

## DEPARTMENT OF MILITARY VETERANS

*The Department of Military Veterans is an equal opportunity affirmative action employer and it is our intention to promote representativity in the Public Sector (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 application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Military Veterans, Private Bag X943, Pretoria, 0001. Applications can also be hand delivered to Department of Military Veterans, at 328 Festival, cnr Festival & Arcadia Streets, Hatfield, Pretoria.
- CLOSING DATE** : 29 June 2018
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at or downloaded from <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 certified copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license. 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). 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 full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may results 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. NB: preference will be given to military veterans and military veterans' dependants. Please indicate your force number on the Z83. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. No faxed or e-mailed applications will be considered.

## OTHER POSTS

- POST 24/44** : **ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: DMV02/05/2018**
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/ Diploma (LLB) or equivalent qualification with 3-5 years appropriate working experience and understanding of Public Service Administration, 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, good communication, problem solving/interpretation and technical skills. Be able to work independently. Must have a knowledge of Constitutional law, Civil procedure, Administrative law (PAJA), PFMA and Treasury Regulations, PAIA, POPI, Law of delict, and

- knowledge of the court system of South Africa. Must have skills of Legislative drafting and interpretation of statutes.
- DUTIES** : To assist in the provision of effective and efficient legal advice and opinions to Ministry and the Department, to assist in the management of litigation for and against the Department. Provide contract management support to the Department to assist in the achievement of Department's objectives; as per legal prescripts. To provide legislative support to the Department which includes drafting, amending and reviewing primary and subordinate legislation. Ensure compliance with legislation and legal research.
- ENQUIRIES** : Ms D Masemola or Mr C Mailua Tel No: (012) 765 9454
- POST 24/45** : **FINANCE CLERK REF NO: DMV03/05/2018 X3 POSTS**  
Directorate: Finance  
(1 Year Contract)
- SALARY** : R183 558 per annum (Level 06)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Must have a relevant undergraduate qualification (NQF 6) as recognised by SAQA. Must have basic knowledge of financial functions, practices as well as the ability to accurately capture data, operate computer and effectively communicate with internal and external clients. Basic knowledge and insight of all applicable legislation and regulations, policies and procedures (PFMA, treasury regulations, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS and Microsoft packages such as excel and word).
- DUTIES** : To render financial accounting transactions by receiving invoices, verification of invoices and supporting documents for compliance, process invoices on Basic Accounting System (BAS), filing of all documents as per the filing plan. Perform bookkeeping support services, capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions, compile journals. Participate in the co-ordination of information required by both internal and external auditors. Form a link between finance and branches by providing timeous feedback on all financial inquiries. Perform any other adhoc functions as when required.
- ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailua Tel No: (012) 765 9454  
**NOTE** : persons with disabilities are encouraged to apply.