

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 : 9 September 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: PROVINCIAL COORDINATOR: PROVINCE: FREE STATE (LEVEL 11) REF NO.: DMV2022/08-05**

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

CENTRE : Free State

REQUIREMENTS A Senior Certificate and 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

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

POST:

**DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE:
NORTHERN CAPE (LEVEL 11) REF NO.: DMV2022/08-06**

Re-advertisement: Applicants who previously applied are encouraged to re-apply

SALARY

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

CENTRE

: Northern Cape

REQUIREMENTS

A Senior Certificate and 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.

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