

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 September 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- 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 exercise 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 an employment contract and performance agreement with the Secretary for Defence. 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 33/17** : **CHIEF DIRECTOR: ACCOUNTING REF NO: FMD/28/33/25**  
Financial Management Division  
Chief Directorate Accounting
- SALARY** : R1 494 900 per annum (Level 14), (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** : Pretoria
- REQUIREMENTS** : A senior Certificate with Bachelor's Degree in Accounting/ Financial Management/ Management Accounting/ Auditing qualification (NQF 7) as recognised by SAQA. Post Graduate Degree (BCom Honours) in Accounting/Financial Management/Management Accounting/ Auditing will be added advantage. Must have 5 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-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): Knowledge of Public Management and Administration, Public Finance Management Act (PFMA), Treasury Regulations and related practice notes, Government Financial processes and procedures. Resources control processes, Spreadsheets, Word processing, presentation and database packages (preferably MS Office packages). Experience in working with database and information systems, sound knowledge of accounting and financial reporting processes and procedures of National Departments. Extensive knowledge of processes and procedures generally used to detect irregularities, well developed financial management skills, sound strategic capability and strong leadership skills, knowledge of computer software related to operating system. Impeccable integrity, excellence orientated, assertiveness, portray a positive self-image, self-motivated, adaptability, excellent communication skills (written and verbal), judgement, ability to cope under pressure.

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| <b><u>DUTIES</u></b>       | : | Strategic Management of the Chief Directorate Accounting including providing direction for the preparation and execution of service delivery plans, resource plans, Interim and Annual Financial Statements and related budgets. Financial Management in terms of the PFMA, Section 45 and related Department of Defence (DOD) instructions. Supervise service delivery regarding 30 day payments, annual/quarterly/monthly reporting, revenue management, payroll management, banking and cash management services and debt management. Represent the CFO during his/her absence and represent the CFO on the following forums, CFO's forum, accounting standard board workshops, permanent Force Medical Continuation Fund, Group Life Insurance Scheme, and the Financial Management Board. Understand the Modified Cash Standard of accounting (MCS) and lead the implementation towards accrual accounting. Identify risks and develop controls to mitigate the risks. Oversee the audit process for the Chief Directorate and execute audit adjustments to the Annual Financial Statements. To implement the financial accounting regulatory frameworks, Treasury practice notes and Treasury financial reporting guides. Review and correct irregular financial exceptions. Adequate systems to support regulatory framework. Identify financial system upgrade requirement, on need basis. Financial Management Systems (FMS), interim financial accounting enhancements. Identify new system development requirement, on need basis. Direct and manage grievances of employees. Ensure employees know grievance management process of DOD. Attend to and preside over grievance process. |
| <b><u>ENQUIRIES</u></b>    | : | Mr A.E. Abotsi Tel No: (012) 355 6218   |
| <b><u>APPLICATIONS</u></b> | : | To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to <a href="mailto:dhrcm.staffing@dod.mil.za">dhrcm.staffing@dod.mil.za</a>   |
| <b><u>NOTE</u></b>         | : | The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.   |
| <b><u>CLOSING DATE</u></b> | : | 06 October 2025 at 16h00  |
| <b><u>POST 33/18</u></b>   | : | <b><u>DIRECTOR: INTEGRATED MANAGEMENT SYSTEM REF NO: DIMS/28/33/25</u></b>  |
| <b><u>SALARY</u></b>       | : | R1 266 714 per annum (Level 13), (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.   |
| <b><u>CENTRE</u></b>       | : | Armcor Building, Erasmuskloof, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A senior Certificate with Bachelor's Degree/ Advance Diploma in Management Services/Operations/Production Management or related qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level in Organisational Design environment which includes, organisational structure design, job evaluation and business process management. The Job Evaluation Panel Training and Advanced Management Development Program will be an added advantage. 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. Special requirements (Skills needed): In depth understanding of Department of Defence (DOD) mandate in terms of Business Process Architecture, Organisational Design and Integration of Management Systems in the DOD for better outcomes. In depth knowledge of various applicable legislative frameworks such as the Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA) Public Finance Management Act (PFMA), Treasury Regulations and Department of Public Service and Administration (DPSA) organisational design guidelines and directives. Theoretical and practical knowledge of the functional area of organisational design. Knowledge of new developments in organisational design, operations management framework and job analysis. Knowledge of planning, reporting, supply chain management and HR Administration. Formulation and management of organisational design policies, plans and reports. Development and implementation of systems and controls to ensure sound job evaluation reporting. Computer literacy in MS Office and JE System. Ability to effectively and correctly interpret and apply policy instructions and regulations. Ability to develop effective management reports and to present at senior level fora. Proven advanced writing skills, proof reading, editing and overwriting skills, including report writing and submission. Problem solving and decision making. Project Management. Team leadership. Strongly self-motivated leader with good leadership qualities. Resolve conflicts decisively. Work independently under pressure to meet deadlines. Apply ethics and integrity in the area of work. Confidentiality Reliability. Flexibility. Teamwork. Planning and execution.

