ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE: 30 October 2020 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.

MANAGEMENT ECHELON

POST 24/05: CHIEF AUDIT EXECUTIVE (DEPUTY DIRECTOR-GENERAL):
DEPARTMENT OF DEFENCE REF NO: 58/20
(Permanent)

SALARY: R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE: Eco Park, Highveld, Pretoria.
REQUIREMENTS: A Senior Certificate, a Junior Degree and a Postgraduate Qualification (NQF 8) in Internal Auditing/Finance as recognised by SAQA and must be certified Internal Audit. Must have 8-10 years proven experience at senior managerial level within internal auditing/financial management environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: https://www.thensg.gov.za/training-course/sms-pre-entry_programme. Must be a membership of the Institute of Internal Auditors (IIA). The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an
understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge and skills on financial management and internal auditing. In-depth knowledge of corporate Governance, Risk and Controls including confidentiality, ethics and fraud awareness. Knowledge of the government security sector, would be advantageous. He/she will be expected to be innovative and have organisational abilities, excellent writing skills, Must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment. Project management skills, Financial management and Change Management.

**DUTIES**

Provide strategic capability and leadership to the Internal Audit Division: Provide strategic capability and leadership to the Division in realising Divisional objectives; Support the Accounting Officer in maintaining efficient and effective controls to achieve the objectives; Support management in the achievement of strategic objectives again performance measures; Manage the collection of information for audits and the compilation of internal audit reports to the accounting officer and audit committee; Report on the performance of the Division and the results of internal audit engagements; Manage and report on the performance of Forensic/ Fraud Audits and the results of internal audit engagements; Manage the monitoring of the policy and legislative framework to ensure that cognisance is taken of new developments; Manage the development and maintenance of internal audit methodologies policies and procedures; Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures; Develop, implement, monitor and review the effectiveness of the Quality Assurance Improvement Program; Communicate the results of internal audit engagements to the Accounting Officer and Audit Committee on a quarterly basis; Monitor and report on the implementation of interventions identified as outcomes of audits. Develop strategic internal audit plans: Lead and direct the identification of the key risk areas for the department emanating from current operations as set out in the strategic plan and risk management strategy; Ensure the development of the three-year strategic risk based internal audit plan; Ensure the development of the annual internal audit operational plan; Communicate the internal audit strategy and internal audit plan to department. Coordinate with other internal and external service providers of assurance and consulting services to ensure proper coverage to minimise duplication of effort: Establish broader stakeholder involvement in the provision of assurance and consulting services to the Department to communicate roles and responsibilities and expectations; Encourage participation and mutual understanding by establishing a Combined Assurance forum; Identify and analyse opportunities for innovative ideas. Keep up to date with new developments in the Internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the relevant sector, legislative frameworks, standard changes and policy frameworks continuously; Engage in relevant continuous professional development activities; Promote the importance of knowledge sharing within own area and across the organisation; Identify opportunities to exceed customer expectations. Liaison with relevant Stakeholders. Manage the Internal Audit Division.

**ENQUIRIES**

Vice Admiral A.E. Kubu Tel No: (012) 355 6046

**APPLICATIONS**

To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street).

**FOR ATTENTION**

Ms K.B. Muregu
POST 24/06 : CHIEF DEFENCE INTERNATIONAL AFFAIRS (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 59/20
(Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.

REQUIREMENTS : A Senior Certificate, a Junior Degree in Law and a Postgraduate Qualification (NQF 8) in International Relations as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within international affairs environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: https://www.thensg.gov.za/training-course/sms-pre-entry_programme. Admission as Senior Advocate/Attorney) the successful candidate must have strong leadership capabilities and an extensive experience in strategic and senior managerial positions level. He/she must have an understanding of the functioning of government and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Advanced knowledge of: International Affairs Policy Knowledge of the government security sector. Must be able to build and maintain a wide network of internal and external relationships. He/she will be expected to be innovative and have organisational abilities, excellent writing skills. Must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis. People Management and empowerment, Project management skills, Financial management and Change Management.

