

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 19 August 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 only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DOD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members, must be able to obtain a Top Secret clearance within a year after being appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members, must be able to obtain a Top Secret clearance within a year after being appointed.

MANAGEMENT ECHELON

- POST 28/04** : **CHIEF DIRECTOR: ADMINISTRATION REF NO: SECDEF/39/28/22/01**
- SALARY** : R1 269 951 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Defence Head Quarters (Pretoria)
- REQUIREMENTS** : Grade 12 and a recognised three (3) years' Bachelor degree/postgraduate diploma in Business Administration/ Public Administration or equivalent

qualification (NQF level 7 as recognised by SAQA). Minimum of five years' experience at senior management level. Extensive 5 years' experience in strategic and /or Financial Management will be an advantage. A valid driver's license. Skills and Competencies: Extensive knowledge of government and departmental policies, knowledge of departmental decisions and activities as well as knowledge of wider inter-departmental activities in government. Must be well versed on service delivery. Must have knowledge on the strategic direction of Government and the Department, Public Service Legislative Framework, Transformation, Change Management and Knowledge Management. Must have specific knowledge of the Public Finance Management Act, Public Service Act, Defence Act, Defence Review, South African White Paper on Defence and all other relevant legislation. Must have skills in managing civil/military relations in the department, advanced strategic and business analysis skills, conceptual, visionary, leadership, planning, organisational and management, influencing/ networking, research, decision-making and strong negotiation skills. Must be computer literate. Must have strong written and verbal communication skills.

DUTIES : Ensure effective management of the office of the Sec Def. Ensure an effective parliamentary service for the DOD. Prove of Cluster Management activities. Provide support regarding intra-government relations, international and executive decisions. Provide staff support and assistance to the Sec Def for the provision of strategic direction for the Office of the Sec Def and Defence Secretariat. Provide secretarial service for all strategic meetings chaired by the Sec Def. Attending to submissions and briefings on major policy and administrative issues referred to the Sec Def. Ensure an effective management and internal control system within the Office of the Sec Def. Assist Sec Def in exercising adequate control over the division of the secretariat.

ENQUIRIES : Ms B.Z. Mahlangu Tel No: (012) 355 6209
APPLICATIONS : Department of Defence, Secretary for Defence, Private Bag X159, Pretoria, 0001 or hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001

POST 28/05 : **DIRECTOR: LABOUR AND SERVICE RELATIONS REF NO: SECDEF/39/28/22/02**

SALARY : R1 073 187 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : Defence Head Quarters (Pretoria)
REQUIREMENTS : Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in in Labour Relations / Industrial Relations / Labour Law). A Dispute Resolution Qualification will be an added advantage. Minimum of five (5) years' applicable senior/ middle management working experience in labour relations. A valid driver's license. Special requirement: Knowledge and good understanding of Labour Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, Defence Act 2002, Individual Grievances Regulations 2016, Treasury Regulations, Public Financial Management Act. The candidate will be required to display a high level of diplomacy. Expected to work long hours and travelling. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. Skills and Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. Client Orientation. Customer Focus and Communication. Computer literacy. Presentation Communication (written and verbal).

DUTIES Direct and manage the implementation of sound labour and service relation system for dealing with PSAP misconduct and incapacity in the DOD. Direct and manage the implementation of sound labour and service relations system for dealing with grievances of members and employees in the DOD. Represent the DOD at judicial and quasi-judicial for a Management and administration of the Directorate. Manage the expenditure plan of the sub-directorate in relation to the Directorate's budget and strategic business plan.