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| <b><u>DUTIES</u></b>                 | : | Develop and manage Departmental Management Services Policies, Procedures, Plans, SOP's, Instructions and Guidelines. Manage Organisational Structure Services. Co-ordinate the Department of Defence (DOD) business process architecture as well as the Operational Management Framework (OMF). Manage the administrative support function of the directorate.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms J.P. Bester Tel No: (012) 355 6344   |
|                                      | : | To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to <a href="mailto:dhrcm.staffing@dod.mil.za">dhrcm.staffing@dod.mil.za</a>   |
| <b><u>NOTE</u></b>                   | : | The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.   |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2025 at 16h00  |
| <b><u>POST 33/19</u></b>             | : | <b><u>DIRECTOR: RISK MANAGEMENT REF NO: DPSP/28/33/25</u></b><br>This post is being advertised internally and in the broader Public Service Circular.   |
| <b><u>SALARY</u></b>                 | : | R1 266 714 per annum (Level 13), (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.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Armsscor Building, Erasmuskloof, Pretoria   |
|                                      | : | A senior Certificate with Bachelor's Degree/ Advance Diploma in Risk Management/ Accounting and Auditing or Compliance qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/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 <a href="https://thensg.gov.za/training-course/sms-pre-enrty-programme/">https://thensg.gov.za/training-course/sms-pre-enrty-programme/</a> . Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): Knowledge of Government MTSF Policies, Government Policies, PFMA, National Treasury Regulations, Public Service Regulations and the Public Sector Risk Management Framework. Knowledge of ERM Frameworks, Risk Management prescripts, standards and wider intra-departmental activities in government. Affiliation with relevant professional bodies (IRMSA, IIA, Compliance, Ethics, ACFE etc.) Previously experience in facilitating the work of and reporting to Oversight or Governance Committee will be considered an added advantage. Quantitative techniques. Appropriate exposure within the |

