

## DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Directorate Human Resource Development, Private Bag X159, Pretoria 0001 or may be hand delivered to Defence Headquarters, Armscor Building, Corner Nossob Street and Delmas Avenue, Erasmuskloof, Pretoria.
- CLOSING DATE** : 06 July 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 24/04** : **SENIOR PERSONNEL PRACTITIONER, REF NO: ETD/16/18**  
Directorate: Education, Training and Development (ETD)
- SALARY** : R281 418 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised three year Degree/National Diploma in Human Resource (HR)/ETD practices. A minimum of 2 - 3 years' experience in HRD/HRM with special reference to ETD. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Successful candidate will be required to obtain a confidential security clearance within a year. Special requirements (Skills needed): Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Interpersonal proficiency, organising, research, problem solving, analysing, innovation and creative-, decision making-, influencing-, presentation- and negotiating skills.
- DUTIES** : Participate in policy development and review that contributes to giving strategic direction on the development of PSAP at salary levels 13 and above in the DOD. Collaborate in the administration of review outcome analysis for PSAP at salary

levels 13 and above. Collaborate in the research, design, development and maintenance of a learning path for PSAP at salary levels 13 and above. Coordinate developmental programmes in the DOD inclusive of Integrated Management Development Programmes (IMDPs) for PSAP at salary levels 13 and above. As directed by management, participate in the design and development of developmental programmes for PSAP at salary levels 13 and above in the DOD. Monitor, evaluate, report and participate in the review of Induction Programmes for PSAP at salary levels 13 and above in the DOD. Maintain PSAP ETD Intranet database with the focus on sharing information on the development of PSAP at salary levels 13 and above in the DOD. Coordinate the Compulsory Induction Programme (CIP) for civilians in the DOD. Monitor, evaluate and report on the development of PSAP at salary levels 13 and above in the DOD, with special reference to monthly, quarterly and annual reporting as part of the Performance Against Plan (PAP).

**ENQUIRIES**

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Ms V.M. Sebeho, Tel No: (012) 355 5710 / 5880.