<u>DUTIES</u>	:	Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect

attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationery for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationery for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements

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should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,