ANNEXURE D

DEPARTMENT OF DEFENCE

CLOSING DATE : 11 October 2019 at 16:00 (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 34/08 : ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: DPSP/34/50/19
Defence Policy, Strategy and Planning Division
Chief Directorate Strategic Management-Directorate Risk Management

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS : Grade 12 certificate plus three year B degree/Advanced Diploma (NQF level 7). Knowledge of Risk Management, Internal Audit, Compliance, Financial Management, Strategic Management Knowledge of government policies, department policies, as well as inter-departmental activities Basic knowledge of Public Finance legislations & regulations, and ISO 31000 Ability to work independently and orientated towards teamwork Good communication skills (written and verbal) Conceptual thinking, analytical and problem solving skills. Planning and project management skills Computer skills MS Word, Excel, Power Point) Proficiency in English Good interpersonal skills. Ability to conduct research, and facilitate risk management training and risk assessment workshops Special requirements (skills needed): Three to Five (3-5) years’ experience in Risk Management and or Internal Audit, Governance, Risk and Compliance. Professional and Managers.

DUTIES : Participation in the process to develop, review and implement the risk management policy, risk management strategy, risk management implantation plan and

ENQUIRIES : Ms E.L. Capitani Tel No: (012) 355 6489
APPLICAITONS : Department of Defence, Directorate Human Resource Career Management PSAP, Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon Building, corner of Visagie Street and Paul Kruger Street, Pretoria.

POST 34/09 : ASSISTANT DIRECTOR REF NO: /DHCM/34/53/19
Directorate Human Resource Career Management (PSAP)

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma Human Resource Management (NQF level 6) A minimum of three years credible and applicable experience in the HRM fields is required Special Requirement (skills needed): Delegation and controlling of work Provide Managerial skills, communication (written and verbal skills), interpersonal skills, analytical and problem solving ability, computer literate (full MS Office Suite), Report writing skills and planning abilities are necessary Work performance skills.

DUTIES : The successful candidate will be responsible to supervise the recruitment, selection and appointment of SMS members. Administer the performance management processes of SMS members Supervise and administer the disclosure of financial interest by SMS members Check submissions to the MOD and draft letters to SMS members and for the awarding of pay progressions and performance bonuses. Verify source documents and approve all HR transactions in respect of appointment, acting allowance and salary adjustments. Provide guidance on the structuring SMS and MMS salary packages ensure that all the HR activities comply with the relevant policies and procedures Check submissions to the Minister Prepare statistics for submission of statutory compliance reporting to DPSA Manage the personnel records of SMS members.

ENQUIRIES : Ms M.J. Moreki Tel No: (012) 339 5571
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria 0001 or may be hand delivered to D HR CM PSAP, Bank of Lisbon Building, corner Paul Kruger and Vissagie Street , Pretoria.