

DEPARTMENT OF DEFENCE

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



CLOSING DATE : 05 February 2021 at 16:00.

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 employment form Z83, i.e. effective 01 January 2021 (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). Should an application be received using incorrect application for employment form Z83, it will be 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. Successful candidates will be required to sign a performance agreement. 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 will not be considered. These posts are re-advertisement and those applicants who have previously applied must re-apply.

MANAGEMENT ECHELON

POST 02/01 : **CHIEF AUDIT EXECUTIVE (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: CAE 01/21/01
(Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a Postgraduate Qualification (NQF level 8) in Internal Audit /Finance as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within the Audit/Finance environment. Must be fully registered with a Professional Body. No appointment shall be recommended without a 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, though not essential, would be

advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management 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, Financial management and Change Management.

DUTIES

: Provide strategic direction for Defence Internal Audit Services. Serve as the Functional Authority for Defence Internal Audit in the Department and Assist the HOD and AO in the development of requisite Defence Internal Audit Delegations and the assignment of duties as provided for in law. Direct and shape Defence Internal Audit and the conducting of Audit Services in the Department through the development and maintenance of the following: Internal Audit Charter, Internal Audit functional policies, Internal Audit Framework and Strategy, Internal Audit Plans including the interface with the Special Defence Account and related matters. Ensure alignment of all internal audit strategies, policies and plans with relevant national standards and norms applicable to internal audit. Develop and promulgate standard operating procedures applicable in the conducting of audit exercises. Develop the necessary departmental plans for Defence Internal Audit and in particular, the Defence Rolling 3-Year Strategic Audit Plan. Establish departmental management bodies for the management of Defence Internal Audit. Manage the departmental relationship with all internal and external assurance providers. Provision of independent, objective assurance and consulting services through a systematic disciplined approach and make recommendations for improvements-Review the reliability, validity and integrity of financial statements as and when required including internal controls in the finance system. Review performance information as provided in the Quarterly and Annual Report. Facilitate the appointment and convening of the Audit Committee. Present regular internal audit reports to the Audit Committee. Ensure that the DOD's APP is timeously tabled at the Audit Committee meeting for review in preparation for tabling in Parliament. And any other duties that may be assigned in line with the post.

**ENQUIRIES
APPLICATIONS**

: Major General N.E. Mkhize Tel No: (012) 339 5023.
: 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 02/02

: **CHIEF DEFENCE INTERNATIONAL AFFAIRS (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO.CDIA 01/21/02**
(Permanent)

**SALARY
CENTRE
REQUIREMENTS**

: R1 521 591 per annum (Level 15) (All-inclusive salary package)
: ARMSCOR Building, Erasmuskloof, Pretoria.
: An undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognised by SAQA. A qualification in International Relations would serve as an advantage. Must have 8-10 years proven experience at Senior Managerial level of which at least five (5) years should be within an international affairs environment. No appointment shall be recommended without a 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 senior managerial positions. 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, good writing skills, project management 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, Financial management and Change Management.

DUTIES

: Serve as the Functional Authority for Defence Diplomacy in the Department and provide strategic direction for Defence International Affairs. Direct and shape Defence International Relations and the conducting of Defence Diplomacy in the Department. Support the EA and HOD in the execution of all Defence Diplomacy prerogatives, including the full administration of bilateral

and multilateral international obligations. Assist the HOD & AO in the development of those International Agreements related to the conducting of Defence Diplomacy Capability. Develop and maintain the required departmental policies, frameworks, strategies and systems appropriate for the Defence Diplomacy Capability. Develop reports for the HOD and the EA to report to Parliament and Cabinet on Defence Diplomacy matters. Ensure alignment of DIA initiatives with the priorities and initiatives in the Presidency, MoD and South Africa's Foreign Policy. Coordinate and facilitate DOD international agreement liaison initiatives. Facilitate the approval of all DOD international agreements in line with the legal prescripts. Compile comprehensive instructions with regard to the maintenance and/or enhancement of international defence agreements, establish internal control systems for all defence international agreements. Ensure adherence to international treaties and other legal instruments binding on SA. Establish and maintain liaison with relevant international organisations, e.g. SADC, AU, UN. Direct and manage Defence Diplomacy functional policies, develop the necessary departmental plans for Defence Diplomacy and manage Defence Diplomacy specific risks. Analysing of international legal instruments, including Treaties, PACTS, MOU's and Protocols. Manage and administer the Defence Diplomacy Capability in accordance with departmental Resource Management Framework, Policies and Procedures. And any other duties that may be assigned in line with the post.

