

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 August 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 POSTS

- POST 26/12** : **DEPUTY DIRECTOR: JOB ANALYSIS AND DESIGN REF NO: DIMS/29/26/23/01**
Directorate: Integrated Management Systems
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary package)
: Armour Building, Erasmuskloof, Pretoria.
: Grade 12 (NQF L4) or equivalent with a recognised Advance Diploma/Degree (NQF Level 7) in Management Services/Production Management or related qualification. Minimum of four (4) to six (6) years relevant experience in organisational design and development (which includes job evaluation). Special requirements (skills needed): Theoretical and practical knowledge of the functional area of Organizational Design and Development. Knowledge of new developments in organisational design/development and job profiling. In depth knowledge of various applicable legislative frameworks such as the Public Service Act and public service regulations. Relevant Department of Public Service and Administration guidelines and directives. Formulation and management of organisational design/development policies, plans and reports. Develop and implement systems and controls to ensure sound job evaluation reporting. Computer Literacy in MS Office, JE Systems and Excel. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and OD business case compilation. Problem solving and decision making. Project management. Team leadership. Personal Attributes: Confidentiality. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work. Reliability. Flexibility. Teamwork. Planning and execution.

- Job Evaluation Panel Training and Advanced Management Development program will be an added advantage.
- DUTIES** : The successful candidate will be responsible for development and management of effective and efficient job evaluation services including policies, procedures and reporting. Undertake job analysis and ensure post levels are correct through job evaluation and facilitate the compilation of job descriptions. Ensure effective management, implementation and adherence to relevant prescripts and directives. The management of the Job Evaluation and Job Descriptions projects and interventions. Serve on relevant structures such as the Job Evaluation Panel. The provision/management of the Job Evaluation and Job Descriptions database and configuration control.
- ENQUIRIES APPLICATIONS** : Ms L.N. Masenya or Ms D. Subramoney Tel No: (012) 335 5060
: Applications can be submitted by post to: Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
- POST 26/13** : **ASSISTANT DIRECTOR: MANAGEMENT AND RENEWAL SERVICES REF NO: DIMS/29/26/23/02**
Directorate: Integrated Management Systems
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Armscor Building, Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Management Services/Operations Management or related qualification with minimum of three to five years (3-5) of relevant experience in Management Services environment. Initial Job Evaluation Certificate will be an added advantage. Special requirements (skills needed): Knowledge of relevant Public Sector Policies, Legislation, Regulations and Acts. Problem solving and decision-making skills. Good communication skills (written and verbal). Analytical thinking. Computer Literacy. Sound interpersonal relations and high level of professionalism. Highly reliable.
- DUTIES** : Conducting of Organisation Structure Design/Workstudy investigations and assist with the conducting of quality assurance on Organisation Structure Design/Workstudy reports. Assist with the development/institutionalisation of DOD Management and Renewal Services (Workstudy) Policy, Guidelines, Instructions, Directives, Norms and Standards. Assist with the compilation of the Annual Performance Plan.
- ENQUIRIES APPLICATIONS** : Ms L.N. Masenya or Ms D. Subramoney Tel No: (012) 335 5060
: Department of Defence, Directorate Integrated Management Systems, Private Bag X 161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
- POST 26/14** : **ASSISTANT DIRECTOR: JOB ANALYSIS AND DESIGN REF NO: DIMS/29/26/23/03**
Directorate: Integrated Management Systems
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Armscor Building, Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with recognised three years National Diploma (NQF Level 6) in Management Services/ Operations Management or related qualification. A minimum of three (3) to five (5) years' experience in Organisational Design and Job Evaluation environment, including supervisory experience. Exposure on Post Provisioning Norms (PPN) will be an added advantage. Special Requirement (skills needed): Good Knowledge of relevant Public Service Policies, Legislation, Regulations and Acts. Computer literacy (MS Excel, MS PowerPoint and MS Word). Ability to communicate effectively (written and verbal), listening and interpreting skills. Analytical and innovative thinking ability as well as problem solving skills, decision –making, Co-ordination, Planning and Organising skills. Good interpersonal skills and high level of professionalism. Numerical literacy and accuracy working with data. Facilitation and Presentation skills. Highly reliable, willing to travel and work extra hours. Report writing. Project management. Economic and Financial Management. A valid driver's license.
- DUTIES** : The successful candidate will be required to perform the following duties: Conduct Organisational Analysis and Design processes. Conduct Job Evaluation (JE) for all posts in the Department of Defence (DOD) and inform

Program Manager Organisation Structure Design (OSD) if the outcome has a structural implication. Prepare Job Evaluation submissions. Facilitate the development of Job Descriptions and assist with the formulation of the job descriptions. Partake in quality assurance in order to ensure standardised job evaluation practices. Establish benchmarking parameter. Plan moderation activities and participate in the Job Evaluation Moderation process. Participate in the development of job analysis and design governance. Facilitate the implementation of posts providing norms. Provide assistance to Program Manager Job Evaluation, requesting Structure Management Control System (SMCS)/ Management Information data. Provide advisory, support and information services on the organisational structure and job evaluation.