DUTIES : Provide strategic direction for international Defence Affairs: Ensuring of an International Defence Affairs Policy and Strategic Business Plan; Rendering of specialised management and advice to enhance civil control of defence in support of the Secretary for Defence; Providing of expert inputs and advice relating to Defence International Affairs to the Department; Provision of priorities for the establishment of bilateral and multilateral international agreements; Establishing of internal control systems for the execution of Defence International Affairs. Determine priorities for defence diplomacy initiatives; Promulgate departmental Defence International Affairs (DIA) objectives and priorities; Promulgate DIA policy and instructions; Establish a planning model for the establishment of defence international affairs; Ensure inclusion of signed agreements in Departmental performance reports of DIA; Ensure alignment of DIA initiatives with the priorities and initiatives of the Presidency, the MOD and South Africa's Foreign Policy. Ensure Defence Multilateral Affairs: Facilitating of the approval process for defence international agreements; Preparation and submission of prescribed documentation; Co-ordinate DOD international agreement liaison initiatives; Compile comprehensive instructions wrt the maintenance and/or enhancement of international defence agreements; Establish internal control systems for international defence agreements; Establish multilateral defence commitments; Establish and maintain of liaison channels with multilateral organisations e.g. SADC, AU, and NATO. Ensure the adherence to international Legal policies and prescripts: Analysing of international legal instruments, including Treaties, PACTS, MOU's Protocols, SOFA's, TCC Agreements, IO's and Technical Arrangements; Scrutinizing of DIA agreements documentation to ensure adherence to International Legal prescripts; Provide specialist advice on international legislation. Management of the Division.

ENQUIRIES : Vice Admiral A.E. Kubu Tel No: (012) 355 6046
APPLICATIONS: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street).

FOR ATTENTION: Ms K.B. Muregu

POST 24/07: CHIEF DEFENCE LEGAL SERVICES (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 60/20 (Permanent)

SALARY: R1 521.591 per annum (Level 15) (All-inclusive salary package).

CENTRE: ARMSCOR Building, Erasmuskloof, Pretoria.

REQUIREMENTS: A Senior Certificate, a Junior Degree in Law and a Postgraduate Qualification (NQF 8) in Law as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within legal environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: https://www.thensg.gov.za/training-course/sms-pre-entry programme. Admission as Senior Advocate/ Attorney) the successful candidate must have strong leadership capabilities and an extensive experience in strategic and senior managerial positions level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and its relationship with International, National, and other stakeholders. Advanced knowledge of: South African Constitutional Law, Administrative Law, Common Law, Case Law, DOD policies, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, PFMA and NT, Promotion of Access to Information (PAIA), Promotion of Administrative Justice Act (PAJA). Advanced knowledge in providing legal opinions/ advise and change management. Knowledge of the government security sector, would be advantageous. He/she will be expected to be innovative and have organisational abilities, excellent writing skills. Must have litigation skills, defense skills, research skills. Must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment, Project management, Financial management and Change Management.

DUTIES: Ensure and oversee the provisioning of legal advice: The provisioning of HR legal advice including labour relations; the provisioning of policy, MOU and legislative drafting legal advice; the provisioning of litigation and dysfunction administration legal advice; the provisioning of contracting and contract administration legal advice. Ensure and oversee the administration of military justice system and the provisioning of military legal services: The ensuring of military prosecutions; the provisioning of military defence counsel; the conducting of valid military trials; the provisioning of military judicial review; the provisioning of operations and force preparation legal services to the SANDF. Ensure and oversee the provisioning of legal support services: The provisioning of personnel development and utilisation services; the provisioning of domestic logistics services; the provisioning of planning and budgeting, systems, structuring Service Agreement Management, comptroller and management services. The provisioning of legal training. Management of the Division.

ENQUIRIES: Vice Admiral A.E. Kubu, Tel No: (012) 355 6046.

FOR ATTENTION: Ms K.B. Muregu

APPLICATIONS: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)
POST 24/08 : CHIEF DEFENCE MATÉRIEL (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 61/20
(Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : A Senior Certificate, a Junior Degree and a Postgraduate Qualification (NQF 8) in Logistics/ Military/ Public Management as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within supply chain management or related environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: https://www.thensg.gov.za/training-course/sms-pre-entry programme. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, would be advantageous. He/she will be expected to be innovative and have organisational abilities, excellent writing skills, and must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment, Project management skills, Financial management and Change Management.

DUTIES : Ensuring governance, risk and compliance management for matériel: Approve the governance prescripts for promulgation by means of comprehensive instructions wrt acquisition, procurement, disposal and technology; Approve risk management plans wrt acquisition, procurement, disposal and technology; Approve of the promulgation of compliance reports wrt acquisition procurement, disposal and technology. Optimise defence acquisition, technology, procurement and disposal: Direct the acquisition of weapons systems for the services and common purposes; Direct the Armsgor corporate obligations towards acquisition process; Authenticate the end-user control certification and implementation of compliance regime; Negotiate international armaments and technologies agreements. Manage Armsgor SLA: Negotiate the extent of services to be delivered; Interact on a continuous basis with Armsgor; Provide advice to the relevant Armsgor officials on a continuous basis; Address media and public enquiries with the administrative support of Corporate Communications. Facilitate capacity and capability within local defence-related industry: Liaise with International Business Partners, the public and Service sectors, Department of Trade and Industry, Armsgor and the South Africa Industry to leverage economic benefits and support foreign investment in South Africa; Present and communicate information, reports and testimony as per requirement of stakeholders in the DOD Government, the Public and Private Sector. Coordinate DOOD involvement inter-departmental and inter-national matériel forums: Approve participation in clusters and committees wrt national matériel priorities, strategies and legislation; Approve participation in international defence relations forums for matériel. Manage Defence Matériel Division and provide Corporate Support Services: Provide strategic management and leadership; Provide change management opportunities; Ensuring of Client Orientation and Customer focus; Controlling of the Division budget; managing and empowering of human resources; Administering of internal support.

