

DEPARTMENT OF DEFENCE



CLOSING DATE : 19 April 2022 (Applications received after the closing date and faxed copies will not be considered).

NOTE : This Department is an equal opportunity and affirmative action employer, which endeavors to apply representivity and gender equality. Disabled persons are especially invited to apply. 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. The Z83 must also contain the correct post reference number (as indicated in the advertisement). Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidate will be subjected to Personal Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and the content of letter HR SUP CEN/(PSAP)R/102/1/14 dd 01 Aug 02 must be taken into account. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed, receipt of applications will not be acknowledged. Candidates who are short-listed and who receive invitations to attend the final Selection Board and who require more information as to the requirements of the posts and what would be expected from the appointee, may request a copy of the Delegation of Duties from the person indicated for enquiries in the advertisements. Successful applicants will be appointed on probation for an initial period of 12 months and are also expected to obtain a Department of Defence (DOD) security clearance. Should the probation report at the end of the period be positive, the appointment will be made permanent. Candidates with foreign qualifications must, at their own expenses, submit their certificates to the South African Qualification Authority for evaluation. Candidates with foreign qualifications must, at their own expenses, submit their certificates to the South African Qualification Authority for evaluation. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified.

MANAGEMENT ECHELON

POST 11/09 : **DIRECTOR: CORPORATE AUDIT OPERATIONS REF NO: IAD/16/11/22**

SALARY : R1 073 187 per annum (Level 13) (all-inclusive remuneration package)
CENTRE : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Six (6) years credible and applicable experience in Internal Auditing and Financial Management. Five (5) years management experience of which it should have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Special Requirement (skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills.

Good inter-personal relations, Interviewing skills, analytical and research skills. Knowledge: Audit knowledge Extensive knowledge of government policies, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.

DUTIES : The successful incumbent will amongst others be responsible for the following: Provision of independent and objective corporate audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

ENQUIRIES APPLICATIONS : Mrs Adri Rocher, Tel No: (012) 649 1065/ Ms S. Nkosi, Tel (012)649 1031.
: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered to Internal Audit Division, Eco Glades 1, Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion. Pretoria.

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 11/10 : **SECRETARY REF NO: DFR/12/22/01**

SALARY : R176 310 per annum (Level 5)
CENTRE : Defence Foreign Relations, Pretoria.
REQUIREMENTS : NQF level 4 (Grade 12) Secretarial experiences will be an advantage. Application with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Knowledge of general office administration, ability to operate an efficient an organised office, strong interpersonal skills, Computer literacy (Microsoft Office, Word, Excel and PowerPoint), Proficiency in English (read, write and speak) Co-ordination, good typing and communication skills (written and verbal). Must be able to obtain a Secret Security Clearance.

- DUTIES** : Keep and update the Director's diary. Arrange appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support service to the Director e.g. taking of minutes, agendas, confirmatory notes, drafting letters, memorandums and the transcription thereof. Set up schedules for meetings and events, handle classified documents, assist with travel arrangements and process subsistence and travel(S&T) advances, and claims for the Director. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files from the Director's office and distribute to respective offices. Provide a reception, communication, co-ordination service, and provide privacy and security service towards the director's office.
- ENQUIRIES APPLICATIONS** : Lieutenant N.A. Ndlala, Tel (012) 312 4808
- NOTE** : Department of Defence, Defence Foreign Relations, Private Bag x367, Pretoria, 0001. (278 Madiba (Old Vermeulen Street, Liberty Building).
Defence Foreign Relations Division will not be liable for any accommodation or travel arrangement of selected candidates.
- POST 11/11** : **MESSENGER: REF NO: DCM/15/22/01**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 2)
: Directorate HER CM PSAP, Bank of Lisbon, Pretoria.
: A minimum of NQF Level 1 (ABET Level 1-4/Grade 3 – 9/Standard 1 -7). Applicants with prior learning, either by means of experience or alternative courses may also apply Special Requirements (skills needed): Basis Numeracy, Basic interpersonal relationship, organising skills and basic literacy skills.
- DUTIES** : The successful candidate will be expected to perform the following duties:
Fetch and deliver documents and articles; Assist in the administrative office;
Update register of documents delivered/received.
- ENQUIRIES APPLICATIONS** : Mr M.T. Pilane, Tel: (012) 339 5605.
: 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.