DEPARTMENT OF DEFENCE

APPLICATIONS
Applications may either be submitted through the post to: Defence Policy, Strategy and Planning Division (Directorate Departmental Policy Support), Private Bag X910, Pretoria, 0001 or may be hand delivered at Armscor Building, Erasmuskloof, Corner Nossob and Delmas Avenue, Pretoria (At the DOD reception).

CLOSING DATE
27 September 2019 (Applications received after the closing date and faxed copies will not be considered).

NOTE
This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Obtain a Confidential Security Clearance. Applications received after the closing date and faxed copies will not be considered. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. 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 application 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. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The Staffing Policy of the Department of Defence (i.e. C PERS/DODI 8/99) must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POST

POST 32/05
DEPUTY DIRECTOR: DEPARTMENTAL POLICY ADVISER REF NO: DPSP/45/2019 (X2 POSTS)
Defence Policy, Strategy and Planning Division
Directorate: Departmental Policy Support

SALARY
R733 257 per annum (Level 11)

CENTRE
Erasmuskloof, Pretoria

REQUIREMENTS
NQF Level 7: Degree/National Diploma (or a 3 year tertiary qualification at a recognised institution) in related field required. A minimum of 3 to 5 years’ experience in the policy management and development environment, as well as experience as a policy writer. Special requirements (skills needed): Knowledge of policy development/writing, policy management, strategic processes, DOD structure and its systems, project management and computer based programmes (MS Office). Communication skills (verbal and written, specifically policy writing), presentation skills, people management skills, financial management skills, including application, analysis, synthesis and evaluation. Attributes include teamwork, to be an innovative/conceptual thinker, attentive listener, good communicator, dynamic, self-driven, adaptable and assertive.

DUTIES
Provide inputs for the strategic management of the directorate. Manage and maintain a standardised system for Departmental (level 1) policies in the DOD as part of the Department’s internal controls. Provide direction by means of policy advice, quality assurance and research in the development or review of
Departmental (Level 1) Policies. Manage the Departmental (Level 1) policy training system. Manage a configuration control system for Departmental (Level 1) policies.

Manage the activities of the DOD Policy Board.

**ENQUIRIES**

: Dr S. Bretenbach Tel No: (012) 355 5451

**NOTE**

: Applicants must be prepared to complete proficiency tests.