

DEPARTMENT OF DEFENCE



ERRATUM: Kindly note that the 2022/2023 Internship Programme posts were advertised in Public Service Vacancy Circular 26 dated 15 July 2022, The Requirements have been amended as follows, South African Army X13 Interns Ref No: SAA 01/2022 Administration/HR, Hospitality, Auditing, Supply Chain Management, Logistics, Transport, Secretarial Studies, Legal Studies, Economics, Agriculture, Diesel Mechanics, Auto Electrical, Bookkeeping, Project Management, Fitter and Turner. Enquiries: Major E.S. Longa (012) 355 1329. The Requirements have been amended as follows, South African Air Force X10 Interns Ref SAAF 02/2022, N6 Certificate/ National Diploma/ B Tech/ B Degree in International Relations, Marketing Management, Communication Studies, Graphics, Media Studies, Journalism, Tourism and Hospitality Management, HR Management. The Requirements have been amended as follows, South African Navy X2 Interns Ref No: SAN 03/2022, National Diploma/ B Tech/ B Degree in Logistics Management, Supply Chain Management, Human Resource Management, Monitoring and Evaluation. The Requirements have been amended as follows, Defence Corporate Communication X9 Interns: Ref No: DCC 06/2022, National Diploma/ B Tech/ B Degree in Fine Art, Graphic Design, Sound and Lighting, Journalism, Photography, Public Relations and Communication, Film & Video Technology, Media Studies. Internal Audit Division X10 Interns: Ref No: IAD 08/2022 National Diploma/ B Tech/ B Degree in Internal Auditing. The Requirements have been amended as follows, Command and Management Information System Division X7 Interns: Ref No: CMIS 11/2022 N6/ National Diploma in Human Resource Management, Logistics Management, Computer Science, Monitoring and Evaluation/ B Tech/ B Degree in Information Science. DOD Enquiries have been amended as follows, Headquarters Unit X10 Interns: Ref No: DHQU 12/2022 Major I.E. Chake, Tel No: (012) 355 5526. The Requirements have been amended as follows, Human Resource Divisional Staff X2 Interns: Ref No: HRDS 14/2022 National Diploma/ B Tech/ B Degree in Logistics. Training Command X8 Interns: Ref No: TRG COMD 15/2022 N6/ National Diploma/ B Tech/ B Degree in Human Resource Development, Management of Training, Human Resource Management, Research and Development/ Design and Development, Logistics. Directorate Languages X5 Interns: Ref No: D LANG 16/2022 N6/National Diploma/ B Degree in Language Practice/Linguistics, HR, Management Assistant, Research and Development. The Requirements have been amended as follows, Directorate Physical Training Sports & Recreation X3 Interns: Ref No: DPTSR 17/2022 National Diploma/ B Tech/ B Degree in Public Administration Management, Human Resource Management, Sport Management with additional Coaching qualification in Tennis, Hockey, Netball or Golf. Labour Relations X3 Interns: Ref No: LR 18/2022 Organisational & Industrial Psychology; be amended with the closing date of 05 August 2022.

OTHER POSTS

<u>POST 27/26</u>	:	<u>ASSISTANT DIRECTOR REF NO: DPSP/32/24/22/01 (X2 POSTS)</u> Defence Inspectorate Division (Directorate Regulatory Audit), Corporate Section
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree/National Diploma or equivalent qualification in Internal Auditing (NQF 6). A minimum of three (3) years' experience as Senior Internal Auditor (Level 8). Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. A candidate must have a valid driver's licence and be able to drive. Special requirements (Skills needed): Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. The successful candidate will be required to

