

DEPARTMENT OF MILITARY VETERANS

The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is Our Intention To Promote Representativity (Race, Gender And Disability) Through The Filling Of These Posts And Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Receive Preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 25 August 2023 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 27/44** : **DEPUTY DIRECTOR: COMPENSATION BENEFITS REF NO: DMV2023/07-01**
- SALARY** : R811 560– R952 485 per annum (Level 11), (all inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and an appropriate Degree or Diploma in Healthcare or Social Sciences. A minimum of 5-10 years' experience in medical claims environment at supervisory level or Assistant Director level. The ideal candidate must have knowledge in Compensation or Military Pension for Injuries/trauma/diseases policies and legislation, medical claims management, Government wide policies, Ability to interpret and apply policies and legislations. Knowledge of matters related to military veterans benefits will be an added advantage. Skills: Report writing. Research and facilitation, Decision making, Teamwork, Project Management, Communication and Presentation, Networking and Negotiating skills. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment, Compassionate, Ability to engage and diffuse crisis situation.
- DUTIES** : Coordinate the administration of the Compensation Benefit to eligible military veterans. Support the development and implementation of operational plans in line with the annual performance plans and strategic plans of the department. Support the development and implementation of policies and standard operating procedure manuals that will guide the provision of compensation benefits to military veterans. Provide technical support in engagements, interactions and collaborations with government departments, private sector business identified to provide compensation, pensions, health and social related matters and support services to military veterans. Facilitate approval and manage medical claims and payment of invoices from different stakeholders including military veteran's claims for compensation. Manage Compensation benefits projects for military veterans who sustained disabling

injuries, severe psychological and neuropsychiatric trauma and terminal diseases resulting from participation in military activities. Manage and arrange the medical assessments sessions with multidisciplinary healthcare teams across all provinces. Support the final adjudication medical panel with technical and logistical arrangements across all provinces. Support the assessment and identification of medical and psychological related problems affecting military veterans and the development of interventions to manage the challenges as identified. Manage the resolution of complaints and respond to concerns raised by military veterans in line with prescripts. Ensure the establishment of service provider networks. Collaborate with stakeholders in developing and implementing collaborative standards and terms of references for compensation benefit. Manage the establishment and functioning of the compensation benefit consultative committees and forums. Convene regular meetings with different consultative forums in line with service level agreements. Manage the provision of secretariat services for committees and final medical adjudication panel. Support the process of monitoring the quality of services provided by service providers to military veterans and ensure the sustenance of standards and compliance. Support the proper implementation of the budget by monitoring, projecting & reporting expenditure. Ensure availability of resources through following correct supply chain processes when ordering, maintaining, utilization and disposing equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : Ms Dineo Masemola and Mr Ayanda Swartbooi Tel No: (012) 765 9454

POST 27/45 : **DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: DMV2023/07-02**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), (all inclusive)
: Pretoria
: National Senior Certificate and an appropriate Bachelor's Degree/National Diploma or equivalent qualification. At least 3-5 years relevant experience Assistant Director Level executing research related duties. Knowledge Research related prescripts processes and procedures, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational and Decision making. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.

DUTIES : Conduct research and participate in outsourced research projects. Develop and implement research policies and procedures. Provide administrative, technical and logistical support in the commissioning and implementation of pro-active needs based research. Participate in the diagnostic research programs and the collation of information thereof. Provide administrative, technical and logistical support in the preparation and summarizing of report on the findings of research undertaken and the presentation of feedback to the department and its strategic processes. Provide assistance in the interpretation and analysis of research-based recommendations. Compile research documents and research materials. Undertake research audits. Facilitate the formation of research partnerships with credible research and funding institutions. Provide administrative, technical and logistical support in the establishment and maintenance of the information resource centre. Manage the daily activities of the information resource centre and its personnel. Provide information knowledge management system for the department. Conduct ongoing feasibility and benchmark research on national and international best practices. Handle the assets of the unit. Ensure that the assets allocated to the unit are managed accordingly.

ENQUIRIES : Ms Dineo Masemola and Mr Ayanda Swartbooi Tel No: (012) 765 9454