

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 02 May 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 POSTS

- POST 13/06** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND EVALUATION**  
**REF NO: DPSP/11/13/25 (X2 POSTS)**  
 Defence Policy  
 Strategy and Planning Division  
 Chief Directorate: Strategic Management  
 Directorate: Performance Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R1 059 105 – R1 247 574 per annum (Level 12)  
 : Defence Headquarters, Pretoria  
 : Grade 12 (NQF Level 4) or equivalent with a relevant 3-year tertiary (NQF Level 7) academic qualification, specialisation in management science, strategic studies or monitoring and evaluation. Minimum of three (3) to five (5) years experience in Strategic Management at Middle Management level (of which 3 years must be at an Assistant Director/level 9/10 or equivalent), with specific experience relevant to quarterly and annual performance reporting, analyses and monitoring and evaluation of financial and non-financial performance information on Headquarter/Corporate level (Service/Divisional or equivalent). Special Requirement (skills needed) The successful candidate must have in-depth understanding of Government's Revised Framework for Strategic Plans and Annual Performance Plans, and the DOD Strategic Management Process and Framework that provides the norms and standards within which the Departmental results-based planning, budgeting, reporting, risk management,

and audit process are executed in the realisation of the Defence mandate. Advanced knowledge in respect to the development/formulation, implementation and monitoring of policies and procedures; analytical skills, excellent strategic management and negotiation skills with good interpersonal relations and a superior level of verbal and written communication capabilities. Ability to identify strategic gaps and propose viable solutions. Exceptional time management skills with sensitivity to deadlines. Good understanding of civil-military relations along with a solid understanding of current defence policy and policy issues. Excellent demonstrable end-user computer skills in all MS Office packages in accordance with department specific service writing conventions accompanied with highly developed presentation skills and presentation software proficiency. The incumbent must be assertive and self-driven, innovative and creative, solution orientated and able to work under stressful situations, very strict timescales and have the ability to maintain high levels of confidentiality and must be able to successfully comply with the security clearance processes of the Department of Defence.

**DUTIES**

: The successful candidate will be responsible for the following duties: Analyse policy development and advice on corporate level performance management: The departmental policy development and analyse in the provision of advice on corporate level performance management to decision-making bodies. This entails, amongst others, the detailed analysis of financial and non-financial programme and sub programme performance trends. Develop corporate guidelines and instructions on performance management iro monitoring and evaluation: The development of corporate guidelines and instructions on departmental performance management relating to effective and efficient monitoring and evaluation of performance information, concurrent with the Regulatory Framework in terms of performance reports. Prepare/compile corporate performance management reports: Ensure the Department's adherence to statutory responsibilities in terms of the Public Finance Management Act (PFMA), National Treasury and Department of Planning, Monitoring and Evaluation prescripts through the preparation and compilation of corporate performance management reports on performance against plan, which gives direction to the development of analytical reports and presentations for Parliamentary Oversight committees and Political principals. Perform DOD external performance assessments: Perform and manage external departmental performance assessments when required and act as the nodal point for management information requirements on departmental performance. Coordinate performance information audit enquiries with internal and external assurance providers and ensure the implementation of action plans, the monitoring thereof and regular status reports to higher authority. Manage support functions of the Directorate: Provide a Directorate support function through effective business/operational performance planning and reporting as well as the management of procurement with the Directorate and ensure sound corporate governance mechanisms for the Directorate. Contribute to building a reliable, outcomes focussed high performance team.

**ENQUIRIES  
APPLICATIONS**

: Ms C.E. van den Berg Tel No: (012) 355-5203  
 : Applications may be hand-delivered to Department of Defence, Chief Defence Policy, Strategy and Planning Division (DPSP), Directorate Performance Monitoring and Evaluation. ARMSCOR Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, 0048 or emailed to dod.dpme@gmail.com.

**POST 13/07**

: **SENIOR LEGAL ADMINISTRATION OFFICER: DYSFUNCTION AND CONTRACTS REF NO: DLSD/12/13/25/01**  
 Directorate: Legal Services Division

**SALARY  
CENTRE  
REQUIREMENTS**

: R586 956 – R1 386 972 per annum (MR-6)  
 : Erasmuskloof, Pretoria  
 : LLB plus at least 8 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Drafting and/or vetting of contracts. Post grad qualification in contracts. Special requirements (skills needed): Knowledge of the Interpretation Act. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation, Legal writing and Drafting. Computer literacy, Research, analytical, presentation, problem solving, negotiation, people management, research,

