

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 & Arcadia Streets, Hatfield, Pretoria, 0001. Email Address: E-mailed applications will be accepted: Hra@dmv.gov.za
- FOR ATTENTION** : All enquiries should be directed to: Ms Lerato Sono Tel No: (012) 765 9493/9314
- CLOSING DATE** : 20 December 2024 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 when shortlisted. 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 Permit Holders will submit a copy or proof 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 for SMS appointment posts. 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>. 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 possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. 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. 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 44/39** : **DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV01/11/2024**
(five (5) year fixed term contract)
- SALARY** : R2 259 984 – R2 545 854 per annum (Level 16), (an all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

**CENTRE
REQUIREMENTS**

: Pretoria
: A senior Certificate, appropriate postgraduate qualification in Public Administration, Public Management or Social Services or relevant post graduate qualifications (NQF level 8) as recognised by SAQA. 10 years of relevant experience at a senior management level. The candidate must have executive management experience and experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the Constitution, Public Service Act, 1994, Public Finance Management Act, 1999, and the National Development Plan, Deep knowledge of relevant Government legislation, policies, and priorities, Ability to interpret and apply policies and legislations. People Management and Empowerment. Financial management, Project and Programme Management and Change management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical at macro as well as micro level, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management, and strategic thinking.

DUTIES

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: Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of ,and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Monitor that the DMV adheres to the provisions of the government's regulatory prescripts, Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements (SLA's) , Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Provide strategic direction and guidance on the provision of Military Veterans socio economic support services; research and policy services; beneficiary support services; provision and coordination of housing, pension, compensation and healthcare, wellness support services benefits for Military Veterans. Guide and direct efficient and effective delivery of Military Veterans empowerment and stakeholder management programmes as well as oversee the implementation of Military Veteran's Skills development and empowerment programmes. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister Defence and Military Veterans for in line with the mandate of the Minister. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, implementation of government policies and legislative compliance. Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts for financial management, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry, Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions, Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations:

Participate and represent the department in various fora, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the relevant Government Clusters and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister. Manage the performance of staff reporting directly to the Director-General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director-General, Manage the Personal Development of staff and assess performance in line with the Performance Management and Development System.

ENQUIRIES

: Mr P.J Sengwane Tel No: (012) 765 9358