

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 (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 24 December 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 copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. 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. 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.

OTHER POSTS

- POST 42/87** : **DEPUTY DIRECTOR: DEDICATED COUNSELLING SERVICES REF NO: DMV2021/11-01**
- SALARY** : R744 255 – R876 705 per annum (Level 11) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and an appropriate Degree or Diploma in Social Work Services. 5 years' experience working as a social worker at Assistant Director level. Registration with the South African Council for Social Services Professions (SACSSP). Knowledge and understanding in government prescripts, legislation, and policies, Knowledge of matters related to military veterans will be an added advantage. Skills in report writing, research and facilitation, decision making, teamwork, Project Management, Communication and Presentation, Networking and Negotiating skills. Personal attributes: Interpersonal relations, Integrity Confidential, Courteous, Responsive, Fairness, Credibility, Commitment, Compassionate, Ability to engage and diffuse crisis situation.
- DUTIES** : Provision of technical and administrative support for Dedicated Counselling Services as established by the department. Facilitate and Coordinate various simultaneous processes related to the functions of counselling and treatment services for military veterans/dependents. Ensure that all military veterans referred, receive personalized attention, and are treated with receptiveness, dignity and respect. Manage and monitor the referral processes and ensure correct placement of military veterans in need of frail care services, rehabilitation, transportation and admissions for wellness services. Coordinate the feedback mechanism to military veterans on the outcome of their applications, services provided and assessments conducted. Monitor and

evaluate service delivery and management systems. Facilitate payment of invoices for services provided by service providers and partners within stipulated timelines. (30 days). Provide comprehensive reports as outlined in the Dedicated Counselling policy document. Ensure core objectives on Dedicated Counselling and Treatments are achieved for military veterans. Conduct a thorough needs assessment for dedicated counselling and psychosocial wellness services. Enhance the functioning of military veterans/dependents by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Work towards the protection of the military veterans/dependents who are not in a position to do so themselves (dependents, military veterans experiencing mental illness within the parameters of accepted and ethically sound legislation). Work effectively within teams, including multidisciplinary teams. Coordinate and organize family and or group counselling interventions for military veterans and or their dependents. Assist and empower military veterans to enhance their social functioning and their problem solving capabilities. Enhance military veteran's wellbeing, promote development and human rights, and promote collective social harmony and social stability. Advocate for military veterans rights while maintaining ethical principles of the profession. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Ensure correct referral systems to various units in the department and other external stakeholders. Facilitate and promote independence through empowerment, skills development and employment placement with relevant directorates, departments and stakeholders. Initiate and attend regular meetings with service providers and relevant stakeholders. Co-ordinate reports from service providers and provide a comprehensive monthly reports on the wellness services. Monitor and report on the utilization of services. 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's. 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. Evaluate and monitor performance and appraisal of employees.

- ENQUIRIES** : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
- POST 42/88** : **DEPUTY DIRECTOR: PROJECT COORDINATOR HOUSING REF NO: DMV2021/11-02**
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11) (All inclusive)
: Pretoria
: National Senior Certificate and a Bachelor Degree in Public Administration or equivalent qualification. At least 3-5 years relevant experience at Assistant Director Level. Knowledge in Housing related policies and legislation, Government wide policies, Ability to interpret and apply policies and legislations, Housing charter. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.
- DUTIES** : Coordinate the building and handover of houses to military veterans. Provide input in the review of the National Military Veterans housing policy. Collaborate with stakeholders and partners in the establishment of the Military Veterans Housing Needs database. Liaise with provincial departments of human settlements to be kept abreast monitor progress relating to the building of houses for Military Veterans. Visit housing construction sites in provinces to assess the building of houses for Military Veterans and report progress accordingly. Coordinate the handover of houses to legitimate Military Veterans as listed in the Housing Need Database. Participate in meetings and forums related to the delivery of houses to Military Veterans. Facilitate the approval and payment of invoices received from PDHS for top-up payments. Manage the establishment and operation of the Military Veterans Housing Consultative Committees. Collaborate with stakeholders in developing and implementing collaborative standards and terms of reference for the Military Veterans Housing Benefit Consultative Committees. Manage the establishment and functioning of the Military Veterans Housing Consultative Committees through collaboration with Military Veterans and Associations and

PDHS. Convene regularly meetings with the Military Veterans Housing Consultative Committees to share information and coordinate activities. Manage the provision of secretariat services for Military Veterans Housing Consultative Committees. Manage the resolution of complaints from military veterans and stakeholders. Manage the resolution of Military Veterans complaints. Respond to concerns and complaints from Military Veterans and stakeholders. Leadership and supervision. Provide individual support and assistance to staff, including problem solving, providing policy guideline, and assisting in difficult situations between the employee and the clients. Employees' performance agreements in place on 1st May of each year, and Performance reviews conducted biannually & gaps & interventions identified & implemented. Ensure quality control over output of staff by ensuring that policies & procedures are followed. Assist and support development and submission of reports on the housing programme to Management as required.

ENQUIRIES

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

POST 42/89

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DEPUTY DIRECTOR: LEGAL SERVICES REF NO: DMV2021/11-03

SALARY CENTRE REQUIREMENTS

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R744 255 – R876 705 per annum (Level 11) (All inclusive)
Pretoria
National Senior Certificate and a Bachelors Degree in law (LLB) or equivalent qualification. At least 3-5 years relevant experience at Assistant Director Level. Knowledge Legal processes and systems, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation and Compliance. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.

