

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 Streets, Hatfield, Pretoria, 0083.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 14 July 2023 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 references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident. 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. 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. Applicants who previously applied are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 22/150** : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE (X5 POSTS) REFERENCE: DMV2023/06-01**
(The term of office will run effective immediately upon appointment for a period of three years (36 months).
(Re-advertisement)
- SALARY** : Remuneration - An appointed member will be remunerated according to the scales approved by the National Treasury, determined on an hourly or daily basis. All other refundable expenses are based on the National Treasury Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) Matric / senior certificate (b) Relevant three or four year degree (c) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, Human Resource Management, and Planning, Monitoring and Evaluation), must be independent and knowledgeable of the status of their positions as members, (d) a member of a professional body and (e) have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Experience in or knowledge of the public sector. Highly specialized knowledge of internal controls and accounting practices and in particular accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other 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.

DUTIES : To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the Executive Authority and Accounting Officer of the Department of Military Veterans on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the annual financial statement to provide the department with an authoritative and credible view of the financial position of the DMV, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the Department as may be requested by the Executive Authority; perform such other functions as may be prescribed.

ENQUIRIES : The Directorate: Internal Audit and Risk Mr MMC Mufamadi Tel No: 012 765 9366

OTHER POST

POST 22/151 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DMV2023/06-02**

SALARY CENTRE REQUIREMENTS : R811 560– R 952 485 per annum (Level 11) (All inclusive)
: Pretoria
: Senior Certificate and Bachelor degree in financial management, supply chain or an appropriate qualification. A minimum of 5 years experience at middle management level executing supply chain and procurement related duties. The ideal candidate must have knowledge in Treasury Regulations, GAAP, PFMA requirements. SCM and Financial systems e.g. LOGIS, BAS etc. Thorough understanding of policy analysis, formulation and Supply chain management framework in public service. Skills: Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, and Commitment.

DUTIES : Adherence to Government strategy, policies and procedures pertaining to Supply Chain Management. Develop and ensure the implementation of departmental supply chain management policies and strategies. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management Directorate. Draft new policy/amendments to existing policy and procedural guidelines and present to authorities for approval. Communicate changes to policy, procedures and work processes to staff in the Directorate and train/coach staff in applying these, where required. Design, implement and maintain effective control systems to ensure compliance to policy and procedures on a continuous basis. Prompt and cost-effective acquisition of goods and services. Design and implement internal control systems to ensure that acquisition requests are properly motivated and authorised and that items or services requested are budgeted for. Ensure that specifications/requirements are specified clearly. Ensure that comprehensive databases of role players in the supply industry are maintained and that changes in the industry are identified and analysed correctly. Conformance to policy, procedures and ethical guidelines related to the acquisition of goods and services. Optimal cost-efficiency ("Value for money"). Ensure adherence to the PFMA, regulations, policy guidelines and prescripts relating to tender/bid procedures. Ensure that cost effective and efficient processes are utilised in approaching potential suppliers. Ensure that tender/bid documentation is complete and unambiguous. Assist in drawing up tender/bid documents falling within own authority parameters. Assist in drawing up tender/bid documents falling within own authority parameters. Negotiate with suppliers in the case of large contracts. Obtain legal advice in negotiating and structuring large or complex contracts. Ensure that all tenders/bids are evaluated according to prescribed policy and procedures and in an even-handed and transparent manner. Ensure that contract documents are drawn up, signed and filed properly, so as to protect the financial interests of the Department at all times. Ensure that bids or any

deviations are submitted to the Accounting Officer (DG) for approval. Handle acquisition of items in urgent/emergency cases, according to prescribed procedures. Implement effective internal systems to prevent fraud or corruption. Gain advice/guidance from National Treasury when required. Advise functional managers on the appointment of consultants, according to prescribed framework for Supply Chain Management practice note. Effective and efficient systems related to the reception, storage, stock control and distribution of items and payment of creditors. Implement effective systems to ensure adequate stock levels of repeatedly used items and to ensure effective stock rotation. Ensure that prescribed procedures related to the receiving of stock (checking quantity and quality, recording in stock registers, etc) are adhered to. Ensure correct and safe storage/ warehousing of stock. Ensure that items are only supplied to authorised end users and that stock issues are recorded properly. Ensure that periodic stock taking is done, according to prescribed procedures. Ensure payment of creditors, according to relevant PFMA regulations. Assess possible risks and implement effective loss prevention and loss control measures at all storage facilities. Effective control over assets and ensuring that excess or obsolete items are re-deployed or sold at the best possible prices. Ensure that inventories are up to date and A-class items are captured on the LOGIS system. Ensure that mission inventories (related to both offices and households) are also captured in the LOGIS system. Chair Disposal Committee meetings. Advise the Department on disposal of relevant categories of capital items/material. Accurate and timely management information. Advise the Department on disposal of relevant categories of capital items/material. Submit monthly report of Supply Chain Management Information to National Treasury on tenders. Compile and submit contributions to the Annual Report of the Department, according to prescribed and time schedule prescribed Manage logistics and facilities management. Develop and implement facility management policies and procedures. Manage the provision of office accommodation, furniture, telephone lines and the functioning of lifts and air conditioners. Liaise with Department of Public Works or other stakeholders on leasing of office accommodation. Ensure accessible records and registry services. Ensure the provision of telecommunication, security, printing, messenger, cleaning and fleet management services.

ENQUIRIES

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Ms Dineo Masemola and Mr Ayanda Swartbooi Tel No: (012) 765 9454