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POST 02/03 : **CHIEF DEFENCE LEGAL SERVICES (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: CDLS 01/21/03
 (Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : A Postgraduate degree in law (NQF Level 8) is required as recognised by SAQA. A Master's Degree (NQF Level 9) in the Legal field will serve as an advantage. Admission as an Attorney/Advocate of the High Court of South Africa is required. Must have 8-10 years proven experience at Senior Managerial level within the legal environment, of which, at least 3 -5 years should be as a practising attorney/advocate. No appointment shall be recommended without a 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, though not essential, would be advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management 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, Financial management and Change Management.

DUTIES : Serve as the Functional Authority for Defence Legal Support Services in the Department. Strategically direct and manage all Defence Legal Support Services processes in the Department, including legal advice, contract management, litigation, civil claims, defence-related legislation, international and domestic legal instruments and labour-related legal matters. Provide legal support services to the Minister of Defence and Military Veterans, the Head of Department and Accounting Officer, the Chief of the South African National Defence Force and the Department of Defence as a whole. Provide the primary DOD interface with the State Law Advisor (at DoJCD), the State Law Advisor (International Law at DIRCO); the State Attorney and relevant Defence Functional Authorities. Manage, oversee and quality assure all defence-related litigation matters and civil claims. Provide legal advice on and ensure that the EA and HOD are informed about the impact of decisions taken under the

Military Justice System that may have civil litigation consequences for the Department. Maintain the Defence Legislative Programme. Provide legal support to the President and the Minister of Defence and Military Veterans (as the case may be) (or in the case of an emergency, the Sec Def) in fulfilment of the prescribed legal measures for Employment of the Defence Force for Service in terms of the Constitution, 1996 and the Defence Act, 2002. Provide legal advice and input in the development of National Security Policy, National Defence Policy and Foreign Policy. Monitor and analyse external legislation for possible impact on the DOD and propose amendments to DOD Regulations, Policies, Procedures and Processes as required. Provide legal inputs to the Minister, HOD/AO and CSANDF on all defence policies prior to promulgation. Assist the Minister, HOD/AO and CSANDF, as required, in the development of International Agreements, Business Agreements and Service Level Agreements. Provide Legal Advice on any matter that may affect the Department or any Defence related matter. And any other duties that may be assigned in line with the post.

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POST 02/04 : **CHIEF DEFENCE MATÉRIEL (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: CDM 01/21/04
(Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : An undergraduate qualification (NQF level 7) and a Postgraduate Qualification (NQF level 8) in Engineering/Science/Technology Management as recognised by SAQA. A Master's Degree (NQF Level 9 & 10) will serve as an advantage. Must have 8-10 years proven experience at senior managerial level within engineering management/technology management/research and technology/project management in a technical environment/ supply chain management/ business process improvement /research and development environment or related field. Must be Fully Professionally Registered. No appointment shall be recommended without a 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, though not essential, would be advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management 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, Financial management and Change Management.

DUTIES : Serve as the Functional Authority for Defence Materiel Division in the Department. Develop and maintain the required departmental policies, frameworks, strategies, plans and systems appropriate for Defence Materiel Division including the Defence Long-Term Capital and Technology Plan aligned to the Defence Capability Development Plans. Manage technology development projects funded by the DOD and ensure compliance to the PFMA, Defence Act, SDA Act and other relevant statutes. Assist the Services by providing programme oversight, guidance, and support in making environmental indicator determinations. Implement one clean-up programme per plan announced, including coordinating clean-up guidance with other Departments. Establish and manage an Intangible Asset Management function. Develop the National Defence Industry Strategy and the Defence contribution to other National Strategies, including the Industrial Policy Action Plan (IPAP). Direct and manage Acquisition of DoD specific materiel and Technology Development requirements. Manage the Intellectual Property Rights derived from Research and Development activities funded by the DOD. Lead the interdepartmental team in establishment of the Defence Evaluation

and Research Institute. Provide support to the Defence Industry in line with the Defence Review 2015, and the Defence Industry Strategy. Provide administrative and expert support to the NDIC. Serve as the Functional Authority on all Supply Chain Management in the Department. Implement (develop & roll-out) and manage a Supply Chain GRC Framework and monitor compliance to it. Manage and monitor the Departmental Service Level Agreement with Armscor (SOC) (PTY) Ltd. And any other duties that may assigned in line with the post.

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