**ENQUIRIES
APPLICATIONS**

: Ms L. N. Masenya or Ms D. Subramoney Tel No: (012) 335 5060
 : Department of Defence, Directorate Integrated Management Systems, Private Bag X 161, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

POST 26/15

: **ASSISTANT DIRECTOR: GENDER REF NO: CDTM/27/26/23/01**
 HR Division
 Chief Directorate: Transformation Management

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
 : Armscor Building Erasmuskloof, Pretoria
 : Grade 12 (NQF Level 4) or equivalent. Minimum of National Diploma in Social Sciences and/or Developmental Studies (NQF level 6). Hons Degree/Advanced Diploma (NQF level 7/8) in Gender studies is highly advantageous. A minimum of three to five (3-5) years' credible and applicable experience in Gender Mainstreaming and/or Transformation Management is recommended. Practical and demonstrable experience in policy analysis is essential. Experience in UN Resolution 1325 and other supporting resolutions will also be highly advantageous. Special requirements (Skills needed): Managerial skills, communication (written and verbal skills), interpersonal skills, analytical and problem solving ability, computer literate (full MS Office Suite), Project management skills, Report writing skills and planning abilities. Code B (08) drivers licence is preferred.

DUTIES

: To assist the SSO Gender to formulate effective plans and programmes to promote Women's Empowerment and Gender Equity in the Department of Defence as well as to co-ordinate and execute the implementation of all Gender programmes. To assist the SSO Gender to monitor the presentation of gender awareness training in Service's Training Formations and the Mobilisation Centre. Assisting in the collection of statistics on the number of women in military development courses. To serve on the following Boards, Meetings and Forums: DOD Transformation Management Board in the absence of the SSO Gender. Other Boards, Meetings and Forums as directed by Director Equity and Strategic Direction. Work with any Board, Meeting and Forum as directed by Chief Director Transformation Management. Liaison with other Departments, Services and Divisions, Sections Transformation, Gender, Disability and Youth: To obtain all relevant information to use within the reports, to ensure the successful execution of events, establish a sound relationship with stakeholders. Compile Reports on the following matters: DOD Gender Equality Strategic Framework Implementation Plan Report to DPSA, DOD Gender Conference Report, DOD Report on Processes and Procedures on the Management of Sexual Harassment in the DOD; to ensure the successful execution of events, establish a sound relationship with stakeholders. Provide inputs on Policy matters, Reports and Programme content in support of the Gender Section and the revision of programmes. Support the Gender Section with other Gender related activities and events such as the following: C SANDF Women's Parade, Gender Awareness programmes inclusive of males and females.

ENQUIRIES

: Col M.J. Venter Tel No: (012) 355 5972 or Lt Col Monama Tel No: (012) 355 5411

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.

NOTE

: Incumbent must be able to travel extensively within the RSA.

- POST 26/16** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DIMS/29/26/23/04**
Directorate: Integrated Management Systems
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : a recognised three-years National Diploma (NQF Level 6) with a minimum of three (3) years relevant experience in the Management Services environment. Experience in implementing organisation structure reports on structure management system. Completed Management Services/ Organisational and Work Study Course, Organisation Information System (OIS) and Structure Management Control System (SMCS) courses will be an added advantage. Special Requirement (skills needed): Knowledge of Public Service Regulations. Knowledge of Departmental Policies and Procedures. Computer literacy (MS Excel, MS PowerPoint and MS Word). Good communication skills (Verbal and Written). Planning and organising skills. Client relations skills. Good interpersonal skills and Maintain discipline. A valid driver's license.
- DUTIES** : The successful candidate will be required to perform the following duties: Administer departmental Macro Structure life cycle on Organisational Information System. Implement approved organisation structure reports on Structure Management Control System (SMCS). Maintain Organisation Structure Design (OSD) reports and Annual Performance Plans Repository. Co-ordinating training administration requirement and provide general administration support to the Directorate.
- ENQUIRIES** : Ms L.J. Molupe Tel No: (012) 355 6338/ Mr P. Meyer Tel No: (012) 355 5212
APPLICATIONS : Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria,0001 or maybe hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
- POST 26/17** : **CHIEF ADMINISTRATION CLERK: GENDER REF NO: CDTM/27/26/23/02**
HR Division
Chief Directorate: Transformation Management
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Armscor Building Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 or equivalent. 3-5 years' experience in administrative environment. Code 08 Driver's License will be an advantage (candidate must be able to obtain Military license within a period of a year). Special requirements (Skills needed): Computer literacy. Verbal and written communication skills, interpersonal relationship skills, work performance skills, reasoning ability, analytical thinking, physical skills capability, flexibility, credibility, and neatness, bearing and general behaviour. Good knowledge of Government policies, Departmental policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in government. Planning and Organising. Continuous improvement and service delivery. Procurement process.
- DUTIES** : Copies data, compile reports and records. Collect and update all PMDS, duty sheets/management directives, career cards and personnel control cards for section gender in accordance with the guidelines of the SSO Gender. Prepare S&T forms for the Gender section and finalise recon. Compile and submit new requirements of stationeries/commodities for section. Assist SO1 Gender with procuring of all commodities for section. Ensure the availability of suitable venue for all Gender related events and activities one week in advance. Obtain quotations from relevant DOD Messes for the catering requirements one week in advance. Determine the availability of funds for the events one week in advance.
- ENQUIRIES** : Brig Gen S.M. Ledwaba Tel No: (012) 355 5290, Lt Col P.P. Monama Tel No: (012) 355 5411
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.