

## 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 Acting Director: Human Resource Management
- CLOSING DATE** : 12 March 2021 at 15h30
- NOTE** : Applications must be submitted on a 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 referees (telephone numbers and email addresses must be indicated) as well as certified copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of her/his Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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. 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. 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.

## MANAGEMENT ECHELON

- POST 07/18** : **DIRECTOR: LEGAL SERVICES REF NO: DMV2021/2-01**
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree in law (LLB) or equivalent qualification. At least five (5) years' experience at middle management level as a Deputy Director executing legal related functions. Certificate for entry into the Senior Management Service. Knowledge in Legal processes and systems. Government wide policies. Ability to interpret and apply policies and legislation. Drafting of Legislation will be an added advantage. Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation and Project Management. Personal attributes: Interpersonal relations, Integrity, courteous, responsive, fairness, credibility, commitment and compassionate.
- DUTIES** : Manage the provision of legal advisory services to the department. Manage the preparations and drafting of legal opinions. Manage the drafting and compilation of legal documents, i.e. tender documents, contracts, memoranda of understanding and agreements and give advice on interpretations and execution of powers. Ensure liaison and consultation with legal advisors and experts. Manage the production and drafting of legislation and accompanying memoranda. Manage

responses to legally based queries and complaints of service providers, Military Veterans and the public. Manage the adjudication of settlements in the case of persons who have entered into agreements with the Department. Provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Handle the consultation process and instruction of State Attorneys. Manage the administration of lawsuits. Manage the representation of the employees of the department in criminal matters arising from the execution of their official duties. Manage the representation of the Department in litigation matters. Liaise with other government departments and stakeholders in relation to court cases and other legally related matters. Manage the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Monitor and advise on the litigation processes following legal action being instituted against or by the Department. Manage the investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Manage the preparation of case files and liaison with State Attorneys / state law advisors on litigation and other related matters. Manage the investigation and advise on the strength of the department's case before defending or instituting action. Manage the directorate and its resources. Manage financial and human resources of the directorate and its assets.

- ENQUIRIES** : Mr J.B. Olivier Tel No: (012) 765 9314
- POST 07/19** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DMV2021/2-02**
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Human Resources Management or equivalent qualification. At least five (5) years' experience at middle management level as a Deputy Director executing Human Resources related duties. Certificate for entry into the Senior Management Service. Knowledge of Human Resources Prescripts, policies, DPSA guidelines and directives on human resources. Government wide policies. Ability to interpret and apply policies and legislations. Labour Relations and its application. Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation, project management and strategic planning and management. Personal attributes: Interpersonal relations, Integrity, confidential, courteous, responsive, fairness, credibility, commitment and compassionate.
- DUTIES** : Manage the provision of human resources services. Manage the development and implementation of policies and procedures to guide the human resources environment within the department. Manage personnel provisioning and staff mobility services. Manage the administration of compensation, employee service benefits and conditions of service. Ensure integrity and safety of human resource information. Ensure the efficient management of personnel career incidences. Manage the co-ordination of staff employment and deployment. Manage staff placement and utilization. Manage administration of remuneration and salaries. Manage employee relations and wellness support services. Ensure healthy employer / employee relations. Manage the implementation of proper grievance procedures and processes and provision of advisory services to the employer and to employees. Manage the acquisition of legal opinions and guiding the actions of the employer in dispute cases. Manage the investigation and processing of collective and individual grievances. Ensure the provision of advice to employers on possible unfair labour practices and remedies. Manage the institution and guidance of disciplinary proceedings. Represent the employer in mediations and arbitrations cases. Represent the employer in negotiations with organized labour. Manage the implementation of employee wellness programmes Ensure that the department adheres to the occupational health and safety standards. Provide advice and guidance on employee wellness policies, strategies and programmes. Manage the implementation and administering of employee wellness, employee assistance and life skills programmes. Manage, co-ordinate and support capacity building and training programmes for departmental employees. Manage the development and implementation of policies and procedures to guide the training and development as well as the performance management system within the

