

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 April 2023@ 16:00 (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 POTS

- POST 10/39** : **ASSISTANT DIRECTOR: YOUTH AND TRANSVERSE REF NO: CDTM/10/09/23/01**
HR Division
Chief Directorate: Transformation Management
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Armscor Building Erasmuskloof, Pretoria
: Degree/National Diploma (NQF 6/7) in Social Sciences or related field with at least 5 years' experience in Youth Empowerment and Development. Planning and budget experience for events is essential. Transformation related courses will be an added advantage. Special requirements (Skills needed): Computer literacy in MS Excel and MS Word is essential. (Skills test may be required at Selection Board). Good communication skills: both written and verbal, analytical thinking and knowledge to compile reports and instructions on youth programmes. Interpret policy and give policy advice to the representatives and Stakeholders on Youth issues and also responsible to give inputs in developing and continuous review of the DOD Youth Strategy.
- DUTIES** : Give policy advice on Youth issues and provide inputs into developing the DOD Youth Strategy. Intervene as an advisor to the Services and Divisions on issues relating to DOD Youth and their rights. Do environmental scan to stay abreast and keep current of latest developments in Youth, Transformation Management and Equity issues and be the subject expert on the wider Transformation subject. Ensure the development, coordination, execution and management of Chief Directorate Transformation Management Social Cohesion programmes. Assist in the coordination of visits and Transformation Programmes (Youth programmes, Gender, Conference, National Women's

Day, 16 Days of Activism on No Violence against Women, Children and People with Disabilities, DOD Women Parade, Casual Day, and International Day for Persons with Disabilities) collaborate with other sections within CDTM. Prepare, coordinate and distribute sub-directorate Transformation Reports. Monitor the MSDS process within the DOD and the progress made on the reintegration of youth to the civic society. Provide administrative support to the Youth Section, type routine letters, draft agenda, take minutes, coordinate and organize meetings. Promote and market DOD Youth Programmes. Collaborate in the compilation of the Business Plan and Medium Term Plan. Assist in planning, monitoring and controlling of the sub-directorate expenditure. Assist in the identification of other funds where shortages are experienced, advice, get approval and ensure the shifting of funds to where needed. Represent CDTM at relevant Boards/Meetings and execute tasks as required by Director Equity Strategic Direction. To develop, maintain and manage the database for the Transformation Management and Youth Programmes. Conduct Seminars Roadshows and Special Youth Programmes and Investigations.

ENQUIRIES : Lt Col D.P. Simwanza Tel No: (012) 355-5233, Ms S.S. Mhlaba Tel No: (012) 355-5540.

APPLICATIONS : Department of Defence, Human Resource Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001, Hand Deliver: Department of Defence, ARMSCOR Building, Human Resource Division, Chief Directorate Transformation Management, c/o Delmas and Nassob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 1, Room 2.1.299.

POST 10/40 : **ASSISTANT DIRECTOR: TRAINING PERFORMANCE MANAGEMENT REF NO: CDTM/10/09/23/02**
HR Division
Chief Directorate: Human Resource Development
Directorate: ETD Systems Integrity

SALARY CENTRE REQUIREMENTS : R393 711 per annum
: ARMSCOR Building, Erasmuskloof, Pretoria
: Degree/National Diploma (NQF 6/7) in Human Resource Management/Development/ Public Management/ Public Administration with a minimum of 5 years' experience in Human Resource Development environment. Occupationally Directed Education, Training and Development Practitioner (ODETDP) Certificate is essential. A valid Driver's license is essential. Special requirements (Skills needed): Skills Development Act. Skills Development Levies Act. National Skills Development Strategy III. Public Services Regulations. Public Services Act. The Constitution of the RSA. National Qualifications Framework Act. Relevant SETAs. Public Service HR Development Strategic Framework. Public Finance Management Act. Project management. Planning and Budgeting. Coordination. Professional Writing. Facilitation. Report Writing. Analytical. Presentation. Research. Effective Communication Skills. Computer skills. High sense of responsibility and accountability. Interpersonal skills. Time management skills. Attention to details. Flexible. Problem solving.

DUTIES : Implementation of the Skills Development Policies and Strategy. Compile and implement the Workplace Skills Plan. Monitor, evaluate, and report on the impact of trainings implemented. Administration of all Bursaries. Facilitate and coordinate bursary application process. Attend to bursary related enquiries from employees and students. Implement Standard Operating Procedure on Bursaries. Coordinate Annual Bursary Cycle. Implement Bursary Annual Operation Plan. Prepare reports on bursary activities. Provide secretarial services to the departmental skills development committee. Facilitate compilation of Bursary Priorities. Ensure management and safekeeping of records. Compile and maintain a database on bursaries. Assist in expression of interest for SETA funding. Monitor and report on expenditure according to finance policies. Establish and maintain relationships with strategic partners involved in education training, and skills development sectors.

ENQUIRIES : Colonel N.A. Rosenkrantz Tel No: (012) 355 5019 or Warrant Officer Class 1 N. Oosthuizen Tel No: (012) 355 5259.

APPLICATIONS : Department of Defence, Human Resource Division, Directorate ETD Systems Integrity, Private Bag X159, Pretoria, 0001 or may be hand delivered at the reception: Department of Defence, ARMSCOR Building, c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

NOTE

: Shortlisted candidates to undergo an assessment for basic technical and functional skills required for the post.