

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Human Resource Division, CD HR Development Private Bag X159, Pretoria 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Nossob & Boeing Str, Erasmuskloor Pretoria.
- CLOSING DATE** : 16 August 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), 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 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.

OTHER POST

- POST 26/06** : **SENIOR PERSONNEL PRACTITIONER: GET (AET) AND FET) REF NO: ETD/17/21/01**
Chief Directorate: HR Development
Directorate: Education, Training and Development (ETD)
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/National Diploma in Human Resource Development/ETD practices with two to three years' experience in HRD/HRM plus special references to Education/ETD practices. Special requirement: Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Interpersonal proficiency, organising-, research-, problem solving-, analysing-, innovation and creative-, decision making-, influencing-, presentation- and negotiating skills. Drivers licence is essential and willing to obtain a military drivers' licence. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Participate in the prescribed process for the composition and promulgation of FET strategy and policy including that for special programmes. Coordinate the availability of FET learning programmes. Conduct research on FET. Participate

and research on review outcome analysis with special reference to FET. Participate in the advocacy of FET. Participate in the design, development and maintenance of a learning path for the Defence Public Service Personnel (Civilians). Monitor, evaluate and report on FET, with special reference to monthly, quarterly and annual reporting as part of the performance against plan (PAP).

ENQUIRIES
NOTE

- : Ms V.M. Sebeho Tel No: (012) 355-5710/5880
- : People living with disabilities are encouraged to apply.