department. Facilitate the development and maintenance of the Work Place Skills Plan. Manage the provision of formal and informal training programmes for the employees of the department. Manage the identification, evaluation and response / addressing of training needs in line with the available budget and capacity. Manage the proper administration of study aid schemes / bursaries. Ensure successful administration and implementation of Internship and learner ship capacity building programs. Manage the implementation of the performance management development system. Manage the implementation of the performance appraisal system. Manage human resource planning services and systems. Manage the development, maintenance, monitoring and interpretation of the Human Resources Plan (HRP). Ensure that the department complies with reporting requirements in line with HRP. Provide expert advice to the department in pursuit of HRP targets and requirements. Manage the development, maintenance, monitoring and interpretation of the Employment Equity Plan (EEP). Ensure that the department complies with reporting requirements in line with EEP. Provide expert advice to the department in pursuit of EEP targets and requirements. Provide organisational development and service excellence services. Manage the development of policies and procedures to guide the organizational development environment within the department. Co-ordinate and manage organization development investigations. Provide expert advice to the department regarding organizational development and change management investigations, findings and interventions. Manage the implementation of transversal change management programs. Ensure effective implementation of the Batho Pele government strategy. Ensure organizational development and post establishment creation in line with organizational strategy and needs. Manage the implementation of the job evaluation system. Manage the development of job descriptions and job profiling.

**ENQUIRIES  
NOTE**

: Mr J.B. Olivier 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.

**OTHER POSTS**

**POST 07/20**

: **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING & SYSTEMS REF NO: DMV2021/02-03**

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 – R863 748 per annum (Level 11), (All inclusive)  
 : Pretoria  
 : An appropriate Bachelor's Degree/National Diploma in Human Resource Management or equivalent. Three to five years of experience at an Assistant Director level. Extensive knowledge of the Persal system (Attach certificates). Knowledge in Legislation impacting on HR planning and systems and employment equity. Government wide policies. 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, Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility and Commitment.

**DUTIES**

: Facilitate the development and monitor the implementation of Human Resource Plan (HRP). Develop policies and guidelines related to HRP. Facilitate the development of the HRP. Establish structures / forums that will monitor the amendment and implementation of the HRP. Facilitate the process of evaluating the HRP. Submit reports related to the implementation of the HRP to management, relevant structures / forums. Co-ordinate, monitor and maintain Human Resource

information systems (HRIS). Develop policies and guidelines that relates HRIS. Establish and ensure proper functioning HRIS. Manage the integrity of information, migration patterns and distribution. Collect, manipulate and submit value adding information management reports. Ensure alignment of systems. Co-ordinate the compilation and submission of the oversight reports. Monitor and control PERSAL activities in the department. Administer the operational functioning of the PERSAL system. Monitor and audit the utilisation of the PERSAL system in terms of manuals and guidelines. Ensure the credibility and correctness of the information on the PERSAL system. Facilitate the training and access of users. Establish and ensure proper functioning of user forum. Create codes on the system. Capture the organisational structure and its subsequent amendments in the PERSAL system. Manage the Human Resource Budget Planning. Conduct HR Budget Planning. Monitor and report the HR budget trends. Give advices and recommendations on potential deviations from the HR Budget. Prepare and submit reports to all Departmental Management Bodies and other relevant stakeholders on cost of employment trends. Develop & facilitate the implementation and review of the employment equity plan. Develop, manage and facilitate the implementation of the employment equity (EE) plan. Provide support to line managers in the implementation of the EE plan. Ensure the provision of secretarial support to the EE forum. Provide guidance to the department in meeting EE targets and complying with the EE Act. Conduct an analysis of workforce profile and submit EE reports. Co-ordinate the implementation of targeted interventions to address under representation in the department.

- ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454
- POST 07/21** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: NORTHERN CAPE REF NO: DMV2021/4-04**
- SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11), (All inclusive)  
: Northern Cape  
: An appropriate degree or diploma or equivalent qualification. Three to five years of experience at an Assistant Director level executing stakeholder management and office management duties. Knowledge of Stakeholder relations policies and legislation Inter-governmental guidelines, Government wide policies. 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 and Commitment.
- DUTIES** : To manage military veterans programmes in the regions. Implement policies and procedures that relates to provincial office management and stakeholder relations. Co-ordinate provincial skills development programs for military veterans. Assist military veterans with and co-ordinate employment placement programmes. Initiate and co-ordinate military veteran's provincial honours, ceremonials and heritage functions. Manage service level agreements with line functions and other departments. Co-ordinate the provision of posthumous services which are heritage, burials, re-burials, exhumations and repatriation for / of military veterans. Manage the provision of military veterans with first-line assistance on their services and benefits. Manage the compilation and maintenance of provincial military veteran's profiles. Manage provincial military veteran's resource systems. Manage the establishment and functioning of a fully functional provincial office. Manage the implementation and supervision of the provincial operational plan. Co-ordinate the development and submission of performance reports. Manage stakeholder relations activities. 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. Develop and facilitate the signing of service level agreements. Engage with stakeholders on matters of common interest and initiate negotiations for the signing of the MOU. Manage all the administrative and logistical issues before the departments enters into an MOU with a stakeholder. Guide the department in relation to precautions and focus areas in as far as the MOU is concerned. Manage

