

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. All enquiries should be directed to: Ms Dineo Masemola or Ms Ayanda Swaartbooi Tel No: (012) 765 9454
- FOR ATTENTION** : Acting Director: Human Resource Management
- CLOSING DATE** : 07 April 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. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement and must be attached to the application. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. Applicants who previously applied are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 09/103** : **CHIEF DIRECTOR: HERITAGE MEMORIALS BURIALS AND HONOURS**
REF NO: DMV2021/06-01
(Re-advertisement)
- SALARY** : R1 308 051 - R1 563 948 per annum (Level 14), (all inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : At least an undergraduate qualification (NQF level 7) as recognized by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment. Certificate for entry into the Senior Management Service. Social Worker background will be an added advantage. Inherent requirements: Strategic thinker, Leadership, Intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair. Competency skills: Conceptual thinking and problem solving skills, strong written and verbal communication skills, management skills, strong leadership skills, strategic management skills, strategic analysis skills and policy analysis skills.
- DUTIES** : Manage military veterans heritage, memorial and honour services. Identify and develop military veterans' heritage, memorial and honour policies, processes, strategies and procedures and ensure the successful implementation thereof.

Advise management and the Department on policy matters with specific reference to military veterans' heritage, memorial and honour policies. Review processes and procedures developed and interrogated their efficiency and effectiveness. Conduct research and impact analysis pertaining to exhumation and repatriation in line with the government policies and international guidelines and keep track of new developments and advise the Department. Manage burial support services, identify and maintain military veterans' cemeteries. Manage the recognition and honoring of military veterans in their life and in memorial. Represent the Department in with various Fora meetings (Nationally and Provincially). Manage, co-ordinate and market military veterans heritage, memorial and honour events, projects and campaigns and the department's program of action. Conceptualize and co-ordinate military veterans heritage, memorial and honour events. Monitor and analyze all events on military veterans' heritage, memorial and honour as well as planning and organizing conferences. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure external funding for military veterans, departmental and Ministerial activities by engaging donors, companies and private sector role-players. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. 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
NOTE**

: Ms L.P. Sono Tel No: 012 765 9314
 : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 09/104

: **CHIEF DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO: DMV2021/06-02**
 (Re-advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R1 308 051 - R1 563 948 per annum (Level 14), (all inclusive)
 : Pretoria
 : At least an undergraduate qualification (NQF level 7) as recognized by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment executing socio-economic related duties at senior management level. Certificate for entry into the Senior Management Service. Inherent requirements: Strategic thinker, Leadership, Intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair. Competency skills: Conceptual thinking and problem solving skills, strong written and verbal communication skills, management skills, strong leadership skills, strategic management skills, strategic analysis skills and policy analysis skills.

DUTIES

: Manage, coordinate and facilitate military veterans socio-economic support services. Develop and monitor the implementation of legislative framework pertaining to military veterans' socio-economic support and programmes. Advise stakeholders in terms of military veterans' socio-economic practices, procedures, guidelines and policies. Conduct research and impact analysis pertaining to military veterans' socio-economic practices, procedures, processes and policies. Coordinate and ensure compliance and implementation of military veterans socio-economic policies, programs, projects, processes & procedures for a peaceful work environment. Provide advice or recommendations for referrals and service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders in terms of providing benefits and access: Department of Transport, Department of Finance, Department of Human Settlement and

Department of Social Development. Represent the Department in with various Fora meetings (Nationally and Provincially). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. 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
NOTE

: Ms L.P. Sono Tel No: 012 765 9314
 : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 09/105

: **DIRECTOR: FINANCIAL ACCOUNTING REF NO: DMV2023/2-01**
 : On a 3 Year Contract Basis

SALARY
CENTRE
REQUIREMENTS

: R1 105 383 - R1 245 495 per annum (Level 13), (all inclusive)
 : Pretoria
 : An undergraduate qualification (NQF level 7) in Financial Management or an appropriate qualification. At least five (5) years' experience at middle management level as a Deputy Director executing Financial Management duties. Certificate for entry into the Senior Management Service. Knowledge in Public Finance Management Act, Financial and supply chain management related policies, guidelines, and directives as well as Government wide policies. Ability to interpret and apply policies and legislations. Skills: Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation, Project Management, Strategic planning and management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.

DUTIES

: Manage the development of guidelines in line with financial management accounting practices, procedures and ensure the implementation thereof. Manage the development, reviews and implementation of policies and procedures that relates to financial accounting services. Ensure that financial transactions within the department are implemented in line with financial regulations and prescripts. Preparation of Periodic Financial Statements. Manage the development of Audit Files for Interim and Annual Financial Statement. Manage the development and Implementation of the financial statements plan. Manage the timely preparation of Interim and Annual Financial Statements. Address matters raised by Internal Audit and AGSA timeously and implement corrective actions. Management of Departmental Accounting Processes and Records Keeping. Manage the administration of the Department's Payroll System including all forms of Taxation. Manage the administration of the Department's Accounts Payable. Manage the administration of the Department's Sundry Debtors. Manage the administration of funds requisitioning. Manage Banking and General Ledger including its reconciliation to all sub-ledgers and related records. Manage the administration of Cash Receipts and Receivables. Manage the processing of all payments including interfaces from Logis, BAS, PERSAL and other Transfer payments. Ensure that Suppliers are paid with the prescribed period. Manage the Provisioning of Internal Controls. Manage systems and document reviews. Management of losses and claims. Management of unauthorised, Irregular and Fruitless and Wasteful Expenditure. Manage custodianship and control of supporting documents. Risk Management. Co-ordinate the Risk identification process. Develop proposals on risk mitigation on activities. Manage the implementation of planned mitigating actions. Management and Development of Resources. Oversee the management and development of resources including Human Capital. Perform any other adhoc duties as the need arises.

ENQUIRIES

: Ms L.P. Sono Tel No: (012) 765 9314

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