

## DEPARTMENT OF DEFENCE



**CLOSING DATE** : 6 December 2024

**NOTE** : Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at [www.dpsa.gov.za/newsroom/psvc](http://www.dpsa.gov.za/newsroom/psvc) and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications/relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercised as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency. Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency-based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into a five (5) year employment contract and yearly performance agreement with the Minister of Defence and Military Veterans. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. Due to the large volumes of applications anticipated, correspondence will be limited to shortlisted 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.

## MANAGEMENT ECHELON

**POST 43/03** : **SECRETARY FOR DEFENCE (DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO. 03/24/01**  
(5 year contract)

**SALARY** : R2 259 984 per annum (Level 16) (All-inclusive salary package) which consists of a basic salary (70% of package, employer 's contribution to the Government Employee Pension Fund) and a flexible portion to be structured. A non-pensionable allowance equal to 10% of the all-inclusive non-pensionable HOD allowance.

**CENTRE** : ARMSCOR Building, Erasmuskloof, Pretoria.

**REQUIREMENTS** : A Senior Certificate, an Undergraduate Qualification and a Postgraduate Qualification NQF level 8 as recognised by SAQA. NQF level 9 and above would serve as an advantage. Must have minimum 10 years proven experience at senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government, constitution and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government acts/legislation (Defence Act and regulations, Public Service Act and regulations; PFMA and treasury regulations and relevant policies and prescripts governing entities within the portfolio and impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, He/she will be expected to be innovative and have organisational abilities, good writing skills, project management, financial management skills and change management.

- DUTIES** : Serve as the Head of the Department of Defence and its entities in accordance with all legislation, regulations and policy prescripts. Function as the principle departmental policy advisor to the Minister of Defence and Military Veterans (Minister) on defence policy matters. Support the Minister in the effective and efficient execute his/her constitutional responsibilities as the Executive Authority for Defence, including that of exercising civil control over the Defence Force. Assist the Minister in providing strategic defence direction through strategic research and the development of defence policies and strategies for the defence and protection of South Africa. Ensure the implementation of such defence strategic direction through strategic and operational plans, programmes, budgets and organisational alignment. Ensure good governance measures overall defence resources, and with specific reference to defence human, financial, logistics and ICT resources. Ensure strategic control over the defence function, including performance management, evaluation; reporting; risk management; internal audit and departmental compliance; Manage the defence relationships with key Stakeholders and Assurance Providers, inter-alia: The Public Service Commission; the Department of Public Service and Administration; the National Treasury; the Defence Audit Committee; and the Auditor General of the Republic of South Africa. Provide defence science, technology and acquisition services that manage defence capital and technology programmes. Provide transversal strategic support services to the Minister and the Department, inclusive of defence legal services; parliamentary and cabinet services; cluster services; defence diplomacy services; public entity ownership-control services; corporate communication services; and the access to defence information. Provide a Secretariat to the National Conventions Arms Control Committee.
- ENQUIRIES APPLICATIONS** : Major General N.E. Mkhize, (012) 339-5201.  
: Department of Defence, Human Resource Division (Chief Directorate Human Resource 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. Or emailed to [dhrcmstaffing@gmail.com](mailto:dhrcmstaffing@gmail.com)
- NOTE** : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representativity will receive preference.
- POST 43/04** : **CHIEF FINANCIAL OFFICER: REF NO: 04/24/01**
- SALARY** : R1 741 770 per annum (Level 15) (All-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines).
- CENTRE REQUIREMENTS** : Armscor Building, Erasmuskloof, Pretoria.  
: Grade 12 certificate with Bachelor of Commerce degree and a postgraduate qualification in the Finance/Accounting/Auditing field at NQF level 8 as recognised by SAQA. (A CA (SA) or other financial/auditing professional qualification or accreditation) A minimum of eight (8) years working experience on Senior Management level. Certificate for entry into the Senior Management Service. The successful candidate must have a Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Vast knowledge and understanding of relevant policies and legislations, e.g PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCEA, NT's MCS, etc. Special requirements (skills needed): Financial management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.
- DUTIES** : Provide support and financial advisory services to the Secretary for Defence (Sec Def), Chief of the South African National Defence Force (C SANDF) and Minister of Defence & Military Veterans (MOD & MV); Manage the budget of the Department of Defence (DOD) effectively and efficiently; Provide responses to parliamentary enquiries; Participate in parliamentary engagements (Portfolio Committee on Defence, SCOPA); Facilitate AGSA audits; Advice and support the management of the DOD; Strategically direct and control the Financial Management Division (FMD); Maintains financial policies. Oversee the execution of the FMD business plans e.g. provide financial instructions to the Sec Def; Provide strategic guidelines for the DOD financial strategic business plan; Control the execution of the financial strategic business plan; Provide effective financial management to ensure the following: Development, implementation and maintenance of transparent internal control systems; Compliance with policies, plans, procedures, laws, regulations, contracts; Safeguarding of assets; Accomplishment of established objectives and goals for operations or programs; Exercise sound budgeting and budgetary control practices; Submission of financial reports; Corrective actions and preventative measures; Reliability and integrity of information.
- ENQUIRIES APPLICATIONS** : Major General N.E. Mkhize, Tel No: (012) 339-5201  
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