ENQUIRIES : Vice Admiral A.E. Kubu, Tel No: (012) 355 6046.
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)
FOR ATTENTION: Ms K.B. Muregu

OTHER POSTS

POST 24/09: ASSISTANT DIRECTOR: GRIEVANCES REF NO: DLSR/16/20/1
This post is advertised in the DOD and broader Public Service
Chief Directorate HR Strategic Direction & Policy
Directorate Labour & Service Relations, Armscor Building, Erasmuskloof

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Degree or National Diploma in Labour Relations/HR
Management, Certificates in Conciliation/Arbitration/Negotiations. At least
two (2) years' experience as a junior manager or supervisory level within
the LR or HR environment. HR Management and experience in labour
relations will be an advantage. Knowledge of the Public Service Act, 1994,
Public Service Regulations & Instructions, Defence Act, 2002, Labour
Relations Act, 66 of 1995 and the Individual Grievances Regulations
(IGR), 2010. Computer literacy (MS Office), Communication (written and
verbal), strategic and analytic thinking, interpersonal relations and
problem solving and decision making skills. Ability to interpret and apply
policy. Be able to work under pressure and independently.

DUTIES: Manage and control the Grievance Office under your command. Maintain
LSR system in the Department of Defence (DOD). Implement and
maintain policy for dealing with individual grievances in the DOD. Monitor
and ensure compliance of Services/Divisions with the IGR and the Interim
Instruction on the grievance procedure in the DOD. Investigate grievances
lodged and referred to the Grievance Board. Gather & analyse information
obtained during investigation. Draft submissions to the Grievance Board
with appropriate findings, recommendations and advice. Ensure the
efficiency and effectiveness of the Grievance Information Technology
System (GITS) in the DOD. Attend meetings as delegated and participate
in the Annual Budget planning cycle of the Directorate. Monitor
compliance with the Individual Grievances Regulations/HR Grievances
Instruction on the grievance procedure in the DOD wrt time frames and
reporting on the grievance process in the DOD. Provide expert Labour
and Service Relations advice on individual grievances in the DOD. Ensure
adherence to time frames wrt the finalisation of grievances referred to the
Grievance Board.

APPLICATIONS: Applications may be submitted electronically via email to:
Luther.mdhluli@dod.mil.za
ENQUIRIES: Mr L.L. Mdluli Tel No: (012) 355 5796.

POST 24/10: CONTROL PERSONNEL OFFICER: GRIEVANCES REF NO: DLSR/16/20/2
This post is advertised in the DOD and broader Public Service
HR Division
Chief Directorate: HR Strategic Direction & Policy
Directorate: Labour & Service Relations, Armscor Building, Erasmuskloof,

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification in Human
Resource Management or related fields/Certificate in Labour Relations
with at least two years’ experience in labour relations. Computer literate
(MS Word) (essential). Experience in the human resources and labour
relations environment. The following will serve as an advantage:
Experience in dealing with grievances, investigations and drafting of
submissions to higher authority (essential). Knowledge of the Public
Service Act, 1994; Public Service Regulations & Instructions, Defence
Regulations (IGR), 2010. Communication (written and verbal), Dispute
resolution, strategic and analytic thinking, inter personal relations and problem solving and decision making skills. Ability to interpret and the application thereof.

**DUTIES**: Handle grievances within the Department of Defence (DOD) i.e. investigate grievances, draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Monitor and ensure compliance of Services/Divisions with the IGR/HR Grievances Instruction on the grievance procedure in the DOD. Investigate grievances lodged and referred to the Grievance Board. Gather & analyse information obtained during investigation. Draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Resolve individual grievances. Ensure the efficiency and effectiveness of the Grievance Information Technology System (GITS) in the DOD. Provide expert Labour and Service Relations advice on individual grievances in the DOD. Ensure adherence to time frames wrt the finalisation of grievances referred to the Grievance Board. Execute secretarial functions wrt the quarterly Individual Grievances Coordinating Forum (IGCF) meetings.

