

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 April 2022 (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). Such copies need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents which should not be older than six months on or before the day of the interview. 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 POSTS

- POST 10/16** : **DEPUTY DIRECTOR MATÉRIEL GOVERNANCE: REF NO: DMD/13/22/01**
- SALARY** : R882 042 per annum (Level 12)
- CENTRE** : Defence materiel Division, Pretoria.
- REQUIREMENTS** : Degree/National Diploma (NQF Level 4/5) in Supply Chain management. A minimum of 5 years' experience at management level in Supply Chain Management environment. Extensive knowledge of Supply Chain Management, Logistics Management Governance, Risk Management and / or Systems Engineering is required. Information Technology would be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Knowledge of national and departmental interest, strategies and all relevant policies. Knowledge of logistics, procurement and supply support. Knowledge of financial, people, quality management and empowerment. Thorough knowledge of Word, Excel & Power Point and Logistics life cycle management. Analytical, innovative thinking ability and problem solving skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Analyse supply chain management issues based on National and Departmental priorities, strategies and regulations. Prepare recommendations to guide stakeholders for decisions taken at the clusters, committees and meetings. Develop Governance Risk and Compliance (GRC) policies on supply chain management. Monitor the applicability for materiel ends/objectives with force preparation and force employment strategies. Study materiel delegations received from National Treasury (NT). Monitor the applicability of materiel DODIs and JDPs with the comprehensive instructions. Recommend changes wrt the materiel proposed plans, programmes and budgets to comply with GRC. Advise the Dir Mat GRC wrt the materiel elements of the DOD programme and budget in

- preparation for the MOD mandating committee. Establish the credibility of Irregular Expenditure (Ex Post Facto) submissions to assess the merit for condoning prior to submitting to approval authorities. Consider evidence relating to individual investigations per case. Analyse the inputs of the Procurement Contract Information obtained from Procurement Service Centres. Control the procurement electronic database according to National Treasury (NT) regulations
- ENQUIRIES** : Mr K.N. Nkoko Tel: (012) 355 – 6299.
- APPLICATIONS** : Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.
- POST 10/17** : **PERSONNEL OFFICIAL: PRODUCTION: MOBILITY REF: DCM/14/22/01 (2X POSTS)**
Re-advertised all applicants who previously applied are encourage to re-apply
- SALARY** : R176 310 per annum (Level 5)
- CENTRE** : Directorate HR CM PSAP, Bank of Lisbon, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF Level 4). Experience in Mainframe/Persol Orientation and in Human Resource will be an added advantage. Special requirements (Skills needed): Knowledge of Human Resource prescripts. Knowledge of Core. Knowledge of PSAP Performance Management Developments System (PMDS) practices. Knowledge of PSAP Personnel Administration. Good interpersonal skills. Problem solving skills. Planning and organizing skills. Work performance skills. Analytical thing skills. Communicating skills (written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Access).
- DUTIES** : Administer and coordinate the appointments of PSAP members on Persol system. Capture Senior Management System (SMS) PMDS documents Persol system. Administer the provision of an efficient and effective HR administration support service with regards to diverse HR issues such as appointments, service conditions, and remuneration and employment relations matters. Administer allocation of Salary Progression of employees not covered by Occupational Specific Dispensation (OSD).
- ENQUIRIES** : Mr M.T. Pilane, Tel: (012) 339 5605.
- APPLICATIONS** : Department of Defence, Director Human Resource Career Management PSAP, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets.
- NOTE** : This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement REF NO: DCM/38/21/03 are encourage to re-apply