

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**.

FOR ATTENTION : **The Director: Human Resource Management**

CLOSING DATE : 18 November 2022 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 fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV only with contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Non RSA residents/permanent residents will submit proof only when shortlisted. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) and proof need to be submitted only when shortlisted. 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. 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.

OTHER POSTS

POST: **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (LEVEL 11)**
REF NO.: DMV2022/10-01

SALARY : R744 255 – R876 705 per annum (Level 11) (All inclusive)

CENTRE : Pretoria

REQUIREMENTS A Senior Certificate and a recognized three year Degree or National Diploma in Human Resource Management or equivalent qualification. Certificates in Persal Personnel Administration, Persal Leave Administration and Persal Establishment. Three to five years of experience at an Assistant Director level. Knowledge in Human Resources policies, guidelines and acts as well as Government wide policies. In depth knowledge of Persal. Ability to interpret and apply policies and legislations. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project management, Strategic planning, Motivational, Decision making, Facilitation and Change management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment and being compassionate.

DUTIES Provide staff provisioning services. Develop policies and procedures that relates to HR Admin function. Manage the process of the compilation of specifications, advertisements of posts, receipt of applications and development of the master list. Co-ordinate the process of the appointment of the panel. Co-ordinate the process of short listing and provide secretarial services in the entire process including interviews. Manage the entire process of interviews and issuing of appointment & regret letters and assumptions. Manage the process of the validation of qualifications, reference checks and security clearance. Administer probationary process and confirmation of appointment. Administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Provide advisory service to line managers regarding the recruitment process and handle general enquiries related to the HR admin function. Administer staff remuneration.

Implementation salary increases and adjustments. Implement special or person specific pay grades. Implement personnel pay progressions in line with the PMDS process. Manage the provision of service benefits & conditions of service and keeping of personnel records and information. Ensure that employee's benefits and salaries are properly managed in line with relevant prescripts and are timely paid / awarded. Provide an advisory and information service to employees regarding employee benefits, salaries and obligations. Administer leave, transfers, and termination of service, retirements, resignations, dismissals and deaths. Administer conditions of service, e.g. hours of attendance, dress codes, code of conduct etc. Ensure speedy processing of retirement benefits. Facilitate the process of exit interviews and submit reports in reference to finding

ENQUIRIES

Mr Mpho Makhwiting / Mr Ayanda Swaartbooi / Ms Lerato Sono: (012) 765 9454

POST:

ASSISTANT DIRECTOR: PROVINCIAL OFFICE (LEVEL 09) REF NO.: DMV2022/10-02

**SALARY
CENTRE
REQUIREMENTS**

: R382, 425.00– R450, 255.00 per annum (Level 09) plus benefits
: Pretoria
A Senior Certificate and an appropriate degree or diploma or equivalent qualification. Three to five years of experience at a senior administrative level executing stakeholder management and office management duties. Knowledge in Stakeholder relations policies and legislation, Inter-governmental guidelines, Government wide policies and the ability to interpret and apply policies and legislations. Skills in Negotiations, Report writing, Research, Presentation Analytical, Project management, Strategic planning, Motivational, Decision making, Facilitation and Change management. Personal Attributes in Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.

DUTIES

To implement military veterans programs in the province and to maintain sound working relations with stakeholders SLA's. Ensure adherence to policies and procedures that relates to provincial office management and stakeholder relations. Implement provincial skills development programs for military veterans. Identify possible employment placements for military veterans and assist military veterans with the actual placement and appointments. Implement military veterans provincial honours, ceremonials and heritage functions. Provide administrative, technical and logistical support in the management of service level agreements with line functions and other departments. Provide administrative, technical and logistical support in the provision of posthumous services which are heritage, burials, re-burials, exhumations and repatriation for / of military veterans. Provide military veterans with first-line assistance on their services and benefits. Compile and maintain provincial military veterans profiles. Co-ordinate the provincial military veterans resource systems. Ensure fully functional provincial office. Implement the provincial office operational plan. Develop and submit performance reports Implement regulatory framework in relation to stakeholder management. Establish and maintain sound relations with stakeholders. Implement stakeholder management interventions. Identify challenges related to the management of stakeholders and devise appropriate interventions to manage such challenges. Provide administrative, technical and logistical support in the development and signing of service level agreements. Provide administrative, technical and logistical support in the engage with stakeholders on matters of common interest. Handle all the administrative and logistical issues before the department enters into an MOU with a stakeholder

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