

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

FOR ATTENTION : **The Acting Director: Human Resource Management**

CLOSING DATE : 16 April 2021 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 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 his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 and must be attached to the application. 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: **DIRECTOR: FINANCIAL ACCOUNTING REF NO: DMV2021/3-01**

SALARY : R1, 057,326 - R1, 245,495 per annum (Level 13) (All inclusive)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Financial Management or an appropriate qualification. At least five (5) years' experience at middle management level as a Deputy Director executing Financial Management duties. Certificate for entry into the Senior Management Service. Knowledge in Public Finance Management Act, Financial and supply chain management related policies, guide lines, and directives as well as Government wide policies. Ability to interpret and apply policies and legislations. Skills: Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation, Project Management, Strategic planning and management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.

DUTIES : Manage the development of guidelines in line with financial management accounting practices, procedures and ensure the implementation thereof. Manage the development, reviews and implementation of policies and procedures that relates to financial accounting services. Ensure that financial transactions within the department are implemented in line with financial regulations and prescripts. Preparation of Periodic Financial Statements. Manage the development of Audit Files for Interim and Annual Financial Statement. Manage the development and Implementation of the financial

statements plan. Manage the timely preparation of Interim and Annual Financial Statements. Address matters raised by Internal Audit and AGSA timeously and implement corrective actions. Management of Departmental Accounting Processes and Records Keeping. Manage the administration of the Department's Payroll System including all forms of Taxation. Manage the administration of the Department's Accounts Payable. Manage the administration of the Department's Sundry Debtors. Manage the administration of funds requisitioning. Manage Banking and General Ledger including its reconciliation to all sub-ledgers and related records. Manage the administration of Cash Receipts and Receivables. Manage the processing of all payments including interfaces from Logis, BAS, Persal and other Transfer payments. Ensure that Suppliers are paid with the prescribed period. Manage the Provisioning of Internal Controls. Manage systems and document reviews. Management of losses and claims. Management of unauthorised, Irregular and Fruitless and Wasteful Expenditure. Manage custodianship and control of supporting documents. Risk Management. Co-ordinate the Risk identification process. Develop proposals on risk mitigation on activities. Manage the implementation of planned mitigating actions. Management and Development of Resources. Oversee the management and development of resources including Human Capital. Perform any other adhoc duties as the need arises.

ENQUIRIES

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Mr J Olivier Tel No: (012) 765 9314

POST:

DEPUTY DIRECTOR: LABOUR RELATIONS & EMPLOYEE HEALTH AND WELLNESS (LEVEL 11) REF NO.: DMV2021/03-02

SALARY CENTRE REQUIREMENTS

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R733, 257– R863, 748 per annum (All inclusive)
Pretoria

Bachelor's Degree or National Diploma in labour relations or equivalent qualification. Three to five years of experience at an Assistant Director level executing labour relations related functions. Knowledge in Labour relations and employee wellness policies, guidelines and acts, Government wide policies, Ability to interpret and apply policies and legislations Skills: Conflict resolution, Negotiations, Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.

DUTIES

Promotion of harmonious employer employee / labour relations and handle disputes. Develop and facilitate the implementation of labour relations policies. Facilitate the establishment and proper functioning of departmental bargaining chamber. Administer the mediation process. Represent the department in conciliation and arbitration. Facilitate the provision of secretariat services for the conciliation and arbitration. Monitor the implementation of conciliation agreements and arbitration awards. Form conclusions and resolve disputes. Administer arbitration and ensure representation of the department in hearings. Consolidate and submit arbitration results for approval and implementation. Represent the department in the bargaining council structures and submit reports of decisions for implementation. Administer misconduct cases and manage grievances. Receive and document misconduct cases. Investigate misconduct cases. Formulate charges. Arrange disciplinary hearings. Facilitate the appointment of presiding officers. Facilitate the consolidation of hearing reports. Monitor the submission and implementation of sanctions. Facilitate the finalization of appeals. Represent the department in disciplinary cases. Facilitate the receipt, acknowledgment and referral of grievances. Facilitate the resolution of grievances. Administer, implement and monitor employee health and wellness programmes. Develop and facilitate the implementation of employee health and wellness policies. Develop and facilitate the implementation of policies and strategies to address the general physical and mental health and quality of life for the officials of the department. Develop and facilitate the implementation of policies and strategies to address occupational health and safety issues to maintain a working environment that is free of health and safety hazards. Promote awareness and influence mind-sets through the implementation of relevant campaigns. Facilitate the establishment and functioning of department forums in relation to health and wellness issues. Facilitate the implementation of voluntary collective preventative medical treatments. Advise the department on ethical work practices with the view of protecting the rights and interests of staff. Establish and maintain AIDS and