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|                                      |   | <p>risk management environment and knowledge and understanding of core processes in the Public Service. Strong knowledge of Compliance, Fraud and Ethics Management. Ability to effectively and correctly interpret and apply policy, instructions and regulations. Ability to develop effective management reports and to present at senior level FORA. Able to work independently under pressure and to travel as necessary. Well-developed verbal and written communication skills, specifically in English. Good interpersonal and HR management skills. Strong orientation towards delivering effective, efficient service and aiming for zero defects. Strongly self-motivated leader with good leadership qualities. Ability to work effectively with figures. Through knowledge of microcomputer applications Word for Windows, Excel and PowerPoint. Analytical and innovative thinking ability as well as problem solving skills. Proven ability to design, develop, implement and maintain effective management plans in support of the Defence Policy, Strategy and Planning process.</p>  |
| <b><u>DUTIES</u></b>                 | : | Provide and maintain Enterprise Risk Management (ERM) policy, strategy and instructions. Co-ordinate the ERM process in the Department of Defence (DOD). Provide ERM performance monitoring, control and accountability. Facilitate the enterprise risks oversight process. Manage the internal ERM directorate.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr S.J. Nkosi Tel No: (012) 355 6269   |
|                                      | : | To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to <a href="mailto:dhrcm.staffing@dod.mil.za">dhrcm.staffing@dod.mil.za</a>  |
| <b><u>NOTE</u></b>                   | : | The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.  |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2025 at 16h00   |
| <b><u>POST 33/20</u></b>             | : | <b><u>DIRECTOR: CONVENTIONAL ARM CONTROL REF NO: DIA/28/33/25</u></b>  |
| <b><u>SALARY</u></b>                 | : | R1 266 714 per annum, (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.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Armscor Building, Erasmuskloof, Pretoria   |
|                                      | : | A senior Certificate with Bachelor's Degree/ Advance Diploma qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/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 <a href="https://thensg.gov.za/training-course/sms-pre-enrty-programme/">https://thensg.gov.za/training-course/sms-pre-enrty-programme/</a> . Kindly note that there is specific amount to be paid in order to enrol for the course. Understanding of the subject of regulation of conventional arms trade is required. Understanding of the disarmament and non-proliferation agenda will serve as an advantage. Special requirements (Skills needed): The understanding of Defence Industry Conventional Arms Trade practices is essential. The understanding of the South African conventional arms control regime as part of the South Africa arms control system is required. Knowledge in the following general management competencies is strongly recommended, strategic management, financial management, human resource management and general operations management. The person to be appointed should have the following general attributes: Ability to lead and give direction to a team of professionals. Competency in effective communication and writing. Strong analytical thinking, problem solving, planning, organizing, administration and interpersonal relation skills. |
| <b><u>DUTIES</u></b>                 | : | Serve as the Head of Secretariat to the National Conventional Arms Control Committee (NCACC), a Cabinet Committee assigned a responsibility to regulate conventional arms transfer. Serve as line of communication between the NCACC, the defence industry and other relevant stakeholders. Facilitate the regulation of conventional arms transfer in South Africa on behalf of the NCACC. Manage the processing of various permit (licence) applications for arms transfers in line with applicable laws and regulations. Prepare NCACC reports and documents on conventional arms transfer. Manage the NCACC audit process by the Auditor-General. Advise the NCACC on all issues related   |

to conventional arms control. Ensure the execution of NCACC instruction and decisions on conventional arm control. Attend meetings incidental to conventional arms control. Manage the directorate conventional arms control and its related resources.

**ENQUIRIES  
APPLICATIONS**

: Mr S.D. Dladla Tel No: (012) 355 5216  
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to [dhrcm.staffing@dod.mil.za](mailto:dhrcm.staffing@dod.mil.za)

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**CLOSING DATE**

: 06 October 2025 at 16h00

**OTHER POSTS**

**POST 33/21**

: **ASSISTANT DIRECTOR: GRIEVANCE & MISCONDUCT REF NO: FMD/27/33/25/01**  
Financial Management Division  
Chief Directorate Financial Services  
Directorate Finance Support Services, Grievance and Misconduct

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Pretoria  
: Grade 12 (NQF Level 4) or equivalent plus a National Diploma in Labour Relations/ Human Resource Management or related field at NQF Level 6 as recognised by SAQA. A minimum of 3 years supervisory experience in labour relations environment. A valid RSA/ Military driver's license. A B Degree in Labour Relations/Human Resource Management or related field at NQF Level 7 and Health & Safety/ Health and Wellness experience courses will be an added advantage Special requirements (Skills needed): Proven training/experience in labour relations, mainly on disciplinary processes and grievance procedures in the Public Service. Sound knowledge of disciplinary processes and grievance procedures in the Public Service. Sound knowledge of the LRA, BCEA, EEA, OHS, etc. Communicate with stakeholders. Be flexible and work under pressure. Problem-solving, communication, negotiation, investigation and report writing skills.