DUTIES

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Provision of legal advisory services. Draft and prepare legal opinions. Provide legal advice. Draft and compile legal documents, i.e. to vet tender documents, contracts, memoranda of understanding and service level agreements and give advice on interpretations and execution of powers. Ensure that the content of these instruments are legally correct and contain the necessary clauses (essentialia) – issuing of a certificate of due diligence. Liaise and consult with legal advisors and experts. Draft and produce legislation and accompanying memoranda. Handle responses to legally based queries and complaints of service providers, Military Veterans and the public. Respond to Parliamentary enquiries. Provide technical and administrative support in the consultation process and instruction of State Attorneys, as well as partake in consultations and negotiations to settle legal matters and/or prepare for hearings and trials. Ensure compliance with POPI and PAJA. Manage the administration of lawsuits. Ensure the representation of the employees of the department in criminal matters arising from the execution of their official duties. Provide technical and administrative support in the representation of the Department in litigation matters. Handle liaison with other government departments and stakeholders in relation to court cases and other legally related matters. Provide technical and administrative support in the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Provide technical and administrative support in the monitoring and provision of advise regarding litigation processes following legal action being instituted against or by the Department. Handle investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Provide technical and administrative support in preparing case files as well as liaison with State Attorneys / state law advisors on litigation and other related matters. Handle investigations and advise on the strength of the department's case before defending or instituting action. Act as a nodal point for Appeal Board matters. To ensure that DMV officials attend the hearings and to ensure that appeal board decisions are executed alternatively be taken on Review should the decision fall outside our mandate and require such intervention

ENQUIRIES

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

POST 42/90

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DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: DMV2021/11-04

SALARY CENTRE

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R744 255 – R876 705 per annum (Level 11) (All inclusive)
Pretoria

<u>REQUIREMENTS</u>	:	National Senior Certificate and an appropriate Bachelor's Degree/National Diploma or equivalent qualification. At least 3-5 years relevant experience Assistant Director Level executing research related duties. Knowledge Research related prescripts processes and procedures, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational and Decision making. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.
<u>DUTIES</u>	:	Conduct research and participate in outsourced research projects. Develop and implement research policies and procedures. Provide administrative, technical and logistical support in the commissioning and implementation of pro-active needs based research. Participate in the diagnostic research programs and the collation of information thereof. Provide administrative, technical and logistical support in the preparation and summarizing of report on the findings of research undertaken and the presentation of feedback to the department and its strategic processes. Provide assistance in the interpretation and analysis of research-based recommendations. Compile research documents and research materials. Undertake research audits. Facilitate the formation of research partnerships with credible research and funding institutions. Provide administrative, technical and logistical support in the establishment and maintenance of the information resource centre. Manage the daily activities of the information resource centre and its personnel. Provide information knowledge management system for the department. Conduct ongoing feasibility and benchmark research on national and international best practices. Handle the assets of the unit. Ensure that the assets allocated to the unit are managed accordingly.
<u>ENQUIRIES</u>	:	Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
<u>POST 42/91</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL OFFICE MANAGEMENT AND STAKEHOLDER RELATIONS REF NO: DMV2021/11-05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 – R876 705 per annum (Level 11) (All inclusive) Pretoria National Senior Certificate and an appropriate degree or diploma or equivalent qualification. Three to five years of experience at an Assistant Director level executing stakeholder management and office management duties. Knowledge: Stakeholder relations policies and legislation, Inter-governmental guidelines, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Negotiations, Report writing, Research, Presentation, Analytical, Project management, Strategic planning, Motivational, Decision making, Facilitation and Change management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.
<u>DUTIES</u>	:	Co-ordinate the management of provincial offices and oversee the work performed of provincial offices. Develop and facilitate the implementation of policies and procedures that relates to provincial office management and stakeholder relations. Facilitate the establishment of fully functional provincial offices. Oversee the work of provincial offices in order to ensure that professional and ethical standards are maintained. Administer the provision of provincial office management services. Facilitate the development, implementation and monitoring of provincial operational plans. Ensure overall co-ordination of provincial offices activities. Oversee the performance of provincial offices in line with set targets. Co-ordinate the development and submission of provincial performance reports. Identify challenges in the co-ordination with partners at provincial level and identify proactively appropriate solutions. Track service provision and plan future service coverage. Manage the distribution of resources to provincial offices. Co-ordinate and collaborate stakeholder relations activities. Co-ordinate establishment of sound relations with stakeholders. Support provincial offices in establishing and maintaining sound relations with stakeholders and in implementing stakeholder management interventions. Facilitate the implementation of regulatory framework in relation to stakeholder management. Support the provincial offices in identifying challenges related to the management of stakeholders and to devise appropriate interventions to manage such challenges. Keep provincial offices informed updated regarding upcoming events and disseminate any other information that is of relevance to provincial offices. Facilitate the development, signing and monitoring of MOU between the

department and its stakeholders, and, as needed, facilitate the development of MOUs. Liaise and co-ordinate with governmental, non-governmental institutions and other structures including national as well as international with regard to services rendered to military veterans. Advise the department and stakeholders on identification of service gaps. Co-ordinate the identification of access points in all provinces.

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