

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 14 October 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 DPSC 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. 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 36/16** : **INVESTIGATOR REF NO: INV/MO/55/36/22**
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Office of the Military Ombud, Pretoria
- REQUIREMENTS** : A relevant three (3) years Bachelor's Degree or equivalent National Diploma NQF Level 6. Minimum of 5 years' experience in a case management or dispute handling environment. Legal experience, legal qualification and a code 8 Driver's licence will be an added advantage. Special requirements (Skills needed): computer literacy (essential), alternative dispute resolution skills, research skills, case management skills, report writing, language proficiency, interviewing skills, analytical and interpretation skills, communication skills, problem solving skills, planning skills, organizing skills, the ability to foster interpersonal relationships, conflict resolution, analytical thinking, written and oral communication skills, policy analysis, impartial, team player, adaptability. Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including the Military Ombud Act, Constitution and other enabling legislation, and Public Finance Management Act. The candidate must be able to work under pressure.
- DUTIES** : Investigation and resolution of Complaints. Writing of reports upon conclusion of investigation. Presentation of reports during Quality Assurance. Adherence to Complaints Handling Manual. Maximize customer care satisfaction. Compliance with Managerial and Administrative responsibilities. Adherence to the Public Finance Management Act.
- ENQUIRIES** : Mr B.C. Radebe/Ms J. Dicker Tel No: (012) 676 3842/41

**APPLICATIONS** : Department of Defence, Military Ombud, Private Bag X163, Centurion, 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

**POST 36/17** : **SENIOR PERSONNEL PRACTITIONER REF NO: DHRCM/50/36/22/01**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Directorate: HR CM PSAP, Bank of Lisbon, Pretoria  
**REQUIREMENTS** : A recognized National Diploma (NQF level 6) in Human Resource Development/Human Resource Management or Industrial Psychology/Psychology. Three (3) years' experience supervisory in an HR environment. Skills development facilitator's Certificate (SDF) and Persol/Persal Mainframe Certificate. A valid drivers' license and military license will be an advantage. Special requirements. Good communication (verbal and written). Good telephone and e-mail etiquette. Ability to compile submissions, reports, and presentations. Computer literacy to process memos, letters, spread sheets and manage a database with MS Excel and prepare presentations. Internet-savvy – having the skills to use the Internet and e-mail effectively. Good understanding of HR dispensations and prescripts in Public Service and ability to interpret directives. Collect, analyse and use information. Inquisitive and innovative, e.g. doing desk top research and develop new ideas. Sound interpersonal relationship and being service orientated. Work well in a team. Numerical skills and accuracy working with data. Comply with confidential security clearance for the post.

**DUTIES** : Course administration iro D HR CM personnel and PSAP in the DOD that attend internal and external courses and courses organized by Career Services Section. Coordinate skills development facilitation actions (includes course nomination coordination, compiling of a Work Skills Plans, ETD schedule and Annual Training Reports for the directorate). Maintain career management programmes (e.g. Empowerment Programme). Perform supervisory functions and attend meetings as required. Oversee administration of Study at State Expense. Presentation of Career development Workshops. Assist with verification of qualifications.

**ENQUIRIES** : Mr H.S. Maubane Tel No: (012) 339 5642/Ms M.H. Rangongo Tel No: (012) 339 5237

**APPLICATIONS** : Department of Defence, HR Division, CD HR M, (Directorate Career Management – Section: Career Services), Private Bag X976, Pretoria, 0001 or may be hand-delivered to the Department of Defence, Bank of Lisbon Building, c/o Paul Kruger and Visagie Streets, Pretoria where it must be placed in the wooden box at reception. Please ensure the envelope is clearly marked.

**NOTE** : Chief Directorate Human Resource Management (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.

**POST 36/18** : **SENIOR PERSONNEL PRACTITIONER REF NO: DHRCM/50/36/22/02**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Directorate: HR CM PSAP, Bank of Lisbon, Pretoria.  
**REQUIREMENTS** : A recognized National Diploma (NQF level 6) in Human Resource Development/Human Resource Management or Industrial Psychology/Psychology. Supervisory and three years' experience in an HR environment. A valid drivers' license and Persol/Persal Mainframe Certificate. A military license will be an advantage. Special requirements: Good communication (verbal and written). Good telephone and e-mail etiquette. Ability to compile submissions, reports, and presentations. Computer literacy to process memos, letters, spread sheets and manage a database with MS Excel and prepare presentations. Internet-savvy – having the skills to use the Internet and e-mail effectively. Good understanding of HR dispensations and prescripts in Public Service and ability to interpret directives. Collect, analyse and use information. Inquisitive and innovative, e.g. doing desk top research and develop new ideas. Sound interpersonal relationship and being service orientated. Work well in a team. Numerical skills and accuracy working with data. Comply with confidential security clearance for the post.

**DUTIES** : Perform career planning at units for PSAP. Assist in career information research. Identify ETD needs for the career development of PSAP in the DOD. Coordinate skills development facilitation actions. Maintain career management programmes (e.g. Empowerment Programme). Perform

supervisory functions and attend meetings as required. Conduct career development interviews. Presentation of Career development Workshops. Oversee verification of qualifications in the DOD (PSAP, MSD and Officer's appointment). Perform quality check on the received request from Services/Divisions. Liaison with SAQA and relevant stakeholders. Payment of invoices and preparations of submissions to SAQA.

**ENQUIRIES** : Mr H.S. Maubane Tel No: (012) 339 5642/Ms M.H. Rangongo Tel No: (012) 339 5237

**APPLICATIONS** : Department of Defence, HR Division, CD HR M, (Directorate Career Management – Section: Career Services), Private Bag X976, Pretoria, 0001 or may be hand-delivered to the Department of Defence, Bank of Lisbon Building, c/o Paul Kruger and Visagie Streets, Pretoria where it must be placed in the wooden box at reception. Please ensure the envelope is clearly marked.

**NOTE** : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.