

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 13 OF 2020**

**DATE ISSUED: 15 MAY 2020**

### **1. Introduction**

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### **2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### **3. Directions to departments**

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### **4 SMS pre-entry certificate**

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

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## DEPARTMENT OF DEFENCE

*The Department of Defence and Military Veterans is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representativity will receive preference.*

- 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) or email to: Katoki.Motlhabane@dod.mil.za
- FOR ATTENTION** : Ms K.B. Muregu
- CLOSING DATE** : 29 May 2020
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, Identity Document (ID), a comprehensive Curriculum Vitae (CV) and contactable referees (telephone numbers and email addresses must be clearly indicated) in order to be considered. Certified copies of qualifications should not be older than six (6) months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments). The competency assessment will be limited to successful candidates in the interview process only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a candidate for employment. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into a five (5) year employment contract and performance agreement with the Minister of Defence and Military Veterans. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified.

## MANAGEMENT ECHELON

- POST 13/01** : **SECRETARY FOR DEFENCE (DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 17/20/01**  
(5 year contract)
- SALARY** : R1 978 533 per annum (Level 16) (All-inclusive salary package) which consists of a basic salary, employer's contribution to the Government Employee Pension Fund and a non-pensionable allowance in terms of the applicable rules plus 10% non-pensionable HOD allowance.
- CENTRE REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria.  
A senior Certificate, a junior degree and a Postgraduate Qualification (NQF 8) as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level, at least 3 years of which must be within any organ of State, as defined in the Constitution, Act 108 of 1996. 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 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. Knowledge of the government security sector, though not essential, would be advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management, financial management skills and change management.
- DUTIES** : Serve as the Accounting Officer and Head of the Department of Defence and its entities in accordance with all legislation, regulations and policy prescripts.

Function as the principle departmental policy advisor to the Minister of Defence and Military Veterans (Minister) on defence policy matters. Support the Minister in the effective and efficient execute his/her constitutional responsibilities as the Executive Authority for Defence, including that of exercising civil control over the Defence Force. Assist the Minister in providing strategic defence direction through strategic research and the development of defence policies and strategies for the defence and protection of South Africa. Ensure the implementation of such defence strategic direction through strategic and operational plans, programmes, budgets and organisational alignment. Ensure good governance measures overall defence resources, and with specific reference to defence human, financial, logistics and ICT resources. Ensure strategic control over the defence function, including: performance management, evaluation; reporting; risk management; internal audit and departmental compliance; Manage the defence relationships with key Stakeholders and Assurance Providers, inter-alia: The Public Service Commission; the Department of Public Service and Administration; the National Treasury; the Defence Audit Committee; and, the Auditor General of the Republic of South Africa. Provide defence science, technology and acquisition services that manage defence capital and technology programmes. Provide transversal strategic support services to the Minister and the Department, inclusive of: defence legal services; parliamentary and cabinet services; cluster services; defence diplomacy services; public entity ownership-control services; corporate communication services; and the access to defence information. Provide a Secretariat to the National Conventions Arms Control Committee.

**ENQUIRIES**

:

Major General K.C. Motlhabane, Tel No: (012) 339-5200