

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 05 February 2021 at 15h30
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as certified copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make an appointment to the advertised post. No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates 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.

OTHER POSTS

- POST 02/46** : **DEPUTY DIRECTOR: PERSAL SALARY CONTROLLER REF NO: DMV2021/01-01**
- SALARY** : R733 257 – R863 748 per annum (Level 11) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or National Diploma in Finance, Human Resources management or equivalent qualification. Persal courses: Persal Salary Administration, Persal Tax, Persal Controller. Three to five years of experience at an Assistant Director level executing Persal related functions. Knowledge in Finance and HR related matters, Government wide policies, ability to interpret and apply policies and legislations. Skills in Mathematics, Formulating and editing, accounting, report writing, research, presentation, analytical, motivational and decision making. Personal Attributes: Interpersonal relations, integrity, courteous, responsive, fairness, credibility and commitment.
- DUTIES** : Manage payment of salaries and allowances. Oversee validation process to ensure the completeness and correctness of documentation (transactions). Approve or obtain approval for transactions. Supervise the implementation processes and capturing on the PERSAL and BAS systems. Ensure withholding of payments of staff no longer employed or suspended without remuneration. Manage and ensure correct and timely responses to mandates received from Human Resource Administration. Oversee printing of IRP 5's. Submission of all tax reconciliations to SARS. Ensure that Persal/BAS reconciliation is done on a monthly basis. Administer the PERSAL system. Oversee the functioning of the PERSAL system. Audit the utilization of the PERSAL system in terms of manuals and guidelines. Capture, monitor and ensure the credibility and correctness of the information on the PERSAL system. Identify and inform employees who should be train on PERSAL system and organize training accordingly. Handle all the internal administrative and logistical arrangements regarding the training of PERSAL users and liaise with

SITA or any other affected service provider regarding externally related matters. Develop a database of all the employees who have been trained on PERSAL and maintain the records thereof. Co-ordinate the activities of the PERSAL user forum and ensure its proper functioning. Allocate codes for PERSAL users. Capture the organizational structure and its subsequent amendments on the PERSAL system. Continuously update the status of personnel and posts on the PERSAL system. Manage pay deductions and implementation of garnishee orders. Monitor correctness and validity of current deductions. Oversee the calculation and implementation of tax deductions. Oversee the validation of garnishee orders and implementation process (including consultation with the affected staff member). Ensure payment of the applicable levy for administering of garnishee orders. Ensure that the allowed percentage of salary is not exceeded in the case of insurance premiums / issue refusals if necessary or issue a communication for a lesser amount. Oversee maintenance of PERSAL and BAS systems. Oversee proper recording of transactions on the PERSAL and BAS systems. Authorize or oversee the authorization of payments on the systems. Regularly obtain reports from the systems and scrutinize for correctness. Oversee the daily clearance of suspense accounts.

ENQUIRIES : Mr John Olivier Tel No: (012) 765 9314

POST 02/47 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DMV2021/01-02**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Degree or Diploma in Labour Relations or relevant field. Three to five years of experience as Labour Relations Practitioner. Knowledge of Labour Relations policies, guidelines and acts. Ability to interpret and apply policies and legislations. Skills: Conflict resolution, Negotiations, Report writing, Research, Presentation, Analytical and Decision making. Personal Attributes: Interpersonal relations, Integrity, Confidential, Responsive, Fairness, Credibility and Commitment.

DUTIES : Facilitate and follow-up on the resolution of grievances. Receive, acknowledge and refer grievances. Provide administrative support in the investigation and resolution of grievances. Monitor the 30 days period of the resolution of grievances. Update the affected officials regarding the progress and the outcome of the grievance. Compile reports on grievances for submission to the public service commission. Administer disciplinary and misconduct cases. Receive and create a database of misconduct cases. Investigate misconduct cases. Represent the department in disciplinary cases. Provide administrative support in the formulation of charges. Provide logistical support for disciplinary hearings. Follow-up on the implementation of sanctions. Facilitate the finalization of appeals. Workshop employees and misconduct and disciplinary related issues. Promote harmonious employer employee relations. Ensure implementation of collective agreements. Facilitate the resolution of disputes related to strikes. Represent the department in labour forums. Provide support in the establishment and proper functioning of departmental bargaining chamber. Facilitate the implementation of conciliation and arbitration awards. Represent the department in conciliation and arbitration. Provision secretariat services for the conciliation and arbitration. Create a database and consolidate arbitration results / awards. Follow-up on the implementation of awards.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454