

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, Human Resources, room 340 (Ms Lerato Sono) **328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001**. All enquiries should be directed to: Ms Lerato Sono (012) 765 9454.

FOR ATTENTION : **The Acting Deputy Director: Human Resource Administration**

CLOSING DATE : 03 February 2023 at 15h00

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>. Application must be submitted on the recent z83 application form, which come into effect from 01 January 2021 as issued by the Minister of Public Services and Administration in line with the regulation 10 of the Public Service regulation, 2016 as amended, which is obtained online www.dpsa.gov.za. All sections of Z83 must be completed (in full, accurately, legible, honestly, signed and dated) and must be accompanied by a comprehensive CV. Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licences/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified copies of qualifications and other related document on or before the day of interview which should not be older than six (6) months.. Correspondence will be limited to successful candidates only. Candidates will be subjected to security clearance, personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. Military Veterans, Women and People with Disabilities are encouraged to apply.

DEPUTY DIRECTOR: HUMAN RESOURCE ORGANISATIONAL DEVELOPMENT (LEVEL 11) REF NO.: DMV2023/01-03

SALARY : R766 584 – R903 006 per annum (Level 11) (All inclusive)

CENTRE : Pretoria

REQUIREMENTS A Senior Certificate and a recognized three year A diploma / degree in Work-study, Management Services, or equivalent qualification. Three to five years of experience at an Assistant Director level executing organisational development related duties.. Knowledge in Organisational Development and HR Government wide policies. Ability to interpret and apply policies and legislations. In depth knowledge of Persal. Ability to interpret and apply policies and legislations. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project management, Motivational, Decision making, Facilitation, Networking, Change management. Personal attributes Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment, Innovative.

DUTIES Manage Organisation Development and work-study investigations. Develop and facilitate the implementation of OD and change management policies and procedures. Collate and evaluate requests and decisions in respect of structural changes or adaptations. Co-ordinate and manage the process of organisational

structural reviews and amendments. Conduct best practice benchmarks with other departments on organisational structures and other OD related issues.

Manage the compilation of costing for the organisational structure. Prepare draft proposals and recommendations on reviews and amendments for consideration by management. Facilitate the process of capturing of the organisation structure on PERSAL. Provide advisory services and technical expertise in the area of organizational structural design and service delivery improvement. Monitor and evaluate the effectiveness of the organisational structure. Initiate, manage and implement work study investigations and advise on the efficiency and effectiveness of work processes and procedures. Provide advice on desirability and cost effectiveness of proposed new interventions. Develop and implement initiatives aimed at improving process performance in terms of all dimensions of efficiency and effectiveness. Co-ordinate and manage business process mapping / re-engineering undertakings

Manage Job Evaluation and job profiles. Co-ordinate and manage the process of job evaluation within the department by planning and implementing the process in terms of prescripts. Evaluate / analyse and capture the results of job evaluation on the EQUATE system. Facilitate the development of spreadsheets in relation to the job evaluation process. Quality assure jobs that have been evaluated prior the sitting of the job evaluation moderation committee. Present the results in accordance with policy guidelines and procedures to the job evaluation moderation committee and effect the changes subsequent the sitting of the moderation committee. Ensure that secretariat services are rendered to the job evaluation moderation committee. Facilitate the approval and implement decisions of job evaluation results. Co-ordinate the redesign of jobs after such jobs have been subjected to the job evaluation process and provided the results indicates the need for re-design. Provide advice and guidance on JE and JD issues and co-ordinate training thereof. Develop and manage the database as well as the filing of job evaluation results. Facilitate the implementation of DPSA resolutions. Co-ordinate and ensure the development, verification, signing, maintenance and filing of job descriptions. Ensure the implementation of DPSA resolutions & decisions and other resolutions. Develop job descriptions. Manage the development of job descriptions. Manage the submission of job descriptions to post incumbents and supervisors. Manage the implementation of changes to job descriptions subsequent consultation with post incumbents and supervisors. Facilitate the signing of job descriptions by post incumbents and supervisors. Manage the development and maintenance of a database and filing of job descriptions. Manage the updating of job descriptions as and when required. Ensure that a job descriptions is included in the personnel file of each staff member. Implement change management programs. Facilitate the process of the development and review of service standards and service delivery improvement plans. Manage the implementation of Batho Pele initiatives in line with the relevant prescripts and legislation. Monitor and evaluate the effectiveness of the departmental service excellence and change management programs. Ensure an organisational culture that is conducive to the strategic objectives of the department by conducting culture surveys and providing feedback to management regarding the findings / observations. Monitor and evaluate the effectiveness of the departmental service excellence and change management programs.

ENQUIRIES

Ms Dineo Masemola/ Mr Ayanda Swaartbooi: (012) 765 9454

POST

: **ADMINISTRATIVE ASSISTANT: OFFICE OF THE
DIRECTOR-GENERAL: REF NO.: DMV2023/01-02**

**SALARY
CENTRE**

: R218 064 – R256 860 per annum (Level 6) plus benefits
: Pretoria

REQUIREMENTS

A Senior Certificate and a diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level or as an intern in a relevant office. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management Basic financial / budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

DUTIES

Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

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Ms Dineo Masemola/ Mr Ayanda Swaartbooi (012) 765 9454