DEPARTMENT OF DEFENCE

ANNEXURE D

CLOSING DATE : 15 November 2019 (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 38/09 : ASSISTANT DIRECTOR EVALUATION REF NO: CDTM/38/57/19
HR Division, Chief Directorate Transformation Management

SALARY : R376 596 per annum (Level 09)

CENTRE : Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : Minimum of B Degree in Social Science, Public Administration and/or Human Resource Management (NQF level 6). An Honours Degree (NQF level 7/8) in Social Science/Human Resources/Research Environment is advantageous. A minimum of 3 years credible and applicable experience in Social Science environment, exposure to Research Methodology and/or HRM field is required Special requirements (skills needed): Practical and demonstrable experience in statistical analysis and designing of graphs and charts is essential. Experience in conducting quantitative and qualitative research, and evaluation projects; and facilitation of small groups will be highly advantageous. Managerial skills, Communication (written and verbal skills), Interpersonal skills, Analytical problem solving ability, Computer literate (full MS Office Suite). Project Management experience will be an advantage. Report writing skills and planning abilities are necessary. Incumbent must be able to travel extensively within the RSA.

DUTIES : The successful candidate will be responsible to monitor and evaluate the impact of HR Transformation policy and practices in the DOD. Assist in the development of a Transformation monitoring and evaluation measurement tool. Consult with research and evaluation specialists in the research and development of a measurement tool. Conduct quantitative and qualitative research in the DOD with regard to Transformation. Compile an evaluation plan...
for DOD units to be evaluated. Visit DOD units in allocated regions and execute evaluations. Do data capture, and manage data analysis and data dissemination of all collected data. Manage the research and evaluation database. Assist the Deputy Director Evaluation in the compilation of a Transformation Evaluation Annual Report. Monitor DOD policies to ensure compliance to Transformation and Equity aspects. Advise commanders and managers on transformation and equity. Give guidelines to Services and Divisions on remedial action plans when necessary. Allocated units on remedial action plans.

**ENQUIRIES:**
Ms H. Laas Tel No: (012) 355 6392

**APPLICATIONS:**
Department of Defence, HR Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001 or may be hand delivered to HR Division, CDTM, Armscor Building, 370 Nossob Street (nearest corner Delmas Road) Erasmuskloof, Pretoria.

**POST 38/10**

**ETD ADMINISTRATION CLERK REF NO:** CLT/64/19

**SALARY:**
R173 703 per annum (Level 05)

**CENTRE:**
SANDF Colet

**REQUIREMENTS:**
A minimum of Grade 12 (NQF 4). Special requirements (skills needed): Analytical thinking. Computer literate. Good communication skills (written and verbal). Good interpersonal relations skills. Effective planning and coordination skills.

**DUTIES:**
Record all learner data on ETDP SETA database. Monitor database. Download learner Statement of Results from ETDP SETA database. Email Statements of Results to the various learners. File all course and learner related documents on the applicable course file. Record all the steps of the process in the applicable register. Forward Assessor and Moderator forms via email to ETDP SETA. Monitor assessor and moderator application process. Provide feedback to the assessor and moderator applicants. Control and maintain the Portfolio of Evidence store facility. Dispose of old Portfolios of Evidence. Prepare course material for external moderation. Control Data Centre facilities and equipment. Book venue for external moderation. Participate in ETD projects and research.

**ENQUIRIES:**
Col B. Maloy, Tel No: (012) 654 4050/Dr A. Voges, Tel No: (012) 654 4050 Ext 175

**APPLICATIONS:**
Department of Defence, Human Resources Division, Training Command, SANDF College of Educational Technology, Private Bag X1, Pretoria, 0137.