

## DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a box at the reception.
- CLOSING DATE** : 03 August 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 in terms of the prescribed rules.

## OTHER POSTS

- POST 28/01** : **DEPUTY DIRECTOR: PERSONNEL SERVICES, REF NO: DCM/15/18/01**  
Directorate HR Career Management
- SALARY** : R697 011 per annum (Level 11)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A Degree/National Diploma/NQF level 6 in Human Resource Management or equivalent qualifications and 5 years' experience as an Assistant Director. Strategic thinking, Innovation/creativity, Management of resources, Influencing, Research and Evaluation (including policy development), Data analysis, Management and leadership, knowledge Management and Project Management. Understanding and application of Public Service Regulations, Public service Act, Basic Conditions of employment Act, Equity Act, Labour Relations Act in an internal auditing

environment of which 5 years should be at middle/senior management level. Knowledge of Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Understanding and application of International Standards for the Professional Practice of Internal Auditing. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presenting skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence.

**DUTIES** : Manage the recruitment, selection and appointment of Public Service Act Personnel in the Department of Defence. Manage the administration of policies, employment practices and personnel. Manage acting allowance, remuneration and service conditions. Attend Human Resource Management related meetings and recruitment. Manage SMS and MMS Administration and Electronic Financial Disclosures. Manage tasks relating to the provision of an efficient and effective human resource information management system and office administration support service to Directorate HR Career Management. Ensure proper functioning of the HR Registry, achieves and messenger services. Proper utilisation of the Directorate's state assets including machines, equipment and procurement of goods and services. Effective and efficient utilisation of official transport and authorisation of the use of state vehicles. Analysing of directives issued by Senior Management to determine whether the implementation thereof is in line with prescripts. Reply to HR, audit enquiries and apply legal requirements and government regulations that impact on recruitment. Developing and maintaining DOD wide and broader public service wide advertising systems. Management the PMDS within the Directorate. Provide consultative service to line management, e.g. Partake in higher order inquiries and inputs to relevant policies. Providing direction to team members. Prepare and submit reports (weekly, monthly, quarterly and annually). Manage and supervise staff.

**ENQUIRIES** : Brig Gen M.T. Leketi, Tel No: (012) 339 5001.

**NOTE** : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

**POST 28/02** : **DEPUTY DIRECTOR: CAREER SERVICES REF NO: DCM/15/18/02**  
Directorate HR Career Management

**SALARY** : R697 011 per annum (Level 11)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A Degree/National Diploma/NQF level 6 in Human Resource Management/Public Management or equivalent qualification and Five (5) years' experience as an Assistant Director. Strategic thinking, Innovation/creativity, Management of resources, Influencing, Research and Evaluation (including policy development), Data analysis, Management and leadership, Knowledge Management and Project Management. Understanding and application of Public Service Regulations, Public Service Act, Labour Relations Act, PFMA, Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presenting skills. Ability to apply policies, gather and analyse information and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence.

**DUTIES** : Provide direction, capacity building, development of policies and consultation to and with management. Develop and deliver career development intentions. Skills Development Facilitation. Manage and coordinate ETD nominations, Workplace Skills Plan (WSP) and Annual Training Report (ATR). Maintain a Career Information Reference system. Manage contract administration regarding Public Service Act Personnel studies at state expense, on behalf of Services/Divisions. Develop, implement and execute verification of qualifications procedure. Manage

and supervise subordinates. Direct career management and career development interventions directed at Public Service Act Personnel as well as verification of qualifications (policy development and implementation). Draft management reports (weekly, monthly, quarterly and annually). Apply personnel management practices/procedures in respect of subordinates (ETD, performance assessment, discipline, etc.). Manage and execute management decisions and instructions. Attend meetings as directed/represent Directorate Human Resource Career Management at meeting and forums. Oversee/supervise/manage execution of duties. Provide consultative service to line management, e.g. Partake in higher order inquiries and inputs to relevant policies. Professional guidance and delivery of career services being ethical and confident.

**ENQUIRIES**  
**NOTE**

- : Brig Gen M.T. Leketi, Tel No: (012) 339 5001.
- : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.