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: Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.

FOR ATTENTION: The Director: Human Resource Management

CLOSING DATE: 26 April 2019

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. Shortlisted 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). No faxed or e-mailed applications will be considered.

MANAGEMENT ECHelon

POST 13/28: DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DMV01/04/2019

SALARY: R1 005 063 – R1 183 932 per annum (Level 13) (All inclusive)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent NQF Level 7 qualification in Information Technology / Information Management or relevant field and Cobit implementation, TOGAF, ICDL (International Computer Driving Licence), A+ and N+ certifications plus at least 5 years’ experience at middle / senior management level, 3 – 5 years’ experience in an Enterprise or Technology architecture environment is required, Sound knowledge of strategic management, Sound knowledge of Information Technology systems and processes, Working experience managing Networks, Sound knowledge of Microsoft environment especially in supporting ERP systems, Sound knowledge in managing VMWare virtualised environments, Sound knowledge of business continuity management, Sound Knowledge of the E-government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation, Planning and Organizing, proven Project Management competency, strategic thinking.

DUTIES: Ensure operational efficiency and improvement of IT Governance in the Department, effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, ensure the integrity and smooth operation of the departmental ICT infrastructures, systems and applications, ensure Backup and Disaster Recovery systems are adequate, in place and operational, engage
with the department’s project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, ensure periodic review and audits are performed across all key ICT operational infrastructures and systems, perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Manage the development of Enterprise Architecture domain to ensure that the department sustains a holistic and integrated view of technology standards and solutions, create an enabling environment for line and support functions to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, render advice to senior management on relevant technology trends and their applicability to business enhancement, oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, contribute to the business strategy formulation processes.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mai
Mail Tel No: (012) 765 9454

NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 13/29 : DIRECTOR: LEGAL SERVICES REF NO: DMV02/04/2019
The purpose of the Directorate: Legal Services is to ensure that a Professional, credible, accessible and quality-assured legal service is rendered to the Department of Military Veterans, the Ministry and their stakeholders.

SALARY : R1 005 063 – R1 183 932 per annum (Level 13) (All inclusive)
CENTRE : Pretoria

REQUIREMENTS : A minimum of an LLB degree or B Proc or BA Law and admission as an Attorney/Advocate of the High Court of South Africa, at least 5 years’ relevant experience as a legal advisor, Legislative drafting skills (drafting of all types of legal agreements), negotiation skills, experience in providing litigation support in court cases for and against the Department, Compliance management skills. The ability to support the Department's processes by providing legal advice, computer literacy, good communication and interpersonal skills, Project management skills, strategic capability and leadership, innovative and analytical thinking skills, planning and organising skills, knowledge of and experience in financial management, problem-solving skills, people management skills.

DUTIES : The successful candidate will be responsible for the following: Advising the DG and the Minister on exercising their statutory responsibilities in order to avoid and minimise legal risks, reviewing existing legislation, identifying shortcomings and drafting and implementing new legislation, as well as overall management of the Department's annual legislative programme, effectively managing litigation and litigation support in cases for and against the Department and the Minister, undertaking compliance management, ie effectively managing general compliance with internal and external legislation, providing legal training and building the
capacity of DMV personnel to understand and engage with legal matters, such as contracts and service level agreements.

ENQUIRIES: Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance.

OTHER POSTS

POST 13/30: DEPUTY DIRECTOR: PROJECT COORDINATOR FOR MILITARY VETERANS HEALTH CARE AND WELLNESS SUPPORT REF NO: DMV03/04/2019

SALARY: R733 257 – R863 748 per annum (Level 11) (All inclusive)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Degree or Diploma in Healthcare or equivalent qualification. 3-5 years’ experience at a managerial level in health care management and wellness environment. Registration or license as a Social Worker or Psychologist. Appropriate working experience and understanding of Public Service Administration, Report writing, able to conduct Research and presentations, military veterans’ Act, health care 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.

DUTIES: Provide provision of technical and administrative support on dedicated counselling and wellness services. Promote, Facilitate and Co-ordinate the counselling and wellness services activities. Monitor and evaluate service delivery and management systems relating to counselling and wellness services. Supervise arrangements for all associate counsellors. Contribute to the development of policies, procedures and practices in the sub directorate. Overseer and report on the provision of clinical assessments of clients and effective ongoing therapeutic interventions and or making suitable and timely referrals. Facilitate payment of invoices within the stipulated period. Monitor and report appropriately. Ensuring that the core objectives are achieved. Participate and ensure the provision of professional services including confidential counselling. Co-ordinate and manage the identification and screening process for military veterans eligible for admission to the wellness centres and compensation benefit. Coordinate group counselling and processes for military veterans across all provinces. Co-ordinate access for wellness services for military veterans identified for admission. Manage and monitor the implementation of home based care process and programs. Manage assessments and identify personal problems affecting military veterans, their beneficiaries and dependents and write relevant reports. Ensure the facilitation of individuals and group counselling. Coordinate the feedback mechanism to Military veterans on the outcome of assessments. Ensure correct placement and referral for military veterans and beneficiaries seeking services. Develop, monitor and evaluate the referral, service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Support the Implementation and monitor service level arrangements. Coordinate reports from service providers and provide a comprehensive monthly reports on the wellness centre. 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 utilization 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 : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

