

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** : 06 March 2020 at 16h00.
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <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 copies of all qualification(s), Matric certificate must also be attached 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 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). 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.

OTHER POST

- POST 07/14** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: KWAZULU NATAL REF NO: DMV01/02/2020**
- SALARY** : R733 257– R863 748 per annum (Level 11) (All inclusive)
- CENTRE** : Western Cape
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent with 3-5 years appropriate working experience at Assistant Director Level and understanding of Stakeholder relations policies and legislation, Inter-governmental guidelines, Government wide policies, Ability to interpret and apply policies and legislations. Be able to work independently. 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** : Co-ordinate the management of provincial offices and oversee the work performed of provincial offices. Develop and facilitate the implementation of policies and procedures that relates to provincial office management and stakeholder relations. Facilitate the establishment of fully functional provincial offices. Oversee the work of provincial offices in order to ensure that professional and ethical standards are maintained. Administer the provision of provincial office management services. Facilitate the development, implementation and monitoring of provincial operational plans. Ensure overall co-ordination of provincial offices activities. Oversee the performance of provincial offices in line with set targets. Co-ordinate the development and submission of provincial performance reports. Identify challenges in the co-ordination with partners at provincial level and identify proactively appropriate solutions. Track service provision and plan future service coverage. Manage

the distribution of resources to provincial offices. Co-ordinate establishment of sound relations with stakeholders. Support provincial offices in establishing and maintaining sound relations with stakeholders and in implementing stakeholder management interventions. Facilitate the implementation of regulatory framework in relation to stakeholder management. Support the provincial offices in identifying challenges related to the management of stakeholders and to devise appropriate interventions to manage such challenges. Keep provincial offices informed updated regarding upcoming events and disseminate any other information that is of relevance to provincial offices. Facilitate the development, signing and monitoring of MOU between the department and its stakeholders, and, as needed, facilitate the development of MOUs. Liaise and co-ordinate with governmental, non-governmental institutions and other structures including national as well as international with regard to services rendered to military veterans. Advise the department and stakeholders on identification of service gaps. Co-ordinate the identification of access points in all provinces.

ENQUIRIES

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