

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 22 November 2024, (Applications in any format received after the closing date will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 40/02** : **DEPUTY DIRECTOR: OPERATIONAL SUPPORT REF NO: DFSC/01/40/01/**
- SALARY** : R849 702 per annum (Level 11)
- CENTRE** : Defence Force Service Commission (DFSC) Office, Kasteel Park, Erasmuskloof, Pretoria
- REQUIREMENTS** : Gr 12 (NQF L4) or equivalent with a recognized Bachelor's Degree/ National Diploma in Behavioral Sciences (NQF level 6). Post-graduate Degree/Diploma with Research Methodology will be an advantage. The successful candidate must be willing to travel locally and abroad, as directed by the commission. Applicants must have a minimum of three (3) years at middle management (Assistant Director or equivalent) level. The ability to apply sound research methodology. The applicant must be in possession of a Driver's license. Special Requirement (skills needed) Understanding of the legislative framework applicable to the DFSC. Strong analytical and problem-solving skills, Good communication skills (verbal and non-verbal), presentation and writing skills. Research and report writing skills, computer skills. Ability to network. Ability to differentiate between strategic and operational issues. Good interpersonal skills and Project management.
- DUTIES** : The successful candidate will be required to perform the following core functions: Facilitate research and the analysis on pay and service benefits for members of the SANDF. Facilitate research and analysis on policies regarding Conditions of Service. Identify and draft relevant measures and standards to ensure the implementation of recommendations regarding policies on conditions of service. Compile compulsory and required DFSC reports. Facilitate strategic alliances and relationships to support the execution of the mandate of the DFSC. Ensure efficient and effective management of resources within the operational support.
- ENQUIRIES** : Mr M.M.P Motsepe Tel No: (012) 367 9340/060 975 4594
- APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or emailed to DFSC@dod.mil.za / dfscza@gmail.com
- NOTE** : All the short-listed candidates will undergo a pre-assessment and competency test.
- POST 40/03** : **ASSISTANT DIRECTOR (TOTAL REWARDS) REF NO: DFSC/01/40/02**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Defence Force Service Commission (DFSC) Office, Kasteel Park, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Gr 12 or (NQF L4) or equivalent with a recognized Bachelor's Degree/ National Diploma in Behavioral Sciences or a related degree/diploma (NQF level 6). A post graduate degree with

Research Methodology will be an advantage. Applicants must have a minimum of three (3) years' experience at salary level 7 or equivalent level in human resources, with particular reference to policy analysis and understanding of conditions of service. The ability to apply sound research methodology and project management principles in human resource policy analysis. Possession of a Driver's license is recommended. The successful candidate must be willing to travel locally and abroad with the commission, as directed by the commission. Special Requirements (skills needed): Research; Analytical; Communication (verbal & written); Report Writing; Planning and Organisation; Computer (MS Word and MS Excel); Project management. Ability to analyse policies and regulatory prescripts. Presentation and writing skills. Ability to conduct research. Report writing skills, computer skills. Ability to network. Ability to differentiate between strategic and operational issues. Good interpersonal skills and Project management.

DUTIES

: A successful candidate will be required to perform the following core functions: Conduct remuneration research, benchmarking and produce related reports to support the Commission's recommendations with regard to SANDF members. Conduct research and analysis on remuneration and reward strategies and practices in other Defence Forces as well as the public and private sectors. Conduct ongoing research into emerging trends, issues and best practices. Conduct periodic audits on service benefits and prepare reports. Analyse findings, draw conclusions and propose recommendations to the DFSC for approval. Develop an annual recommendation on what should inform annual salary adjustments for SANDF members. Develop recommendations to Minister of Defence and Military Veterans on service benefits of SANDF members. Develop recommendations on policies in respect of conditions of service for SANDF members. Draft and collate all submissions, documents and reports related to remuneration and reports. Identify key and relevant stakeholders in research, human resources, remuneration to enhance and cultivate relationships and source information. Ensure the effective running of the Remuneration Committee.

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: All the short-listed candidates will undergo a pre-assessment and competency test.