- undergo a security clearance and must be willing to travel extensively and work irregular hours.
- DUTIES** : Evaluate the internal control systems, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested. The post is advertised in the DOD and Broader Public Service.
- ENQUIRIES** : For Attention Lt Col N.J. Kekana Tel No: (012) 649 7383 or WO1 E.E.B. kaptein Tel No: (012) 649 7384.
- APPLICATIONS** : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001. Hand delivery to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
- 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/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date which should not be older than six months. 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 only (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.
- CLOSING DATE** : 05 August 2022 (Applications received after the closing date and faxed copies will not be considered).
- POST 27/27** : **SECRETARY REF NO: HRSDP/35/22/01**
- SALARY** : R176 372 per annum (Level 05)
- CENTRE** : Defence Headquarters (Armstrong Building), Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 12/NQF Level 4. Secretarial/ Admin practices experience will be an advantage. Special requirements (skills needed): Computer literate, Good Knowledge of MS Word, Excel and Power Point. Typing skills, communication skills (written and verbal). Good interpersonal skills. Analytical and innovative thinking as well as problem solving skills. The ability to operate office machines (Fax, Scanner, Photocopier, etc.). Sound organisational skills. High level of reliability, Ability to act with tact and discretion, Good telephone etiquette skills. Good people skills, excellent secretarial skills. The successful candidate will be required to obtain a Confidential Security Clearance within a year.
- DUTIES** : Provide a secretarial support service. Record appointments and events and manage the Chief Director's diary. Manage telephone calls. Develop and maintain a sound document register and management system. Manage the Office's Telephone accounts. Arrange, provide support and secretariat functions in meetings including agenda, minutes, supporting documents and refreshments. Write/type documents, memorandums, letters and reports. Handle classified files and documents with discretion. Process the travel and subsistence claims for the Chief Director. Maintain and enhance the Office's filing system. Organise official & social functions. Assist with procurement functions. Receive and manage visitors to the Office.
- ENQUIRIES** : Maj D.P. Ledwaba or Mr M.T. Kgaditsi Tel No: (012) 355 5275/5115

- APPLICATIONS** : Department of Defence, Human Resource Strategic Development and Planning, Private Bag X159, Pretoria, 0001 or hand delivery at Cnr Boeing & Nossob str, Erasmuskloof, Pretoria
- 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/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date which should not be older than six months. 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 only (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.
- CLOSING DATE** : 05 August 2022 (Applications received after the closing date and faxed copies will not be considered).
- POST 27/28** : **HANDYMAN REF NO: DI/28/21/22**
Directorate: Defence Intelligence
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
(SA Defence Intelligence College) Sadic, Monument Park
- GET- ABET (L1-4) or (Grade 10- Grade 12). Applicants with prior handyman experience will be an advantage. Special requirements (skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year. Note: All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV.
- DUTIES** : The applicant must be able to: Deliver monitor maintenance and repairs to facilities and equipment. Conduct regular inspections throughout the college and compile maintenance programme. Compile list of equipment required and hand it at QM. Execute the maintenance task per priority and requirements. Compile a report and hand in at QM. Create a maintenance register and keep up to date.
- ENQUIRIES** : For attention: Ms T.C. Nkopane Tel No: (012) 315 0508/ WO1 Y.D. Dyers Tel No: (012) 315 0959
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105 or may be hand delivered to 9208 Johann Rissik Drive, Waterkloof Ridge).
- 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/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date which should not be older than six months. 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 only (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.

CLOSING DATE : 05 August 2022 (Applications received after the closing date and faxed copies will not be considered).

POST 27/29 : **HUMAN RESOURCES SPECIALIST: AUDIT COMMITTEE MEMBER REF NO: IAD/40/27/22/01**
(Three Year Contract)

SALARY : Remuneration will be in accordance In accordance with SAICA tariffs.
CENTRE : Internal Audit Division, Pretoria
REQUIREMENTS : The Audit Committee (AC) of Department of Defence (DOD) is composed of individual and collective skills from different fields relevant to the core business of the DOD. In accordance with Sections 76 and 77 of the PFMA, the Department of Defence seeks to appoint suitable professionals to serve as Committee Members for a period of three years (one term). At least five years executive management specific experience in the fields of HR, Monitoring and Evaluation. Candidate must have a MBA or equivalent qualification. Core Competencies: Human Resources, Monitoring and Evaluation experience is a requirement for this position. Experience in serving as an Audit Committee Member or governance structure in a Government institution will be an added advantage. Competencies and Attributes: Analytical abilities, good Communication skills and Interpersonal relations. Understanding of the PFMA and its Regulations, GRAP, GAAP and National Treasury and practise notes relevant to the Department of Defence. Knowledge and understanding of the roles of Internal and External Auditors, Assurance Providers and Combined Assurance. Understanding of Public Service Regulations Framework. Applicant must possess the following qualities: Independence, Integrity, Objectivity, Communication skills and Willingness to dedicate time to the Audit Committee activities.

