



## military veterans

Department:  
Military Veterans  
REPUBLIC OF SOUTH AFRICA



**NB: KINDLY NOTE THAT PREFERENCE WILL BE GIVEN TO 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 THIS POST AND CANDIDATES WHOSE APPOINTMENT/PROMOTION/ TRANSFER WILL PROMOTE REPRESENTATIVITY WILL RECEIVE PREFERENCE.**

### **POST: DEPUTY DIRECTOR-GENERAL: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT**

**Ref No.: Ref No.: DMV 01/08/2018**

**Total Salary/Package: R1, 370,973 per annum (Level 15)**

**Centre: National Head Office (Pretoria)**

**(This post is re-advertised, previous applicants are encouraged to reapply)**

The service of a visionary, dynamic, versatile and experienced Executive Manager is required to fill this position within the Department of Military Veterans. The successful candidate will be expected to enter into an employment performance management contract and sign an Annual Performance Agreement with the Director-General of the Department of

Military Veterans.

**Requirements:** A post graduate qualification (NQF level 8) as recognized by SAQA. Extensive experience of 8 to 10 years at senior management level within the Public Service or a similar environment.

**Salary:** Appointment is on Level 15 of the Public Service. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**Requirements:** Proven managerial and strategic 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

**Key Performance Areas / Duties:** Manage, coordinate and facilitate transversal research and policy development processes. Manage and maintain military veteran database and benefits information by ensuring the availability of military veteran and beneficiary database, supervise transition for military veterans from active service to civilian service, ensuring proper management of military veteran programmes, and advice the department on legibility and benefits. Manage the implementation of military veterans' health care and wellbeing support services by ensuring the implementation of legislative frameworks with regard to military veteran health care and wellbeing support services, establish and maintain good relations within the department, NGO's and all stakeholders in terms of military veteran health care benefits and related services. Manage the implementation of military veterans socio-economic support services by ensuring the implementation of legislative frameworks with regard to military veteran socio-economic support services, establish and maintain good relations within the department, NGO's and all stakeholders in terms of military veteran socio-economic support services. Manage resources (physical, human and financial) by a) by ensuring proper implementation of the by monitoring, projecting & reporting expenditure, monitor and report on the utilisation of equipment, evaluate and monitor performance and appraisal of employees, ensuring 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 planning, monitoring, evaluation and reporting policy and strategic frameworks of government: knowledge and information management policy and frameworks: government socio-economic frameworks: stakeholder management and advocacy: dialogue and outreach initiatives: legislative framework applicable to Military Veterans empowerment: international approach and instruments relevant to military veterans mainstreaming outcomes and objectives: applicable public service legislative and regulatory requirements, policies and standards: thorough understanding of policy formulation process within government: business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques: monitoring and evaluation methods, tools and techniques. Advanced verbal communication and report writing skills: change management: programme and project



management: 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. Analytical thinking: strong commitment to service orientation towards others: assertive: highly motivated: people orientated and able to function within a group: solution orientated – ability to design ideas without direction. 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

**INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS RISK COMMITTEE**

**CHAIRPERSON: RISK MANAGEMENT COMMITTEE (DMV)**

**Ref No.: DMV 02/08/2018**

**Centre: National Head Office (Pretoria)**

**(This post is re-advertised, previous applicants are encouraged to reapply)**

*The Department of Military Veterans has been established to facilitate delivery and coordination of all activities that recognizes and entrench the restoration of dignity and appreciation of the contribution of military veterans to our freedom and nation building.*

The Department of Military Veterans is inviting interested independent and suitably qualified individual for appointment as chairperson of the Risk Management Committee for a period of three (3) years.

**Requirements:** MBA/MBL/CASA/CIA. Applicants should have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) in possession of a post degree or equivalent qualification in any of the following fields: Accounting/Risk Management/Financial Management/Auditing/Legal or Business/ Information Communication Technology, b), at least 10+ years' experience in the risk management environment, c) should be independent and knowledgeable of the status of their positions as a chairperson, (d) a member of a professional body, (e) having experience of serving in Boards of Directors and/or similar committees.

