

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 16 September 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : This Department is an affirmative action employer which endeavours to apply representivity and gender equality. 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview 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 (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 32/08** : **ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/51/32/22**  
 Defence Policy, Strategy & Planning Division  
 Chief Directorate: Strategic Management  
 Directorate: Strategy and Plan  
 Re-advertised, applicants who previously applied for this post Ref No: DPSP/23/21/01 must re-apply if they still interested.
- SALARY CENTRE** : R477 090 per annum (Level 10)  
 : Defence Headquarters, Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- REQUIREMENTS** : NQF Level 6/7 (Diploma/Advanced Certificate or Bachelor's Degree/Advanced Diploma): A qualification related to management science, strategic studies or related field is required. A relevant post graduate NQF 7 tertiary qualification will be preferred. A minimum of two (2) years' experience in the environment of strategy and planning at Divisional or corporate level is required. Five to ten (5–10) years related working experience is preferred. Special requirements (Skills needed): Excellent research, analytical, report writing (Conventions of Service Writing), communication and project management skills. Understanding and interpretation of relevant Regulatory Frameworks and Policies. Sound understanding of strategy development, implementation, monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Fully conversant with the operation of MS Access database and able to capture data and generate reports. Must be able to

- function under pressure and against deadlines. Must be able to comply with the security clearance processes of the Department of Defence.
- DUTIES** : Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic and Functional Guidelines for Planning. Assist with the management of Strategies. Assist with the development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact the DOD.
- ENQUIRIES APPLICATIONS** : Mr P. Ramsing Tel No: (012) 355-5967  
: Department of Defence, Defence Policy Strategy and Planning, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Defence Headquarters (Reception), Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria, 0001.
- NOTE** : Applicants will be expected to undergo a competency test that may entail the development of a report and presentation, as part of the interview. Preference will be given to candidates whose appointment will assist in achieving its Employment Equity targets in terms of the Divisions and Directorate's Employment Equity Plan. African Females/Males and Coloured Females/Males are encouraged to apply.
- POST 32/09** : **SENIOR TRAINING OFFICER (D ETD) REF NO: CDHRD/53/32/22**  
Directorate: Education Training and Development (D ETD)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Pretoria  
: Applicants should be in possession of a three year ABET National Diploma/Degree or Human Resource Development qualification. A minimum of three to five (3 – 5) years' experience in HRD/HRM. Special reference to Education Training and Development (ETD) practices will be an advantage. Special requirements/skills needed: Good interpersonal skills, organising, research, problem solving, analysing, innovation and creative, decision making, influencing, presentation and negotiating skills. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Drivers' license is essential and must be willing to obtain a military drivers' license. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Coordinate the availability of Continuing Education and Training (Adult Education and Training) at regional level. Coordinate the availability and presentation of Continuing Education and Training (Grade 12) at regional level. Conduct research on Continuing Education and Training. Evaluate and compile reports.
- ENQUIRIES** : Ms .V.M. Sebeho Tel No: (012) 355 5710/Mr T.C. Mahwai Tel No: (012) 355 6082.
- APPLICATIONS** : Department of Defence, Human Resource Division, CD HR Development, Private Bag X159, Pretoria, 0001 or you may hand deliver at Department of Defence, Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria.
- POST 32/10** : **PERSONNEL OFFICIAL: (PRODUCTION) REF NO: DHRM/49/32/22/03**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: D HR CM (PSAP), Bank of Lisbon, Pretoria  
: Grade 12 (NQF Level 4). Experience in Mainframe/Persol Orientation and in Human Resource will be an added advantage. Special Requirement (skills needed): Must be computer literate (MS Word/ MS Excel/ MS PowerPoint and Internet usage). Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.
- DUTIES** : Provide personnel administrative support wrt the placement of advertisement in the DOD, broader Public Service, also daily manage the applications of advertised posts. Attend shortlisting and selection board as HR rep's/administration assistance (secretarial assistance) and prepare minutes for signature chairperson, prepare and present submission for approval to

higher authority. Compilation of appointment letters after approval obtained. Conduct verification of qualification and send to SAQA, prepare and present submission for preliminary vetting to DI. Maintain safekeeping of finalized advertisement and submission in cabinet. Provide an internal consultancy service to line managers and clients iro staffing matters and the rules & regulations that regulate the recruitment process, compilation of letters iro general staffing enquiries.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms T.N. Gqunu Tel No: (012) 339 5421
- : Department of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, Pretoria.
- : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.

**NOTE**