DUTIES : The Audit Committee is an advisory and oversight committee that assist the DOD in fulfilling its responsibilities with regard to overall governance of the DOD. The centre of the AC responsibility is to ensure independence and effectiveness of the Internal Audit Division (IAD) and compliance by the IAD to the Standards and Code of Ethics as issued by the Institute of Internal Auditors (IIA) including the internal audit charter. Oversee the effectiveness of the management of risks by DOD by monitoring risk management reports from the DOD Strategic Risk Management Committee. Approve IAD audit plans, overseeing the coordination of scope by internal audit with key assurance providers intended to ensure adequate coverage of risks and minimisation of duplication of efforts, through effective combined assurance in strict compliance with Treasury Regulations (TR) 3.1.10 and the AC terms of reference. Through working closely with IAD, the AC must report and make recommendations on the review of internal controls, risk management and governance to the Accounting Officer as supported by the CSANDF in compliance with TR 3.1.12 by extension to ensure compliance with Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996). Regulates and discharges all its responsibilities as contained in the formal Audit Committee terms of reference and Treasury Regulations. The Audit Committee Member must ensure his/her availability for all the meetings to actively and positively participate and contribute to the overall governance of the DOD. The AC meets at most six times per year including the two special meetings to review Annual Financial Statements; DOD Annual Report (before the external audit); external audit and management reports (after the external audit).

ENQUIRIES : Capt. T. Stofberg Tel No: (012) 649 1040
APPLICATIONS : Department of Defence, Internal Audit Division, Eco Glades 1 Block A, 70 Ribbon Grass Street, Highveld Ext 108, Centurion, 0144 or you may hand deliver to Internal Audit Division, 70 Ribbon Grass Street, Centurion.

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 only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience).The DOD is an Employment Equity oriented

department. Priority and/or preference will be given to employment equity candidates in particular woman. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form / CV. All costs associated with an application will be borne by the applicant. The Department will take into consideration the objectives of the Employment Equity Act, 1998 (Act 55 of 198) in filling these vacancies. Please take note that correspondence will only be conducted with shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Applicants must also clearly indicate which specialist area they are applying for from the four (4) indicated in the advertisement. CVs should comprehensively indicate all relevant experience. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment to these posts will be provisional, pending the issue of an appropriate security clearance. Failure to get a security clearance, your appointment will be re-considered / possibly terminated. Finger prints must be taken by the applicant beforehand and must be handed in on the day of interviews. The Department of Defence reserves the right not to fill any of these advertised posts.

CLOSING DATE : 05 August 2022 (Applications received after the closing date and faxed copies will not be considered).

POST 27/30 : **LEGAL: AUDIT COMMITTEE MEMBER REF NO: IAD/40/27/22/02**
(Three Year Contract)

SALARY CENTRE REQUIREMENTS : Remuneration will be in accordance In accordance with SAICA tariffs.
: Internal Audit Division, Pretoria
: The Audit Committee (AC) of Department of Defence (DOD) is composed of individual and collective skills from different fields relevant to the core business of the DOD. In accordance with Sections 76 and 77 of the PFMA, the Department of Defence seeks to appoint suitable professionals to serve as Committee members for a period of three years (one term). At least five years executive management specific experience in the Legal environment. Candidate must have a Master of Laws degree or equivalent. Core Competencies: Legal experience is a requirement for this position. Experience in serving as an Audit Committee member or governance structure in a Government institution will be an added advantage. Competencies and Attributes: Analytical abilities, good Communication skills and Interpersonal relations. Understanding of the PFMA and its Regulations, GRAP, GAAP and National Treasury and practise notes relevant to the Department of Defence. Knowledge and understanding of the roles of Internal and External Auditors, Assurance Providers and Combined Assurance. Understanding of Public Service Regulations Framework. Applicant must possess the following qualities: Independence, Integrity, Objectivity, Communication skills and Willingness to dedicate time to the Audit Committee activities.

DUTIES : The Audit Committee is an advisory and oversight committee that assist the DOD in fulfilling its responsibilities with regard to overall governance of the DOD. The centre of the AC responsibility is to ensure independence and effectiveness of the Internal Audit Division (IAD) and compliance by the IAD to the Standards and Code of Ethics as issued by the Institute of Internal Auditors (IIA) including the internal audit charter. Oversee the effectiveness of the management of risks by DOD by monitoring risk management reports from the DOD Strategic Risk Management Committee. Approve IAD audit plans, overseeing the coordination of scope by internal audit with key assurance providers intended to ensure adequate coverage of risks and minimisation of duplication of efforts, through effective combined assurance in strict compliance with Treasury Regulations (TR) 3.1.10 and the AC terms of reference. Through working closely with IAD, the AC must report and make recommendations on the review of internal controls, risk management and governance to the Accounting Officer as supported by the CSANDF in compliance with TR 3.1.12 by extension to ensure compliance with Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996). Regulates and discharges all its responsibilities as contained in the formal Audit Committee terms of reference and Treasury Regulations. The Audit Committee Member must ensure his/her availability for all the meetings to actively and positively participate and contribute to the overall governance of the DOD. The AC meets at most six times per year including the two special meetings to review Annual Financial Statements; DOD Annual Report (before the external audit); external audit and management reports (after the external audit).

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