The following will be an added advantage: Experience in or knowledge of the public sector. Knowledge and understanding of internal controls, project management, governance, risk management principles and accounting practices. Knowledge and understanding of and exposure to legislation/policies (Risk Management and Corporate Governance, EWRM, COSO model, PSRMF, PFMA, GRAP, GAAP, Treasury Regulations and relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.

**Key Performance Areas / Duties:** The candidate will chair the Department's Risk Management Committee and discharge its responsibilities as set out in the Risk Management charter, regulations/codes: to provide an oversight role regarding: monitoring the implementation of risk management within the Department, review the risk policies, strategies and other working procedures. Review the risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review the risk appetite and tolerance levels of the Department. Provide reports to the Director General on a quarterly basis, management and other oversight committees. Implementation of risk maturity model. The risk management committee shall meet at least three times yearly. Applications must be accompanied by a comprehensive curriculum vitae as well as certified copies of qualifications and identity document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualification Authority (SAQA). This is not a full time appointment. Shortlisted candidates will be invited for interviews.

**Remuneration:** Chairperson will be remunerated in accordance with the rates as determined by National Treasury from time to time.

**POST: DEPUTY DIRECTOR: PROJECT COORDINATOR FOR MILITARY VETERANS HEALTH CARE AND WELLNESS SUPPORT**

**Ref No.: DMV 03/08/2018**

**Total Salary/Package: R697, 011 per annum (Level 11)**

**Centre: National Head Office (Pretoria)**

**Requirements:** An appropriate Degree or Diploma in Healthcare or equivalent qualification. 3-5 years' experience at a managerial level in health care management and wellness environment. Registration or license as a Social Worker or Psychologist. Appropriate working experience and understanding of Public Service Administration, Report writing, able to conduct Research and presentations, military veterans' Act, health care Act, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act.



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**Key Performance Areas / Duties:** Provide provision of technical and administrative support on dedicated counselling and wellness services. Promote, Facilitate and Co-ordinate the counselling and wellness services activities. Monitor and evaluate service delivery and management systems relating to counselling and wellness services. Supervise arrangements for all associate counsellors. Contribute to the development of policies, procedures and practices in the sub directorate. Overseer and report on the provision of clinical assessments of clients and effective ongoing therapeutic interventions and or making suitable and timely referrals. Facilitate payment of invoices within the stipulated period. Monitor and report appropriately. Ensuring that the core objectives are achieved. Participate and ensure the provision of professional services including confidential counselling. Co-ordinate and manage the identification and screening process for military veterans eligible for admission to the wellness centres and compensation benefit. Coordinate group counselling and processes for military veterans across all provinces. Co-ordinate access for wellness services for military veterans identified for admission. Manage and monitor the implementation of home based care process and programs. Manage assessments and identify personal problems affecting military veterans, their beneficiaries and dependents and write relevant reports. Ensure the facilitation of individuals and group counselling. Coordinate the feedback mechanism to Military veterans on the outcome of assessments. Ensure correct placement and referral for military veterans and beneficiaries seeking services. Develop, monitor and evaluate the referral, service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Support the Implementation and monitor service level arrangements. Initiate and attend regular meetings with service providers and relevant stakeholders. Co-ordinate reports from service providers and provide a comprehensive monthly reports on the wellness centre. Monitor and report on the utilization of services. 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's. 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. Evaluate and monitor performance and appraisal of employees.

**Kindly note the following instructions with regard to the advertised posts.**

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Applications must be submitted on form **Z83**, obtainable from any Public Service Department, and should be accompanied by comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates, driver's license and Identification Document. Applicants with foreign qualification must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. In addition to completing the **Z83**, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide the full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may result in your application not being considered (applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. If you have not been contacted for an interview within three (3) months of the closing date, please assume that your application was not successful. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference.

Correspondence will be entered into with short-listed candidates only.



PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Unless otherwise stated, please forward applications, quoting the relevant reference number, to **The Director-General, Department of Military Veterans, Private Bag X943, Pretoria, 0001** or may be hand delivered to **328 Festival Street, Department of Military Veterans, Hatfield (Pretoria)**

All enquiries should be directed to: **Ms Dineo Masemola** or **Mr Caiphus Mailula (012) 765 9454**.

Closing date: **31 August 2018 (16h00)** Applications received after the closing date will not be considered.