other communicable diseases awareness and information programmes / campaigns. Establish and implement effective employee assistance and life skills programmes. Provide for and conduct staff counselling.
Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

ENQUIRIES

POST

ASSISTANT DIRECTOR: MONITORING & EVALUATION: REF NO.: DMV2021/3-03

SALARY

: R376 596 per annum (Level 9) plus benefits

CENTRE

: Pretoria

REQUIREMENTS

: Degree or Diploma in monitoring & evaluation, economics or equivalent qualification. Three to five years of experience at senior administrative level executing monitoring and evaluation related responsibilities. Knowledge in Monitoring and evaluation and strategy policies, guidelines, regulations, frameworks and acts, Government wide policies and Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation and Communication. Personal attributes: Interpersonal relations, Integrity, Responsive, Fairness, Credibility and Commitment.

DUTIES

Assist in the co-ordination of the development of the departmental performance quarterly reports. Assist in the completion and issuing guidelines and instructions on content, formats, and management of reports. Assist to monitor adherence to reporting time frames, prescribed format and quality of reporting. Assist to ensure coordination, development and submission of departmental quarterly. Assist to analyse the non-financial performance on military veterans programme against planned performance and compile reports. Assist to formulate submissions. Assist to conduct value for money audits on prescribed plans and priority programmes against pre-determined goals and objectives. Assist to Evaluate and analyse quarterly performance reports. Assist to Conduct due diligence on submissions made and issue the appropriate determinations. Assist to co-ordination of the development of the departmental performance annual report. Assist to Issue guidelines and instructions on the content, formats and management of the Annual Performance Reports. Assist to Conduct due diligence on submissions made and follow up on gaps. Assist to Compilation of the DMV Annual Report. Assist to Prepare draft submission/report for supervisor scrutiny and approval. Assist to develop, review and manage the Department of Military Veterans' Monitoring and Evaluation Framework and Guidelines. Assist to conduct research and consolidate data required. Assist to consultation with programme on framework and guidelines. Assist to submit recommendations to improve on existing practices and procedures. Assist to ensure capacity building by providing technical advice and guidance to users. Assist to ensure the Identification and fixing of gaps and grey areas identified during evaluation and provide feedback thereof. Assist to present draft review of the DMV M&E Framework and Guidelines to relevant stakeholders within the department. Assist to facilitate approval of Reviewed M&E Framework and Guidelines. Assist to consultation with programme on reporting guidelines. Assist to ensure that programmes report in line with relevant regulations. Assist to act as a focal point for monitoring and evaluation requirements for the department. Assist to coordinate evaluations for the department. Assist to support and assist departmental programmes and sub-programmes to develop logical frameworks and theory of change for programmes. Assist to conduct evaluation studies on departmental programmes, policies and projects. Assist to Develop evaluation and research proposals, plans, terms of reference, concept notes and data collections tools in preparation for studies to be undertaken. Assist to develop data collection and analytical tools for capturing, analysis and interpretation of collected data. Assist to Collect, capture and analyse research information collected. Assist to provide guidance and support to officials and other relevant stakeholders on issues related to evaluation and research. Assist to Compile and submit evaluation and research reports for the department. Assist programmes in the development of the action plan on the implementation of the recommendations based on the key findings. Assist to monitor and evaluate the implementation of the evaluation and research recommendations.

ENQUIRIES:

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