the interactions and co-ordination of governmental, non-governmental institutions and other structures including national as well as regional stakeholders with regard to services rendered to military veterans.

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

**POST 07/22** : **DEPUTY DIRECTOR: COMPLIANCE REF NO: DMV2021/2-05**

**SALARY** : R733 257 – R863 748 per annum (Level 11), (All inclusive)

**CENTRE** : Pretoria

**REQUIREMENTS** : LLB Degree. Three to five years appropriate working experience at Assistant Director. Extensive knowledge in relevant legislations and regulations and Generally Accepted Compliance Practice Framework. Negotiation Skills, Writing Skills, Reporting Skills, Research Skills, Presentation Skills; Analytic Skills; Compliance Investigative Skills, Motivational Skills, Facilitation Skills, Communication Skills and Problem-Solving-Skills. Personal Attributes: Interpersonal Relations, Integrity, Confidentiality, Credibility, Fairness, Courteous, Responsive and Commitment.

**DUTIES** : Compliance Risk Identification. Identify the Regulatory Requirements that apply to the department. Analyse the Regulatory Requirement applicable to the department. Compile all the Regulatory Requirements identified to form the Universe of the department. Prioritization of the implementation of the Regulatory Requirements. Rate the Regulatory Requirement in consultation with Risk Management Unit. Compliance Management. Develop compliance monitoring tools. Monitor compliance in the Department with the Regulatory Requirements approved. Report non-compliance with the Regulatory Requirements to the Director General and Management. Reporting. Report findings of non-compliance with the Regulatory Requirements to the Head of the Directorate, Director General and Management. Report findings non – compliance with Regulatory Requirements also to the Audit Committee after apprising the Director General and Management. Compliance / Legal Activities organised by External Compliance Institutions. Attend Compliance /Legal Activities workshops organised by the External Compliance Institutions in order to keep abreast the department of the new developments. Prepare a report for the department and implementation of those new developments.

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

**POST 07/23** : **PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION: REF NO: DMV2021/2-06**

**SALARY** : R173 703 per annum (Level 05) plus benefits

**CENTRE** : Pretoria

**REQUIREMENTS** : Certificate in Human Resource field or relevant qualification. One to two years internship executing human resources related duties or one to two years as junior clerk in the human resources environment. Basic knowledge of the human resources environment and Government wide policies.

**DUTIES** : Support staff provisioning services. Benchmark, Compile and submit draft specifications for the advertisement of posts. Receive and enter post applications. Develop and submit draft master lists. File and safeguard applications of the successful and unsuccessful applicants. Provide clerical support in the appointment of the panel members. Provide clerical support the process of short listing and provision of secretarial services for interviews. Support the administration of the entire process of interviews and issuing of appointment & regret letters and assumption of duties. Provide clerical support in the validation of qualifications, conducting of reference checks and security clearances. Support the implementation of staff remuneration. Support the process of the capturing and implementation of salary increases and adjustments. Assist in the capturing and implementation of special or person specific pay grades. Assist in the capturing and implementation of personnel pay progressions in line with the PMDS process. Ensure the processing of service benefits, co-ordination of conditions of service and keeping of personnel records and information. Implement employee's benefits and salaries. Provide an advisory and information service to employees regarding employee benefits, salaries and obligations. Do first line / phase of the capturing of leave, transfers, termination of service, retirements, resignations, dismissals and

deaths. Provide clerical support in the implementation of conditions of service, e.g. hours of attendance, dress codes, code of conduct etc. Support the implementation of exit interviews.

**ENQUIRIES**

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