- interpersonal, relation, and Communication skills (verbal and written). Strategic thinking ability.
- DUTIES** : Provide legal advice/opinions with regard to contracts (level 0 and 1). Research legal prescripts for inclusion in contracts, e.g. Act of Parliament Regulations, provincial legislation, judgements of the Constitutional Court, Supreme Court of Appeal, Division of the High Court, specific Courts such as the Labour Court, Labour Appeal Court, etc; academic material such as legal text book, articles, etc. Provide drafting support iro contracts. Research new legal developments in various fields of law to determine whether they have an impact on draft contracts. Provide negotiation support iro contracts, liaise with external entities, such as the State Attorney, State law advisors to provide legal opinion regarding areas of concern or as per request of the client. Provide general legal support and advice to clients on dysfunctional aspects of various areas of law that are not provided by the other sub-sections of DLA or other Directorates in the DLSD. Provide supervisory and management functions to subordinates in the sub directorates. Manage all internal processes for the effective rendering of timely legal advice on aspects regarding contracts and dysfunctional issues.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383/Lt Col A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Arnscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or emailed to Pieter.Kemp@dod.mil.za
- POST 13/08** : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGISLATIVE DRAFTING AND MOU: REF NO: DLSD/12/13/25/02**  
Directorate: Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R586 956 – R1 386 972 per annum (MR-6)  
: Erasmuskloof, Pretoria  
: LLB plus at least 8 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Admission as an Attorney or Advocate is preferred. Special requirements (skills needed): Knowledge of the Legislative Processes and Parliamentary Rules. Knowledge of the Constitution, Defence Act, Interpretation Act, and other applicable legislation, and international law. Knowledge and skills of legislative writing and drafting is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs, is required. The ability to think analytically and strategically. The ability to solve problems, make presentations on legislative matters and negotiate. The ability to manage subordinates and conduct good interpersonal relations. Good communication skills (verbal and written).
- DUTIES** : Provide sound legal advice/opinions on Legislation and International Instruments applicable to the DoD, such as Memoranda of Understanding (MoU). Draft and review legislation and subordinate legislation of the DoD. Maintain and monitor the DoD Legislative Programme. Keep record of all matters relating to the DoD Legislative programme. Obtain and collate inputs from stakeholders regarding the DoD Legislative Programme. Efficiently carry out legislative functions and manage processes in respect of legislation. Draft all legislative documents, such as Cabinet Memo's and documents required by Parliament. Provide legal support to other sub-directorates and Director Legal Advice, as required. Attend consultations, meetings, legislative sittings and legislative forums in respect of legislative matters. Provide legal advice and inputs on legislative issues. Manage the Government Gazette publications of the DoD. Manage and direct the Sub-Directorate: Legislative Drafting and MoU.
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**POST 13/09** : **LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT REF NO: DLSD/12/13/25/03**  
 Directorate: Legal Services Division

**SALARY CENTRE REQUIREMENTS** : R464 634 – R1 111 323 per annum (MR-5)  
 : Army Support Base, Bloemfontein  
 : LLB plus at least 14 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Admission as an Attorney or Advocate is preferred. Special requirements (skills needed Knowledge of the Constitution, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence and Administrative Law is required. Skills on Interpretation of Statutes and knowledge of litigation and litigation processes is required. In addition, general knowledge of law, negotiation skills, presentation skills, management skills, good communication skills (written and verbal), computer literacy, research skills and ability to conduct legal research using legal research programs.

**DUTIES** : Facilitate and manage litigation. This includes civil claims instituted against, or by the DoD. This inter alia includes the handling of letters of demand, summonses and notices of motion. Liaise with the State Attorney on the proposed handling and management of DoD litigation matters, including drafting of instructions to the State Attorney. Liaise with internal DoD stakeholders on litigation matters. Attend consultations with the State Attorney and/or Counsel. Draft submissions in the management of litigation, this includes drafting submissions to the Head of Department. Ensure sound litigation administration including the compiling of monthly litigation reports/statistics. Facilitate requests for legal representation by the State from DoD officials. Provide legal advice and support regarding the formulation of Departmental policies, to ensure the alignment of DoD policies with national legislation and/or with other prescripts. Facilitate the resolution of legal disputes regarding the interpretation or implementation of DoD policies. Provide sound legal advice/opinion on policy issues.

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**POST 13/10** : **LEGAL ADMINISTRATION OFFICER: HUMAN RESOURCE SUPPORT REF NO: DLSD/12/13/25/04**  
 Directorate: Legal Services Division

**SALARY CENTRE REQUIREMENTS** : R464 634 – R1 111 323 per annum (MR-5)  
 : Erasmuskloof, Pretoria  
 : LLB (NQF Level 6) plus at least 14 years appropriate/recognition applicable legal experience after obtaining the relevant legal qualification. The salary at appointment will be determined in accordance with OSD determination. Special requirements (skills needed): Extensive labour law background. Labour/Industrial relations background. MLP or other relevant experience for at least 2 years. Experience of handling of labour disputes. Background if industrial relations. Public service and military. Knowledge of Legal writing and drafting. The ability to conduct legal research using legal research programs. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and Communication skills (verbal and written). Strategic thinking ability.

**DUTIES** : Provide legal support with regard to formulation of policies, DODIs, DODDs and JDPs. Ensure alignment of DoD policies with national legislation and other prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of contracts. Process of providing specialist HR Legal Advice. To represent and or facilitate representation of the Department in PSCBC, GPSSBC, CCMA, MBC and MBA matters. To instruct, liaise and assist the Office of the State Attorney in labour litigation where the DOD is involved. To develop and maintain an effective and efficient system of liaising with relevant internal and external role players to ensure effective HR Legal advice. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting

- written legal opinions on the legality of MOU, provide negotiation support to DOD when required.
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- POST 13/11** : **PERSONAL ASSISTANT REF NO: DLSD/12/13/25/05**  
Directorate: Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)  
: Erasmuskloof, Pretoria  
: Grade 12 (NQF Level 4) or equivalent and Secretarial Diploma with a minimum of three to five (3-5) years relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate well with people at different levels and from different backgrounds. Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, high level of reliability, ability to act with tact and discretion.
- DUTIES** : The successful candidate will be required to perform the following core functions: Provide secretarial/receptionist support service and clerical support to the Director eg. Receives telephone calls, performs advanced typing work, records the engagements of the Director, coordinates with and advises the Director regarding engagements. Renders administrative support services eg. Co-ordinates logistical arrangements for meetings when required. Supports the Director with administrative of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Continuously remains up to date wrt the policies and procedures applicable to the work environment to ensure efficient and effective support to the Director. Remains abreast with the procedures and processes that apply in the office of the Director.
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