

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.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 17 June 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 fully completed and 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). Only shortlisted candidates will be required to submit certified documents of ID and qualifications 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 18/195** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DMV2022/05-01**
- SALARY** : R382 245 – R450 255 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and A Degree or Diploma in Financial Management, Supply Chain or an appropriate qualification. 3-5 years of experience at senior administrative level executing supply chain related duties. The ideal candidate must have knowledge in Public Finance Management Act, Supply Chain Management related policies, guidelines and directives. Government wide policies. Ability to interpret and apply policies and legislations. Analytical, facilitation and coordination skills. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment, and Compassionate.
- DUTIES** : Provide demand management services. Implement and comply with supply chain management policies, procedures and guidelines. Undertake SCM risk management and implementation of internal controls. Support line functionaries in the drafting of terms of reference and specifications. Prepare submissions to the bid committee. Ensure that the sittings of bid committees are supported. Coordinate the provision secretariat services to the bidding processes. Provide acquisition management services. Support the development and implementation of best practice standards for the procurement of goods and services. Develop the departmental acquisition management plan. Implement the departmental acquisition management plan. Ensure the verification of the availability of budget for orders. Procure goods and services in line with authorised procurement processes. Administer LOGIS and BAS. Ensure the credibility of LOGIS / BAS as well as application in line with the relevant norms, standards and legislative framework. Administration of the departmental fixed assets. Administer the departmental fixed assets.

Ensure the administration of the asset life cycle inventory. Development and maintain the electronic asset register. Coordinate the disposal of fixed assets. Conduct asset verification. Mark and register the departmental assets. Ensure the identification, recording and reporting of loss assets. Provide facilities and transport management services. Administration of departmental stores and warehouse. Handle the receipt of ordered goods. Ensure the balancing / confirmation of delivered goods against orders. Coordinate the issuing of goods to line functionaries. Ensure optimum stock levels. Handle the packaging and safe storage of stores items. Administer proper procedures for ordering and issuing of stores.

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

POST 18/196 : **ADMINISTRATIVE ASSISTANT REF NO: DMV2022/05-02**
(Directorate: Socio-Economic Support)

SALARY : R211 713 – R249 378 per annum (Level 06), plus benefits
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and a Diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management and Basic financial /budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

DUTIES : Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

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

POST 18/197 : **ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DMV2022/05-03**

SALARY : R211 713 – R249 378 per annum (Level 06), plus benefits
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and a Diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level or as an intern in a relevant office. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management Basic financial / budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in

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Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

: Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

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POST 18/198

: **ADMINISTRATIVE ASSISTANT REF NO: DMV2022/05-04**
(Directorate: Information Communication and Technology)

**SALARY
CENTRE
REQUIREMENTS**

: R211 713 – R249 378 per annum (Level 06), plus benefits
: Pretoria

: A Senior Certificate and a diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level or as an intern in a relevant office. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management and Basic financial /budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

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: Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine

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