

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 02 December 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : (Applications received after the closing date and faxed copies will not be considered). This Department is an affirmative action, equal opportunity employer disabled persons are especially invited to apply. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants must have completed 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 43/27** : **DIRECTOR: DEFENCE INDUSTRY GOVERNANCE (D DIG) REF NO: DMD/61/43/22**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Defence Material Division, Defence Head Quarters (Pretoria).
- REQUIREMENTS** : Grade 12 with an appropriate graduate degree (NQF Level 7, as recognized by SAQA), Logistics- related B Engineering, B Tech, BSc, B.Com, B Mil or equivalent. At least 6 years of experience in a broad selection of logistics activities. At least 5 years of experience in middle/senior management level. Master's degree in Engineering. Project Management/Business Admin/Technology Management would be an advantage. Special Requirements (Skills needed): Understanding of public sector SCM environment. Advanced strategic and system analysis skills. Professional

Integrity and Ethical behavior. Excellent written and verbal communication skills. Conceptual and innovative, thinking and problem solving abilities. Leadership and Management skills. Computer literacy. In-depth knowledge of the framework for Supply Chain Management. Knowledge, Competencies and Skills. Extensive knowledge of Defence Act, PPPFA, BBBEE and PFMA, SITA Act, Public Service Act. Ability to apply Treasury Regulations; Computer literacy e.g. Microsoft Word, PowerPoint and Excel, Financial Management. Good communication skills. Planning and Organising, Policy analysis and development skills.

**DUTIES** : Analyse the science and technology environment. Analyse industry, marketing and national industrial participation and Defence industrial participation (NIP and DIP). Ensure effective thru-life materiel support and disposal. Ensure compliance of ends/objectives of material/logistics with Defence industry programmes. Monitor the applicability of material/logistics ends/objectives with thru-life support and disposal strategies. Ensure participation on applicable forums in the related industries. Liaise on a continuous basis with the Chief Director Materiel Governance. Interact as per requirement with the Arms of Services, Armscor and Defence Industry. Manage the Defence Industry Governance Directorate. Providing of strategic management and leadership for the Directorate. Managing of the Directorate budget. Managing and empowering of human resources, Team player.

**ENQUIRIES APPLICATIONS** : Mr K.P. Lebelo Tel No: (012) 355 6044/6045  
: Department of Defence, Director Human Resource Career Management PSAP, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets.

**OTHER POST**

**POST 43/28** : **ASSISTANT DIRECTOR: HOUSING ADMINISTRATION REF NO: DHRMAINT/60/22**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Bank of Lisbon, Directorate: HR Maintenance, Pretoria  
: Grade 12 with NQF Level 7 (Bachelor's Degree/Advanced Diploma) in Human Resource Management. Sufficient knowledge and minimum of 3 years' experience, understanding of PFMA and strategic planning is required. Special requirements (Skills needed): Computer literacy (MS Word, MS Excel and MS PowerPoint). Knowledge of Housing Policies, processes and regulations for the Personnel of DOD/broader Department of Public Service and Administration. Qualified in PERSOL/PERSAL system and remain abreast with relevant policies. Good communication skills (verbally and writing). Ability to work under pressure, client orientated, interpersonal skills, problem solving skills, maintain self-discipline and ability to interpret policy directives.

**DUTIES** : Submissions of consolidated Housing documentation to the relevant authorities for approval. Ensuring that prescripts governing the state housing scheme, housing allowance and government guarantees are followed. Correct interpretation of the guarantees, state housing and housing allowance. Liaison with the relevant higher authorities regarding all matters pertaining to housing. Direct and manage the implementation of sound labour and service relation system for dealing with grievances of members and employees into individual grievance regulations: No R, 572 dated 30 June 2010. Compiling of interim and annual financial statements into state guarantees. Applying of the delegated powers within the laid down framework to make correct and legitimate decisions. Compiling of complete and dedicated staff work to streamline the administration in the housing section.

**ENQUIRIES APPLICATIONS** : Maj R.C. Claasen Tel No: (012) 339 5419  
: Department of Defence, Directorate Human Resources Maintenance, Private Bag X976, Pretoria 0001 or may be hand delivered to Department of Defence, Bank of Lisbon Building, Corner Paul Kruger and Visagie Streets at the help desk.