

**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 Tel No: (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 21 February 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.

**MANAGEMENT ECHELON**

- POST 05/43** : **CHIEF DIRECTOR: HERITAGE MEMORIALS BURIALS AND HONOURS**  
**REF NO: DMV14/01/2020**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (preferably Anthropology) or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment. Social Worker background will be an added advantage. Knowledge of Prescripts, policies, Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the history of Political Resistance in RSA. Knowledge of the history of Liberation Movements (Struggle) Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation, Project Management, Strategic planning and management. Personal attributes: Interpersonal relations, integrity, confidential, courteous, responsive, fairness, credibility, commitment, compassionate. Must be knowledgeable in the following Core Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management and People Management and Empowerment.

**DUTIES**

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Oversee the implementation of military veteran's heritages and honour services/programs. Oversee and guide the development, implementation, monitoring and review of strategies, policies and plans for Military Veterans heritages, memorials, burials and honours. Oversee and guide the management of Military Veterans heritages. Oversee and guide the provision of honours services to surviving military veterans and posthumous honours to fallen military veterans. Coordinate the identification and development of military veterans' heritage and honour policies, processes, strategies and procedures and ensure the successful implementation thereof. Advise management and the Department on policy matters with specific reference to military veterans' heritage and honours policies. Oversee and guide the recognition and honouring of military veterans in their life and in memorial. Oversee and guide the management, coordination and marketing of Military Veterans heritages and honours. Oversee and guide the advocacy for military veteran's heritage and honours. Oversee and guide the solicitation of external funding for military veterans, departmental and Ministerial activities by engaging donors, companies and private sector role-players. Coordinate the invitation of political figures & various structures, dignitaries, identified individuals and organisations to attend military veteran's heritages and honours. Oversee and guide the management of protocol issues in military veteran's burials and memorials events. Oversee the implementation of military veteran's burials and memorials services/programs. Coordinate the identification and development of military veterans' burials and memorials policies, processes, strategies and procedures and ensure the successful implementation thereof. Advise management and the Department on policy matters with specific reference to military veteran's burials and memorial policies. Oversee and guide the undertaking of research and impact analysis pertaining to exhumation and repatriation in line with the government policies, standards and international guidelines. Oversee and guide the implementation and monitoring of all events on military veteran's burials and memorial. Oversee and guide the advocacy for military veteran's burials and memorials. Coordinate the invitation of political figures & various structures, dignitaries, identified individuals and organisations to attend military veteran's burials and memorials and oversee and guide the management of protocol issues in military veteran's burials and memorials events. Oversee and guide the identification, upgrading and maintenance of military veterans' cemeteries. Oversee the coordination of support for military veteran's families in reference to burials, re-burials and exhumations. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the department in various meetings. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Provide strategic leadership in the management of the chief directorate and the department. Provide strategic guidance and leadership in the management and maintenance of military veteran's database and benefits information. Provide strategic guidance and leadership in the management of financial and human resources of the branch. Provide strategic guidance and leadership in the management of the department in general working in unison with the Director General, other Deputy Director Generals and the entire management collective.

**ENQUIRIES**

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

**NOTE**

: All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance

agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 05/44** : **CHIEF DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO: DMV15/01/2020**

**SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)  
**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment executing socio-economic related duties at senior management level. In depth knowledge and understanding of the Military Veterans Act. Knowledge of Socio-economic environment and its factors, Government wide policies and the ability to interpret and apply policies and legislations. Skills: Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation, Strategic planning and Project Management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and be Compassionate. Must be knowledgeable in the following Core Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management and People Management and Empowerment.

**DUTIES** : Provide strategic guidance and leadership in relation to the provision of socio-economic support services to military veterans. Manage the development and implementation of legislative framework, policies and procedures that will guide the provision of socio-economic support services to military veterans. Provide strategic guidance and leadership in the process of ensuring that the unique socio-economic needs of military veterans are provided for. Provide strategic guidance and leadership in the provision of comprehensive socio-economic support services to military veterans and their dependents i.e housing, pensions, public transport, education and social relief of distress. Manage the engagement with other branches within the department in order to ensure that suitable military veterans are given priority when appointments and placements to posts are done. Provide strategic guidance and leadership in securing job & business opportunities and placements for military veterans. Oversee the provision of support to military veterans on all relevant economic and socially related matters. Manage the establishment of partnerships and maintenance of sound relations with stakeholders in relation to socio-economic support services. Provide strategic guidance and leadership in engaging stakeholders and sister departments and private sector organisations in securing job opportunities and placements for military veterans. Manage engagements, interactions and collaborations (network) with identified government departments, private sector business, international stakeholders and other partners on benefits and access. Oversee the maintenance of sound relations with institutions responsible for service delivery. Co-ordinate and monitor the implementation of service level agreements with departments and institutions on benefits and access. Provide strategic leadership in the management of the branch and the department. Provide strategic guidance and leadership in the management and maintenance of military veteran's database and benefits information. Provide strategic guidance and leadership in the management of financial and human resources of the branch. Provide strategic guidance and leadership in the management of the department in general working in unison with the Director General, other Deputy Director Generals and the entire management collective.

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

**NOTE** : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend

candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

#### OTHER POSTS

**POST 05/45** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: WESTERN CAPE REF NO: DMV16/01/2020**

**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.

**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. 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. Manage the distribution of resources to provincial offices.

