

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 01 July 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 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. 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 21/34** : **SENIOR SECRETARY GRADE II REF NO: DIA/27/21/22**  
Directorate: Multilateral Affairs
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Defence International Affairs Division  
: NQF 4(Grade 12). Previous Secretarial experience will be an added to advantage. Special requirements (skills needed): Ability to communicate effectively (Written and Verbal). Innovative thinking ability as well as problem solving skills, excellent interpersonal skills, good telephone etiquette, Knowledge of Ms Computer packages (Word, Excel and PowerPoint). High level of reliability and must be able to obtain confidential security clearance within a year.
- DUTIES** : Manage the diary of the Director, records appointments, meeting and other events. Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Type documents for the Director. Operate office equipment like fax machine and photocopies. Receive visitors for the Director and provide refreshments. Arrange meetings and events for the Director. Identify venues and invites the role players. Records minutes/decisions and communicate to relevant role players. Liaise with travel agencies to make travel and accommodation arrangements. Do filing of documents for the Director as and when required. Receives, records and distributes all incoming and outgoing documents. Handle the procurement of standard office items such as stationary, refreshment etc. Collect all relevant document to enable the Director to prepare for the meeting.
- ENQUIRIES** : Mr K. Davhana Tel No: (012) 355 5859/Mr T.E. Bogopane Tel No: (012) 335 5435.

- APPLICATIONS** : Department of Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or hand delivered to: ARMSCOR Building CNR Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001
- POST 21/35** : **CHAIRPERSON OF THE DEPARTMENT OF DEFENCE STRATEGIC RISK MANAGEMENT COMMITTEE REF NO: CRMC/28/21/2022**  
 Defence Policy, Strategy and Planning (Risk Management Directorate)  
 (Two Year Contract), Appointment: It will be for a period of 2 years, subject to performance and renewal at the discretion of the department.
- SALARY** : Remuneration will be in accordance with applicable statutory rates and guidelines as prescribed by National Treasury.
- CENTRE** : Pretoria
- REQUIREMENTS** : In accordance with the above provisions, the Department of Defence (DOD) seeks to appoint a suitably qualified professional to serve as the Chairperson of the Strategic Risk Management Committee for the department and assist the Accounting Officer in discharging his/her mandated risk management responsibilities. Minimum qualifications: CA/MBA/MBL/CIA and any relevant degree (Legal, Accounting, Risk Management, Audit and Financial Management). Prospective candidates should have at least 10 years' managerial experience and exposure in Risk Management, Auditing, Finance or Strategic Management. Furthermore, previous experience of serving on oversight committees, e.g. the Risk Management and/or Audit Committees, preferably in the Public Service, will be an added advantage. Candidates must further be registered with a relevant professional body. Special requirements (Skills needed): Knowledge: A good understanding of the Risk Management; Ethical Leadership and Corporate Governance principles, Public Finance Management Act and Treasury Regulations, EWRM, ISO 31000: Risk Management COSO model and Public Sector Risk Management Framework.
- DUTIES** : The ideal candidate will provide leadership, oversight and strategic advice to the Secretary for Defence in fulfilling or discharging his legislative mandate in relation to risk management. Candidate will chair the Strategic Risk Management Committee (SRMC). Review and monitor the roll-out of the promulgated Risk Management Policy, Strategy and annual Risk Management Implementation Plan across the department. Providing guidance on setting the Department of Defence's Risk Appetite Framework including tolerance levels across the department. Advising on the effective integration of risk management into strategy, planning, budgeting, performance, reporting and evaluation processes; and direct recommendations to the Accounting Officer for her consideration and final approval. Ensure timely reporting to the Accounting Officer and the Audit Committee in terms of section 77 of the PFMA. Ensuring that risk management activities in the department are consistently conducted in accordance with the PFMA, Treasury Regulations, Public Sector Risk Management Framework, DOD Risk Management Committee Charter and DOD Risk Management Policy and prescripts for the department. Review appropriateness and timeline of risk mitigation by management. Oversee the implementation of the risk maturity model; as well as performing any other associated duties of the Strategic Risk Management Committee as specified in the terms of reference (Charter) of the Committee.
- ENQUIRIES** : Ms Y.N. Mokoke Tel No: (012) 355 5784
- APPLICATIONS** : Department of Defence Head Quarters, Private Bag X910, Pretoria or you may hand deliver to Arm Scor Building, Corner of Nossob and Rigel Avenue, Erasmuskloof, Pretoria, or email to Yolanda.Mokoke@dod.mil.za