

## DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, HR Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001 or may be hand delivered to HR Division, CDTM, Armscor Building, 370 Nossob Street (nearest corner Delmas Road) Erasmuskloof, Pretoria.
- CLOSING DATE** : 24 March 2023 (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 the 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 POST

- POST 08/39** : **SENIOR ADMINISTRATIVE OFFICER: REF NO: CDTM/07/08/23**  
HR Division  
Chief Directorate: Transformation Management
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Armscor Building Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent with minimum of National Diploma in Social Science (NQF 6) or Humanities (NQF level 5) or any related qualification in Transformation Management. Minimum of three (3) years' experience as a level 7. Special requirements (Skills needed): Practical experience in policy writing and policy analysis is essential. Knowledge and experience in compiling graphs and charts will be an advantage. Experience in analysing statistical data is highly advantageous. Very good Conventional Service Writing (CSW) skills. Computer literate (full MS Office Suite) Managerial skills, communication (written and verbal skills), interpersonal skills, analytical and problem solving ability, Report writing skills and planning abilities. To analyse statistical data is essential. Code B (08) drivers licence is essential. Military licence will be an advantage.
- DUTIES** : To assist the SSO Transformation to receive and obtain the Transformation Management Services and Divisions Level 2 Plans and reports (scan reports and create a database for the executed programmes/ events. Provide the Services and Divisions with the submission dates for transformation plans and

reports. Collect the relevant statistics from the PERSOL administrator and keep statistics as per requirement. Serve as the nodal point for all statistics obtained from the DOD mainframe and system management data as per requirement and provide statistical reports. Develop and maintain a database for CDTM Transformation Programmes and provide SSO Transformation/AA with updated statistical reports. Do continuous environmental scanning on Transformation Management in support of Transformation Strategic Direction. Assist in the co-ordination of Transformation Management Board Meetings. Represent CDTM at relevant meetings/board and execute tasks as instructed by the Director Equity Strategic Direction and SSO AA (short listing, Staffing Board, Casual Day and or Women's Parade events. Conduct administrative tasks, budget and procurement tasks and functions for the section. Work with any Board, Meeting and Forum as directed by Chief Director Transformation Management. Liaison with other Departments, Services and Divisions, SSO Gender, Deputy Director Disability and Deputy Director Youth: To obtain all relevant information to use within the reports, to ensure the successful execution of events, establish a sound relationship with all stakeholders. Provide inputs on Policy matters, Reports and Programme content in support of the Transformation Section as well as the revision of programmes.

**ENQUIRIES**

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Lt Col P. Ncamane Tel No: (012) 355 5996