**ENQUIRIES**: Mr L.L. Mdhluli Tel No (012) 355 5796.

**APPLICATIONS**: Applications may be submitted electronically via email to: Luther.mdhlulidod.mil.za

**POST 24/11**: CONTROL PERSONNEL OFFICER: MISCONDUCT REF NO: DLSR/16/20/3

This post is advertised in the DOD and broader Public Service HR Division
Chief Directorate: HR Strategic Direction & Policy
Directorate: Labour & Service Relations, Armscor Building, Erasmuskloof

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate Bachelor’s degree or equivalent qualification in Human Resource Management or related fields/Certificate in Labour Relations with at least two years’ experience in labour relations. Computer literate (MS Word) (essential). Experience in compiling submissions to higher authority (essential). The following will serve as an advantage: Experience in Human Resource Management and knowledge of the statutory framework in the Public Service (eg Public Service Act, Public Service Regulations, Labour Relations Legislation and Employment Equity Legislation. Personal Attributes: The person will have to demonstrate reliability, initiative, flexible and quality orientated. Must be able to work independently, strong on self-direction, self-starter with client focussed attitude. Ability to function efficiently under extreme pressure. Analytical skills.

**DUTIES**: Facilitate and administer the processes of Discipline and Incapacity of PSAP in the DOD, according to the applicable prescriptions. Ensure that personnel corps has been advised regarding correct application of technical prescriptions/correct actions. Advise management on misconduct/incapacity issues. Advise line managers regarding correct application of technical prescriptions/correct actions. Provide a logistical support system during investigations. Evaluate and control reports of Chairpersons regarding imposition of punishment and make proposals to the applicable approving authority. Prepare submissions to Appeal authority on appeals of PSAP ito the Disciplinary/Incapacity processes. Evaluate and prepare submissions to Secretary for Defence on reinstatement of PSAP in the DOD. Operate a Personnel information system.

**ENQUIRIES**: Mr L.L. Mdhluli Tel No: (012) 355 5796

**APPLICATIONS**: Applications may be submitted electronically via email to: Luther.mdhlulidod.mil.za
POST 24/12 : SENIOR PERSONNEL PRACTITIONER: GRIEVANCES REF NO: DLSR/16/20/4
This post is advertised in the DOD and broader Public Service
Chief Directorate: HR Strategic Direction & Policy
Directorate Labour & Service Relations, Armscor Building, Erasmuskloof

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree or National Diploma in Labour Relations/HR Management. Certificates in Conciliation/Arbitration/Negotiations, knowledge of HR and experience in dealing with grievances, investigations and drafting of submissions to higher authority are regarded as an advantage. Knowledge of the Public Service Act, 1994, Public Service Regulations & Instructions, Defence Act, 2002, Labour Relations Act, 66 of 1995 and the Individual Grievances Regulations (IGR), 2016. Computer literacy (MS Office), Communication (written and verbal), Dispute resolution, strategic and analytic thinking, interpersonal relations and problem solving and decision making skills. Ability to interpret and the application thereof.

DUTIES : Handle grievances within the Department of Defence (DOD) i.e. draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Advise DOD personnel on the application or procedure of grievances. Evaluate reports, investigations against DOD Policy and fair labour practices. Evaluate reports of investigating officers and make proposals to management. Provide expert Labour and Service Relations advice on individual grievances in the DOD. Resolve individual grievances.

ENQUIRIES : Mr L.L. Mdhluli Tel No: (012) 355 5796
APPLICATIONS : Applications may be submitted electronically via email to: Luther.mdhului@dod.mil.za

POST 24/13 : SENIOR PERSONNEL PRACTITIONER: DISPUTES REF NO: DLSR/16/20/5
This post is advertised in the DOD and broader Public Service
Chief Directorate: HR Strategic Direction & Policy
Directorate Labour & Service Relations, Armscor Building, Erasmuskloof

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree or National Diploma with Labour Law/Labour Relation or Human Resources Management is essential. Special Requirements (skills needed): Experience in the following is an essential requirement: Research, investigation and report writing in relation to disputes. Demonstrate Knowledge of legislation governing labour relations and relevant Public Service prescripts. Demonstrate skills of research, comprehension, analysis and interpretation of prescripts. Computer literate. Good language and communication skills (both written and verbal). Strategic thinking, dispute resolution and negotiation skills. Good organisation, planning and decision-making skills. Ability to compile and maintain statistics in relation to disputes. Ability to work under pressure.

DUTIES : Represent the Department of Defence (DOD) at the relevant bargaining councils. Facilitate the representation of the DOD at the Labour Court. Draft submissions. Render administrative support in all matters in relation to disputes. Advise line management on the application of labour relations processes and systems and compliance with the relevant prescripts. Maintain an accurate database and compile reports on disputes. Provide labour relations advice in the development and implementation of all departmental policies.

ENQUIRIES : Mr L.L. Mdhluli Tel No: (012) 355 5796.
APPLICATIONS : Applications may be submitted electronically via email to: Luther.mdhului@dod.mil.za
NOTE : Travelling throughout the republic on a frequent bases is an essential requirement.