

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception. Please use reference number and not the post number.
- CLOSING DATE** : 28 April 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 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 11/30** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: SECDEF/13/11/23**
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Defence Head Quarters, Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 and a Degree/National Diploma/NQF level 5/6 in Public Administration or equivalent qualifications and minimum of three (3) years' direct experience in rendering a support service as an Assistant Director within the environment of Strategic thinking. Special requirements (Skills needed): Management of resources, ability to research must be able to analyse documents, Understanding and application of Public Service Act, 1994 and Regulations, Public Finance Management Act, 1999 and Treasury Regulations and understanding of delegations. Good communication (both verbal and report writing) skills, problem solving skills, sound research skills, analytical, administrative and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure. Demonstrate the ability to apply strategic management by interpreting higher level guidelines and empower and evaluate

subordinates. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence.

DUTIES

: Provide Planning and Budgeting service for the office of the Secretary for Defence (OSD) Annual Performance Plan (APP). Compile and issue guidelines and instructions on content, formats and collation and integration of inputs for the APP and monthly, quarterly and annual report. Communicate and co-ordinate with stakeholders on changes in any process that impacts on the OSD's planning and budgeting guidelines. Ensure alignment of the APP to Budget allocation and ensure timeous capturing of the budget onto department's systems. Participate in relevant planning forums. Provide support to the Director Administration at the OSD Budget Control Committee meetings, implement financial control measures in the OSD. Responsible for policy development and standard operating procedures in the office. Provide administrative support to the Justice Crime Prevention Security Cluster secretariat. Provide a record and management information service. Ensure proper management of assets including office and IT equipment. Responsible for authorisation and utilisation of vehicles. Oversee the OSD procurement function. Manage and supervise subordinates. Provide general administration support.

ENQUIRIES

: Ms A. Thakur Tel No: (012) 355 5964

NOTE

: The Office of the Secretary for Defence is guided by the principle of employment Equity Act, therefore all appointments will be made in accordance with the employment Equity target of the Office. Candidates will be subjected to a technical exercise to test technical elements of the required job.