

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X1, Simons Town, 7995.
- CLOSING DATE** : 30 September 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 32/03** : **PERSONNEL OFFICER: SUPERVISOR REF NO: DCM/27/21/01**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : D HR CM, Western Cape Office, Simon's Town.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4). Three to five (3 – 5) years' experience in Human Resource Management. Relevant National Diploma/Degree or equivalent qualification will be an advantage. Special Requirement (skills needed): Knowledge and experience in PSAP personnel practice systems. Knowledge of PSAP Personnel Administration. Knowledge and insight iro HR Legislation pertaining to PSAP. Knowledge of Persol system. Knowledge of Human Resource prescripts. Good interpersonal skills. Ability to consult and facilitate groups of people. Ability to consult and facilitate groups of people. Ability to communicate verbally and in writing. Presentation and facilitation skills. Supervisory skills. Computer literacy in MS office (Word, Excel, PowerPoint and Access). A valid driver's licence would be an advantage. Successful applicant must be willing to travel within the Western Cape region.
- DUTIES** : Assist with presenting personnel utilization capacity and performance management interventions. Provide an advisory and consultancy service to Western Cape clients. Provide a salary and personnel Practice's support service to Western Cape clients. Provide support related to PSAP staffing act. Supervise personnel. Research, create and implement personnel practices interventions.
- ENQUIRIES** : Ms L.S. Jansen Tel No: (021) 787 3571