

## DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001, may be hand-delivered at Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to dhrcmstaffing@gmail.com.
- CLOSING DATE** : 21 February 2025 (Applications received after the closing date and faxed copies 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 web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using 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. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 POST

- POST 05/01** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DHRCM/05/05/25**  
Directorate Human Resource Career Management PSAP
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three to five (3-5) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system is a requirement. Special requirements (skills needed): Knowledge and understanding of Senior Management Services (SMS) Recruitment & Selection processes and procedures. Knowledge and insight in respect of HR legislation pertaining to (SMS) appointments. Knowledge and understanding of applicable HR prescripts and DPSA guidelines of (SMS). Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and must have knowledge of the SMS Handbook and Executive Protocol.
- DUTIES** : Successful candidate will be required to perform the following duties: Provide a personnel administration support with reference to placement of PSAP

Senior Management Service (SMS) in the Department of Defence (DOD) by coordinate the recruitment, selection and appointment of SMS officials. Supervise and administer the provision of efficient and effective HR administration support services with regards to diverse HR issues such as probation appointments. Facilitate verification of personal credentials (i.e. qualifications and employment history) of SMS. Drafting submission to the delegated authority to obtain approval for the appointment of candidates. Verify source documents and approve all PERSOL transactions in respect of the awarding of pay progression of SMS officials. Administer payment of acting allowance. Advice and assist Senior Management Services (SMS) members and Occupation Specific Dispensation (OSD) employees with the structuring of their salary packages. Inform SMS officials of the due dates submitting financial disclosure.

**ENQUIRIES**

: Mr M.T. Pilane Tel No: (012) 339 5605