

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 24 October 2025 at 16:00 (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. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 37/02** : **ASSISTANT DIRECTOR (INTERNAL SUPPORT): REF NO: DPSP/25/33/25**
- SALARY** : R582 444 – R686 091 per annum (Level 10)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma (NQF level 7) in Public Administration/Management or relevant qualification. A minimum of three (3) years' experience at supervisory level. Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Financial Management and must have intermediate Knowledge in Planning. Competencies/skills: Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making. Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, service oriented and Integrity, creative and Innovative, Professionalism, reliability. Flexibility. Teamwork and ethical.
- DUTIES** : Successful candidate will be responsible to provide a professional corporate administrative support services within the establishment of Defence Policy,

		Strategy and Planning Division and perform the following key functions: Manage processes for the development of divisional planning. Provide advice on the compliance with human resource prescripts. Provide recruitment, Performance Management Development System (PMDS) and Employee Health and Wellness (EHW) support. Provide financial support in conjunction with prescripts custodian. Provide records and resource management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z. Slabbert or Mr N.C. Sendall Tel: (012) 335 5634/5210
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001, may hand delivered to, Department of Defence, Armscor Building, cnr of Nossob- and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 37/03</u>	:	<u>LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT REF NO: DLSD/29/37/25/01</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	Directorate Legal Services Division, Erasmuskloof, Pretoria.
	:	Grade 12 and an LLB Degree. (MR3 - LLB Degree plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus a minimum of 14 years post qualification experience in legal profession). Admission as an Attorney or Advocate is recommended. Special requirements (skills needed) Knowledge of the Constitution, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence and Administrative Law is required. Skills on Interpretation of Statutes and knowledge of litigation and litigation processes is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs.
<u>DUTIES</u>	:	Provide legal advice and support regarding the formulation of Departmental policies, to ensure the alignment of DoD policies with national legislation and/or with other prescripts. Facilitate the resolution of legal disputes regarding the interpretation or implementation of DoD policies. Provide sound legal advice/opinion on policy issues. Provide legal support with regard to formulation of policies, DODIs, DODDs and JDPs. Ensure alignment of DoD policies with national legislation and other prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of contracts. Assist with the facilitation of the PAIA, as well as POPIA process within the DoD. Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Col E.O. Mothupi Tel: (012) 355 5383 and Lt Col A. Everitt, Tel: (012) 355 5334
	:	Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing street, Erasmuskloof, Pretoria 0001 or emailed to Mafemo.Majutla@dod.mil.za
<u>POST 37/04</u>	:	<u>LEGAL ADMINISTRATION OFFICER: HUMAN RESOURCE LEGAL SUPPORT REF NO: DLSD/29/37/25/02</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience.
<u>CENTRE</u>	:	Directorate Legal Services Division, Erasmuskloof, Pretoria.

REQUIREMENTS

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DUTIES

: Provide specialist HR Legal advice. Represent and or facilitate representation of the Department in PSCBC, GPSSBC, CCMA, MBC and MBA matters. Instruct, liaise and assist the Office of the State Attorney in labour litigation where the DOD is involved. To develop and maintain an effective and efficient system of liaising with relevant internal and external role players to ensure effective HR Legal advice. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting written legal opinions on the legality of MOU, provide negotiation support to DOD when required. Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials.

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