POST 13/31 : SECURITY MANAGEMENT OFFICER (FEMALE) REF NO: DMV06/04/2019

Term: 12 Months Fixed Term Contract

SALARY : R257 508 – R303 339 per annum (Level 07) plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : Grade 12 with 2-3 years’ experience in policing, military or security fields, or a minimum of Grade C SOB certificate with PSIRA. 2-3 years’ experience as a security officer and completed VIP protection course / training, firearm and other weapons management course / training.

DUTIES : Co-ordinate the provision of surveillance services. Work with security officers from the service provider in monitoring and authorizing entrance and departure of employees and visitors. Collaborate with the personnel from the private security in screening and determining whether visitors and service providers have necessary authorization to access departmental premises. Circulate among visitors, patrons, and employees to preserve order and protect property. Investigate and report on issues related to the breach of security procedures / standards and entry of unauthorized persons in the department. Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive and hand them over. Collaborate with personnel from the private security in monitoring alarm systems and closed-circuit television (CCTV) systems. Respond to emergency situations as they arise. In collaboration with personnel from the private security Ensure that private individuals / visitors are escorted when venturing into the office areas of the department. Assist in the allocation of parking and the monitoring thereof. Ensure safekeeping and guarding of departments assets and properties. Collaborate with personnel from the private security to ensure that premises are secured by being patrolled and inspected. Report and Investigate theft, break ins, disturbances cases in collaboration with the Police and the private security personnel. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Prevents losses and damages by reporting irregularities; informing violators of policy and procedures and restraining trespassers. Collaborate with personnel in checking doors, gates and windows for signs of unauthorized entry and to ensure that they are locked when not in use or after hours, detect and report fraud, offences and unlawful acts by employees and visitors. Collaborate with personnel from the private security in conducting searches of personnel, vehicles and bags etc. Administer the bio-metrics system Manage the scanning of the fingers of employees for the purpose of the bio-metrics system; administer the bio-metrics system in order to monitor the activities of employees in relation to arrival, lunch and departure times. Print and present bio-metrics reports. Provide to the Director General and VIP’s protection / escort and chauffer services. Assist with the provision of weapons and ammunition escort services to the Director General and the VIP’s, assist in the development, consultation and implement a pro-active plan to counter threat and risk to the VIP’s and the Director General. Assist in the development, consultation and implement an emergency exit plan to counter threat and risk to the VIP’s and the Director General. Assist in conducting situational and environmental analysis for the engagements / meetings and external interactions of the VIP’s and the Director General in order to counter threats and risks.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

NOTE : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.
POST 13/32 : ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DMV04/04/2019

SALARY : R208 584 – R245 694 per annum (Level 06) plus benefits
CENTRE : 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 a valid driver’s licenses.

DUTIES : 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 massages. 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 stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary 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.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
NOTE : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

POST 13/33 : ADMINISTRATIVE CLERK: SUBSISTENCE AND TRAVELLING ARRANGEMENTS REF NO: DMV05/04/2019

SALARY : R173 703 – R204 612 per annum (Level 05) plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate Human Resource Management Diploma or equivalent qualification with 2 years appropriate working experience and understanding of Public Service Administration, 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, good communication, problem solving/interpretation and technical skills. Be able to work independently. Must have a knowledge of PERSAL, knowledge and understanding of Department of Transport Tariff Rates Management.

DUTIES : Issuing of travel and subsistence advances on BAS by implementing payments for T&S advances processed within 24 hours, correct calculations of allowances are given as stipulated in the DMV policy and DPSA Circulars, be able to check and verify amounts, ensure accurate calculations of overseas advances as per directive from DPSA, accurately convert foreign currency, ensure payment advances are stamp paid. Must ensure that all payments are verified and
accurately captured, and no wrong payments to officials are processed. Ensure that S&T enquiries are dealt with in a friendly and professional manner, prepare and present an S&T report to the manager, ensure the recording of travel and subsistence claims on PERSAL by finalizing claims within 7 days after return from a journey in case of the head office officials and 14 days after return from a journey for Provincial Office colleagues, and claims of and overseas trip must be done within 10 days of return of journey. Maintain monthly statistics and keep records of enquiries, ensure that monthly statistics are up to date and submitted, keep daily record of all salary enquiries received and ensure that salary enquiries are dealt with in 24 hours. Ensure that maintenance of T&S advances: DOM: CA AND RES: DOM: CLMS: N/DEPT: CLAIM RECOV Suspense Account.

**ENQUIRIES**
Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

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