

**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 (012) 765 9454.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 14 April 2022 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 POST**

- POST 10/55** : **DEPUTY DIRECTOR: COMMUNICATION OFFICER REF NO: DMV2022/03-01**
- SALARY** : R744 255 – R876 705 per annum (Level 11) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and a three year Degree or National Diploma in Communication science/Public Relations/Social Science/Development Studies, postgraduate communications/ PR/ Social Science/ Development Studies will be added advantage. 3-5 years' relevant experience in communications/ development communications as an Assistant Director. The ideal candidate must have management, knowledge of conducting research and benchmarking. Knowledge of Military Veterans Act NO. 18 OF 2011. Understanding the plight of Military Veterans is very much critical. Relationship building and Management. Must be able to apply skills of Communications and Stakeholders management.
- DUTIES** : Establish and maintain relationship with strategic partners within the private and public sector to facilitate service delivery for Military Veterans. Create an environment to strengthen inter-sectoral and community relations on behalf of the Department of Military Veterans (DMV). Facilitate all intergovernmental relations on behalf of Department of Military Veterans (DMV). Build sound relations with key stakeholder and ensure structured interaction with the department. Assist Directorate: Communication Service in dissemination of accurate and clear information about the Department of Military Veterans (DMV) programmes, activities and service. Develop and implement a stakeholder management strategy that ensures that the Department of Military Veterans (DMV) is represented in key for a decision making processes. Manage the day-to-day relationship with stakeholders and affected members to ensure that they are aware of important developments at the Department of Military Veterans (DMV). Identify Department at Stakeholder and Develop a Stakeholder database.

Conduct departmental Stakeholder Analysis to identify the key players in stakeholder engagement and different stakeholders. Implementing continuous communications with stakeholders to understand their needs and expectations. Analyse stakeholder's expectations and their impact on all Department of Military Veterans (DMV) projects. Develop appropriate management strategies for engaging for engaging stakeholders. Facilitate consultation and mobilization platforms on behalf of the department. Manage the resources of the sub-directorate.

**ENQUIRIES**

: Ms Dineo Masemola Tel No: (012) 765 9454