**DUTIES**

: Manage and execute the following functions for the Financial Management Division: Discipline management duties e.g. co-ordinate and execute consultations with stakeholders, investigations, facilitate training and appointment of investigators and chairpersons, disciplinary inquiries/hearings, reporting. Grievance management duties e.g. co-ordinate and execute consultations with stakeholders, processing grievances, investigations, reporting, meetings, etc. General labour relations, e.g. implement policies, resolutions, practices, etc. Provide advisory services, training/information sessions, etc. Co-ordinate and implement anti-criminality plan. Coordinate and facilitate implementation of the applicable plans - e.g. health & safety, health & wellness, anti-criminality, etc. Provide advisory and support service to finance officials. Manage auxiliary services within the section – i.e. manage implementation of record management and registry functions. Co-ordinate the management of resources. i.e. electronic equipment, budget, state vehicles, personnel, etc. Attend meetings. Travel to provinces when required.

**ENQUIRIES  
APPLICATIONS**

: Mr L.P. Mofokeng Tel No: (012) 392-2539  
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to [Recruit2FMD@dod.mil.za](mailto:Recruit2FMD@dod.mil.za) or [Recruit3FMD@dod.mil.za](mailto:Recruit3FMD@dod.mil.za). In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**NOTE**

: Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division.

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| <b><u>POST 33/22</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER: GRIEVANCE &amp; MISCONDUCT</u></b><br><b><u>REF NO: FMD/27/33/25/02</u></b><br>Financial Management Division<br>Chief Directorate: Financial Services<br>Directorate: Finance Support Services, Grievance and Misconduct   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF Level 4) or equivalent plus a National Diploma in Labour Relations/Human Resource Management or related field at NQF Level 6 as recognised by SAQA. A minimum of 3 years' experience in labour relations environment. A valid RSA/Military driver's license. A B Degree in Labour Relations/Human Resource Management or related field at NQF Level 7 and experience in conducting disciplinary enquiries/hearings will be an added advantage<br>Special requirements (Skills needed): Proven training/experience in labour relations. Sound knowledge of the LRA, BCEA, EEA, etc. Communicate, investigate, report and mediate. Be flexible and work under pressure. Problem-solving, communication, negotiation, investigation and report writing skills.   |
| <b><u>DUTIES</u></b>       | : | Execute the following for the Financial Management Division (FMD): Duties regarding employees' discipline e.g. execute duties regarding misconduct cases (including financial misconducts) e.g investigations, disciplinary inquiries, hearings and liaising with role-players. Provide advisory and support services, training/information sessions, reporting, appointment of investigators and chairpersons of disciplinary inquiries, etc. Duties regarding employees' grievances e.g registrations, investigations, training/information sessions, reporting, etc. Arrange and participate in meetings, e.g grievance committee. Assist to implement grievance policies, resolutions, plans, instruction, etc. Assist to implement the Anti-Criminality plan e.g participate in preparation, implementation and reporting duties, etc. Provide advisory and support service. Assist to execute administrative duties in the section e.g co-ordinate and supervise registry services & record management, budget (e.g planning and procurement) & assets (e.g state vehicles), leave administration (e.g co-ordinate submission of attendance registers & leaves, etc). Attend meetings. Travel to provinces/provinces when required. |
| <b><u>ENQUIRIES</u></b>    | : | Mr L.P. Mofokeng Tel No: (012) 392-2539   |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to <a href="mailto:Recruit2FMD@dod.mil.za">Recruit2FMD@dod.mil.za</a> or <a href="mailto:Recruit3FMD@dod.mil.za">Recruit3FMD@dod.mil.za</a> . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception  |
| <b><u>NOTE</u></b>         | : | Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division.  |