

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 deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 06 September 2019
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. 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.

MANEGEMENT ECHELON

- POST 30/84** : **CHIEF DIRECTOR: BENEFICIARY SUPPORT SERVICES REF NO: DMV01/08/2019**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 5 years of experience at senior management level within the Public Service or a similar environment. Knowledge of the Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa.
- DUTIES** : Manage, coordinate and facilitate military veterans' beneficiary services. Develop and monitor the implementation of legislative framework pertaining to military veterans' beneficiary support services. Manage the development and implementation of military veterans transiting, registration and eligibility and verification. Conduct assessments and identify bottlenecks in terms of

beneficiary services and compile relevant reports. Facilitate the provision of dispute resolution when the need arise. Ensure proper management of military veteran programmes. Manage military veteran database and benefits information. Develop and maintain military veterans' and beneficiary database. Ensure integrity and security of database information. Manage the transition for serving military personnel to civilian life. Ensure deregistration of military veterans and registration of beneficiaries and dependents and conduct verification processes. Advise the department on legibility and benefits. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department at various Fora meetings (National and Provincial). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation 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. Proven experience in planning, monitoring and evaluation and budgeting. Knowledge of the legislative framework applicable to Military Veterans empowerment: international approach and instruments relevant to military veterans mainstreaming outcomes and objectives: ability to work with line functional experts across government to add value to other departments work; ability to effectively work under tight deadlines, compliance requests and stressful situations. The successful applicant will be subject to personal security vetting at a top secret level. Provide effective leadership, setting clear direction, engaging with staff to bring the vision to life, coaching and developing staff to improve personal/team effectiveness, dealing with difficult situations and championing new ways of working, working flexibly and innovatively to drive and implement change. Ensure that risks, from departmental perspectives are identified and suitable controls are in place, escalating risks where necessary. Build and maintain a positive and influential relationship with the National Stakeholders and support the executive in their relationship with Military Veterans and implement their priorities.

**ENQUIRIES
NOTE**

: Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
 : All shortlisted candidates for SMS posts will 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 30/85

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DMV02/08/2019**

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 – R1 245 495 per annum (Level 13) (All inclusive)
 : Pretoria
 : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management or related field. 5 years' working experience at a middle / senior managerial level. Valid vehicle driver's license. Core: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Ability to manage and oversee projects implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and prescripts.

DUTIES : The successful candidate will report to the Deputy Director-General: Corporate Services and will be required to: Manage and facilitate the provisioning of Human Resource Planning and Management. Co-ordinate and manage the Recruitment, Selection and Appointment processes. Manage the administration of service benefits. Manage Human Resource Information Systems and Establishment Control. Coordinate the development and implementation of Human Resource Plan. Develop and facilitate the implementation of Human Resource Management Policies. Manage the provisioning of Organisational Development Services. Manage the development and maintenance of the Organisational Structure and facilitation of Job Evaluation processes. Coordinate the development and review of business process and standard operating procedures. Manage and facilitate the provisioning of Employee Relations. Manage and facilitate the provisioning of Employee Health and Wellness. Manage and facilitate the provisioning of the departmental travelling logistics. Facilitate the development of Departmental Labour Relations Policies, Guidelines and Processes. Facilitate Collective Bargaining Processes, Labour Relations, Dispute Resolution processes and implementation of collective agreements. Ensure that all reports are developed and submitted timeously to internal and external stakeholders.

ENQUIRIES NOTE : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
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OTHER POST

POST 30/86 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DMV03/08/2019**

SALARY : R733 257 – R863 748 per annum (Level 11) (All inclusive)
CENTRE : Pretoria
REQUIREMENTS : Three year tertiary qualification in Risk Management/Internal Auditing/Accounting/Economics. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit services. Valid driver's license. Knowledge: Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, Protected Disclosure Act, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.

DUTIES : Develop, implement and maintain an Enterprise Risk Management (ERM) framework and supporting policies. Develop and facilitate the implementation of a fraud prevention plan and anti-corruption strategy. Embed a risk management culture, risk awareness and anti-fraud awareness. Facilitate the compilation of Strategic and Operation Risk Registers. Assess and maintain the risk maturity profile of the Department. Develop and implement a business continuity policy for the Department. Facilitate the implementation of risk based combined assurance. Facilitate the functioning of the departmental Risk Management Forum. Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks. Ensure submission of accurate and timeous risk management reports to all departmental management structures. Manage the resources within the Risk Management Unit.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454