

## 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 deliver 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** : 9 July 2021 at 15h30
- NOTE** : Applications must be submitted on a new 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 to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement and must be attached to the application. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The Department reserves the right not to make appointment(s) to the advertised post(s). 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.

## MANAGEMENT ECHELON

- POST 23/28** : **CHIEF DIRECTOR: HERITAGE MEMORIALS BURIALS AND HONOURS REF NO: DMV2021/06-01**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : At least an undergraduate qualification (NQF level 7) as recognized by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment. Certificate for entry into the Senior Management Service. Social Worker background will be an added advantage. Inherent requirements: Strategic thinker, Leadership, Intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair. Competency skills: Conceptual thinking and problem solving skills, strong written and verbal communication skills, management skills, strong leadership skills, strategic management skills, strategic analysis skills and policy analysis skills.
- DUTIES** : Manage military veterans heritage, memorial and honour services. Identify and develop military veterans' heritage, memorial and honour policies, processes, strategies and procedures and ensure the successful implementation thereof. Advise management and the Department on policy matters with specific reference to military veterans' heritage, memorial and honour policies. Review processes and procedures developed and interrogated their efficiency and effectiveness. Conduct research and impact analysis pertaining to exhumation and repatriation in line with the government policies and international guidelines and keep track of new developments and advise the Department. Manage burial support services, identify and maintain military veterans' cemeteries. Manage the recognition and honoring of military veterans in their

life and in memorial. Represent the Department in with various Fora meetings (Nationally and Provincially). Manage, co-ordinate and market military veterans heritage, memorial and honour events, projects and campaigns and the department's program of action. Conceptualize and co-ordinate military veterans heritage, memorial and honour events. Monitor and analyze all events on military veterans' heritage, memorial and honour as well as planning and organizing conferences. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure external funding for military veterans, departmental and Ministerial activities by engaging donors, companies and private sector role-players. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

**ENQUIRIES**  
**NOTE**

: Mr J. Olivier Tel No: (012) 765 9314  
 : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 23/29**

: **CHIEF DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO: DMV2021/06-02**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)  
 : Pretoria  
 : At least an undergraduate qualification (NQF level 7) as recognized by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment executing socio-economic related duties at senior management level. Certificate for entry into the Senior Management Service. Inherent requirements: Strategic thinker, Leadership, Intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair. Competency skills: Conceptual thinking and problem solving skills, strong written and verbal communication skills, management skills, strong leadership skills, strategic management skills, strategic analysis skills and policy analysis skills.

**DUTIES**

: Manage, coordinate and facilitate military veterans socio-economic support services. Develop and monitor the implementation of legislative framework pertaining to military veterans' socio-economic support and programmes. Advise stakeholders in terms of military veterans' socio-economic practices, procedures, guidelines and policies. Conduct research and impact analysis pertaining to military veterans' socio-economic practices, procedures, processes and policies. Coordinate and ensure compliance and implementation of military veterans socio-economic policies, programs, projects, processes & procedures for a peaceful work environment. Provide advice or recommendations for referrals and service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders in terms of providing benefits and access: Department of Transport, Department of Finance, Department of Human Settlement and Department of Social Development. Represent the Department in with various Fora meetings (Nationally and Provincially). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

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: Mr J. Olivier Tel No: (012) 765 9314  
 : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will

be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

#### **OTHER POSTS**

- POST 23/30** : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE REF NO: DMV2021/06-03 (X1 POST)**  
(The term of office will run effective immediately upon appointment for a period of three years (36 months)).
- SALARY** : DMV Audit Committee members are remunerated using National Treasury rates adjusted annually by National Treasury. Members are remunerated at R2 619 per day. The DMV pays its members two days' preparation time plus one day of the meeting, equivalent to three days as follows: R7 857 per member. The rates include both preparation time and meeting attendance.
- CENTRE REQUIREMENTS** : Pretoria  
Applicants must have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) Matric / senior certificate (b) Relevant three or four year degree (c) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/Information Communication Technology, and Monitoring and Evaluation), must be independent and knowledgeable of the status of their positions as members, (d) a member of a professional body and (e) have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Experience in or knowledge of the public sector. Highly specialized knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.
- DUTIES** : To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the Executive Authority and Accounting Officer of the Department of Military Veterans on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the annual financial statement to provide the department with an authoritative and credible view of the financial position of the DMV, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the Department as may be requested by the Executive Authority; perform such other functions as may be prescribed.
- ENQUIRIES** : Ms ZB Gcasamba Tel No: (012) 765 9328