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. Applications received after the closing date and faxed copies will not be considered.

OTHER POSTS

POST 43/01: DEPUTY DIRECTOR LOSSES AND CLAIMS MANAGEMENT REF NO: CFO 19/7/1

Finance Management Division DFSS

SALARY: R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE: Pretoria

REQUIREMENTS: Minimum Requirements: B Degree/National Diploma in financial management with a minimum of five years' experience in legal processes relating to claims against and on behalf of the State, losses and damages. Sound knowledge of financial and legal processes. Minimum of three years' experience as an Assistant Director. Ability to effectively and correctly interpret and apply all Acts and legal notices as well as policies and regulations. Analytical and innovative thinking ability. Ability to compile and draft effective reports. Well-developed communication skills and computer literate, including MS Word. Receptive towards teamwork and ability to operate independently. Receptive to work related suggestions, ideas and decisive/persevering in task finalisation.

DUTIES: Identify legal questions with regard to letters of demand and or summons according to regulations and legal procedures. Obtain information including policy, statutes and manage the losses and damages functionary documents with regard to financial and legal matters. Briefing and instructing State attorney, private attorney and internal offices on a proposed matter. Determining the legal course of action to be taken in best interest of the State. Liaising, negotiating and arranging consultation for specialised inputs. Frequent inter-action with interest groups, experts and State attorney. Application of legal principles and financial procedures with regard to financial

ENQUIRIES
Mrs A. Nkomo Tel No: (012) 355 5830

APPLICATIONS
Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)

NOTE
Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans females, Indian females, Coloured males, Coloured females and People with disability.

CLOSING DATE
13 December 2019 16:00

POST 43/02
ASSISTANT DIRECTOR DEFENCE STRATEGY REF NO: DSP/43/71/19
Defence Policy, Strategy & Planning Division
Chief Directorate: Strategic Management (Directorate: Strategy and Plan)
This post is being advertised internally and broader Public Service Circular

SALARY
R470 040 per annum (Level 10)

CENTRE
Defence Headquarters, Erasmuskloof, Pretoria

REQUIREMENTS
Grade 12 with a recognised Diploma/Advanced Certificate/Bachelor’s Degree/Advanced Diploma NQF Level 6/7. A qualification related to Management Science, Strategic studies or related field is required. Relevant experience of five (5) to ten (10) years practical in the environment of Defence corporate strategy, planning, monitoring and evaluation is required. Special requirements (skills needed): Good research, writing skills, analytical, communication, report writing and presentation skills. Understanding and interpretation of relevant regulatory frameworks, Acts, Regulations and Policies. Sound understanding of Government planning framework, risk management, and monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines. Experience in dealing with planning or strategic issues at least at Divisional level (level 2) or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.

DUTIES
Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic Guidelines for Planning. Development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact.

ENQUIRIES
Col J.C. van den Berg Tel No: (012) 355-5996 /Mr P. Ramsing Tel No: (012) 355 5967.

APPLICATIONS
Department of Defence, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 3, Room 156.

NOTE
Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.

CLOSING DATE
20 December 2019@16:00

POST 43/03
ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/43/71/19
Defence Legal Services Division

SALARY
R173 703 per annum (Level 05)

CENTRE
Pretoria

REQUIREMENTS
A minimum of Grade 12 plus 1 year previous experience as a clerk. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook). Good communication (Verbal and Written), Coordination, Planning and Organisational skills. Flexibility, Teamwork. Interpersonal relationship skills, Problem solving, Maintain discipline.
DUTIES: Render of clerical services to the Military Legal Services: Performing a variety of routine directive-intensive clerical duties. Handling of less complicated routine correspondence, processing documents (letters notices, memorandum and submission etc., in relation to the Division functional activities. Answering of the telephone, making telephone calls on behalf of the Office in charge and canilise telephone calls. Taking notes and do typing of the Officer in charge. Submitting the inland, Expenditure and Accommodation claims. Keeping the Officer in charge’s diary and reminding of any meeting. Receiving visitors, arrange for refreshments. Filing of Documents. Performing a variety miscellaneous tasks for the officer in charge such as compiling and typing of letters of thanks and to accept, address or decline invitations. Performing elementary calculations and maintain and issuing of statistics. Receive and transmitting messages with a fax machine.

ENQUIRIES: Lt Col E.T. Segoatle Tel No: (012) 355 5334
APPLICATIONS: Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence, Defence Legal Services Division, C/C Nossob and Boeing Street, Erasmuskloof (Armscor Building) Pretoria, 0001.

CLOSING DATE: 20 December 2019@16:00

POST 43/04: SENIOR SECRETARY REF NO: CFO 19/7/2
Finance Management Division
Chief Directorate: Financial Services (Defence Head quarter

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements Grade 12 certificate. Proven computer literacy (Excel, PowerPoint, and MS Word) Added Advantage: Good telephone etiquette, Good inter-personal skills, adaptability, reliability and resourcefulness. Applicant must have good communication skills, organisational skills and time management. Be presentable, reliable and punctual. Ability to handle variety of tasks and able to work under pressure. Exposure to general secretarial duties.

DUTIES: Render effective and efficient secretarial services to the Chief Director. Take minutes in Chief Director’s meetings. Typing variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Chief Director’s diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the Chief Director receive agendas and minutes timeously. Update and store the Chief Directorate’s personal information. Remind the Chief Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy, inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Chief Director’s Office.

ENQUIRIES: Ms R.C. Makungo Tel No: (012) 392 2542
APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)

NOTE: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, white males, Indian males, Coloured females, Coloured males and people with disability.

CLOSING DATE: 13 December 2019 16:00