ENQUIRIES : Ms B.Z. Mahlangu Tel No: (012) 355 6209

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- POST 28/06** : **DIRECTOR: COMMUNICATION STRATEGY AND CONTENT DEVELOPMENT REF NO: SECDEF/39/28/22/02**
- SALARY** : R1 073 187 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Defence Head Quarters (Pretoria)
: Applicants must be in possession of a Grade 12 and a recognised three (3) years' Bachelor degree/postgraduate diploma (NQF level 7 as recognised by SAQA). A qualification in communication management is required and any appropriate advanced communication course strategic. Minimum of five (5) years' applicable senior/ middle management working experience in communication level. A valid driver's license. Special requirement: Experience in the implementation of corporate communication policies. (Programmes and principles) strategies and the ability to articulate and defend it. Knowledge of Defence Act, Treasury Instructions, DOD Strategic Plan, government communication policies as well as communication planning and strategy will be a further advantage. Understanding and clarity of political challenges and dynamics. Skills and Competencies: Strategic Planning, Computer literacy, Problem solving, Knowledge Management, Influencing and Networking, Analytical and Research, Presentation, Financial Management, Human Resource Management, Leadership, Project Management, Excellent communication (written and verbal).
- DUTIES** : Ensure strategic direction guidelines to the communication function within the Department of Defence (DOD). Ensure aligned and developed MOD/DOD content database. Ensure of capacity for communication support to the Secretary for Defence. Ensure effective, efficient and professional public relations, and media support to the Secretary for Defence. Ensure the management of the communication enquires wrt PAIA.
- ENQUIRIES APPLICATIONS** : Ms B.Z. Mahlangu Tel No: (012) 355 6209
: Department of Defence, Secretary for Defence, Private Bag X159, Pretoria, 0001 or hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001
- 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 only. 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.
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OTHER POST

- POST 28/07** : **ADMINISTRATION CLERK: REF NO: DHRDS/36/28/22**
Directorate Human Resource Divisional Staff, ARMSCOR Building
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Erasmuskloof, Pretoria.
REQUIREMENTS : A minimum NQF level 4, Senior Certificate (Grade 12). Special requirements/skills needed: Knowledge of Word, Excel and PowerPoint. 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.
- DUTIES** : Handle routine correspondence by maintain filing system and route files for signature to management by capturing information in the routing register, monitor sign off and capture finalization in the register. Route files after signature are sent back to whom handed in the file for signature. Assist with making copies and distribution documents. Assist colleagues by telephones calls for client. Obtain quotations, arrange petty cash and financial Authority (FA's) and reconcile according to the financial procedures and policy. Keep copies of all documents in the finance file and store the file in the cabinet. Do follow up actions and capture feedback on the copies and store the file in the cabinet. Arrange for the repair/ servicing of office equipment and the payment of services. Log calls in line with maintenance and repair. Operate fax machine by sending and receiving documents. Provide dates of movement outside the work area to the movement register holder and the roll call holder. Assist with driving duties for Resource Management Section by collecting and delivering equipment and material. Assist with making photocopies and shredding of documents. Make arrangement for meeting/work sessions i.e catering and booking of venue etc. Maintain Human Resource Divisional Staff Resource Management Section. Administration of leave for members of Human Resource Divisional Staff Resource Management Section. Obtain authority for removal of equipment from the building. Maintain the register for movement of all equipment and IT equipment. Maintain and update the telephone register of clients of Human Resource Divisional Staff Resource Management Section. Assist maintaining the below mentioned inventory for the Human Resource Divisional Staff Resource Management Section. Ensure that the inventory list is updated yearly and placed behind each office door and quarterly spot checks to be done on the inventory and Assist in reporting any loss or damage of any stock. Make travel arrangements for HR Divisional Staff Resources Management section when required.
- ENQUIRIES** : Col L.G. Arends Tel No: (012) 355-5989, Maj C. Mjikelu Tel No: (012) 355-5646/5046.
- APPLICATIONS** : Department of Defence, Human Resource Division, Directorate Human Resource Divisional Staff, Private Bag X159, Pretoria, 0001, Hand Deliver: Department of Defence, ARMSCOR Building, Human Resource Division, Directorate Human Resource Divisional Staff, c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 2, Room 111.