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

**POST 05/46** : **DEPUTY DIRECTOR: RESEARCH REF NO.: DMV17/01/2020**

**SALARY** : R733, 257 – R863, 748 per annum (All inclusive)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent qualifications in a relevant field with 3-5 years appropriate working experience at Assistant Director level with proven research skills and understanding of Public Service Administration, through understanding of policy analyses, 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. Be able to work independently. Understanding of Military Veterans Act

**DUTIES** : Conduct research programmes. Carry out research in accordance with military veterans' policies and strategies. Provide assistance with the interpretation and analysis of research-based recommendations. Conduct research on, and audit and analysis of benefits, services and other interventions unique to military veterans. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Conduct needs-based research. Conduct research and collate information on specific programmes. Assist with the compilation of research documents and research materials. Conduct research audits. Prepare reports and provide findings of research undertaken. Maintain resource centre. Maintain repository of research products. Develop partnerships and network with relevant stakeholders. Build sound and sustainable relationships with research houses. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical). Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees (if any). Ensure capacity and development of staff (if any).

**ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454

**POST 05/47** : **DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS REF NO: DMV18/01/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11) (All inclusive)  
: Pretoria  
: A relevant 3 year degree/Diploma in Communication Science/Public Relations/Social Science/Development Studies, post graduate Communications/PR/Social Science/Developmental Studies will be an added advantage. 3-5 years relevant experience in Communications/developmental communications and 3-5 years appropriate working experience at Assistant Director. The ideal candidate must have knowledge of conducting research and benchmarking. Knowledge of the Military Veterans Act. Must be able to apply skills of Communications and Stakeholder Management

**DUTIES** : Establish and maintain relationships with strategic partners within the private and public sector to facilitate service delivery of Military Veterans. Create an environment to strengthen intersectoral and community relations on behalf of the Department of Military Veterans (DMV). Facilitate all governmental relations on behalf of the Department of Military Veterans (DMV). Build sound relations with key stakeholders and ensure structured interactions with the department. Assist Directorate: Communication Services in dissemination of accurate and clear information about the Department of Military Veterans (DMV) programmes, activities and services. Develop and implement a stakeholder management strategy that ensures that the Department of Military veterans (DMV) is represented in key for decision making processes. Manage the day to day relationship with stakeholders and affected members to ensure they are Departmental Stakeholders and Develop a Stakeholder database. Conduct Departmental Stakeholder Analysis to identify the key players in stakeholder engagement and different stakeholders. Implementing continuous communications with stakeholders to understand their DMV projects. Develop appropriate management strategies for engaging stakeholders. Facilitate consultation and mobilisation platforms on behalf of the department. Manage the resources of the sub-directorate.

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

<b><u>POST 05/48</u></b>	:	<b><u>WORK STUDY OFFICER REF NO: DMV19/01/2020</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 7) plus benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National diploma or a degree in Work-study, Management Services or alternatively a certificate in management services/work-study with relevant years of experience. Three to five years of experience at clerical level executing organisational development related duties. Organisational Development and HR prescripts and directives. Communication, Report writing, Analytical decision making, Facilitation, Networking, Government wide policies.
<b><u>DUTIES</u></b>	:	Manage Organisational Development and work-study investigations. Receive and acknowledge requests in respect of structural changes or adaptations/amendments/refinements. Provide technical, administrative and clerical support in the organisational structures investigations. Conduct best practice benchmarks with other departments on organisational structures and other OD related issues. Prepare and submit draft proposals and recommendations on reviews and amendments to the immediate supervisor for consideration by management. Compile costing for the organisational structure. Facilitate the process of capturing of the organisation structure on Persal. Support the provision of advisory services and technical expertise to line functionaries in the area of organizational structural design and service delivery improvement. Support the process of the evaluation of the effectiveness of the organisational structure. Undertake work-study investigations. Undertake business process mapping/re-engineering assignments. Provide job evaluation services. Analyse and capture jobs on the EQUATE system. Develop spreadsheets in relation to the job evaluation process. Present the results of analysis to the supervisor. Provide support in quality assuring jobs that have been evaluated. Present jobs to the job evaluation moderation committee. Effect changes to jobs subsequent the sitting of the moderation committee. Render secretariat services to the job evaluation moderation committee including compilation of the agenda, taking of minutes and circulation of attendance registers. Support the implementation of job evaluation results. Support the redesign jobs after such jobs have been subjected to the job evaluation process. Manage the filing of job evaluation results and the creation of the database thereof. Support the follow-up and implementation of DPSA resolutions and other related decisions. Develop and submit draft job descriptions to the immediate supervisor for verification. Submit job descriptions to post incumbents and supervisors. Effect changes to job descriptions subsequent consultation with post incumbents and supervisors. Facilitate the signing of job descriptions by post incumbents and supervisors. Develop and maintain a database/filing of job descriptions. Update job descriptions as and when required. Ensure that each personnel file has a signed job description. Assist with the provision of job description in the process of the compilation of job specifications and the verification thereof. Support the development and review of service standards and service delivery improvement plans. Support the implementation of Batho Pele initiatives in line with the relevant prescripts and legislation. Provide support in the monitoring and the evaluation of the effectiveness of the departmental service excellence and change management programs. Provide support in ensuring an organisational culture that is conducive to the attainment of the strategic objectives of the department.
<b><u>ENQUIRIES</u></b>	:	Ms Dineo Masemola/Mr Caihus Mailula Tel No: (012) 765 9454