

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Defence Policy, Strategy and Planning Division, Chief Directorate Strategic Management, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be in the box at the reception. Email address to dhrcm.staffing@dod.mil.za
- CLOSING DATE** : 30 May 2025 at 16h00, (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 16/95** : **ASSISTANT DIRECTOR: RISK MANAGEMENT: PERFORMANCE MONITORING AND CONTROL REF NO: DPSP/14/15/25**
Defence Policy, Strategy and Planning Division
Strategic Management Chief Directorate
Risk Management Directorate
- SALARY CENTRE** : R582 444 – R686 091 per annum (Level 10)
Defence Headquarters, Armscor Building, Corner Delmas of Nossob Street, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with an appropriate NQF Level 6 qualification in Commerce (Risk Management / Accounting / Finance / Auditing / Economics) or similar field or equivalent qualification. Minimum of three (3) to five (5) years' experience, of which 3 years should be at a Senior Administration Officer Level. Relevant experience in Policy and Planning. Relevant experience Risk Management. Valid driver's license will be an added advantage. Special Requirement (skills needed) Competency in literacy,

numeracy, language, project management, accounting, auditing, financial management and strategic planning. Knowledge in managerial skills, work performance skills, interpersonal skill, initiative, analytical thinking, reasoning ability, problem solving ability and verbal and written communication. Knowledge of risk management best practices, government policies, departmental policies, departmental decisions and activities as well as inter-departmental activities. Basic knowledge of public finance legislation and regulations. Knowledge wrt strategic planning and risk management within government. Knowledge of planning and organising. Relevant training in policy and planning, strategic management and risk management. Ability to work independently and orientated towards teamwork. Good communication skills (written and verbal). Conceptual thinking, analysis, innovative thinking ability as well as problem solving skills. Planning and programming Skills. Able to work accurately under pressure and to travel as and when required. Ability to design, develop, implement and maintain effective risk management policies and plans. Computer skills (MS Word, PowerPoint, Excel). Proficiency in English. Good interpersonal and HR management skills. Strongly oriented towards delivering effective, efficient service and aiming for zero defects. Strongly motivated leader with good leadership qualities. In possession of or able to obtain a DOD secret clearance prior to the approval of a permanent appointment. Candidates in possession of a confidential clearance will be a recommendation or must be able to obtain a confidential clearance within a period of one (1) year. Ability to conduct research, and facilitate risk management training and risk assessment workshops.

DUTIES

: The successful candidate will be responsible for the following: Implement the Risk Management Framework in the DOD: Participate in development of the Risk Management Framework, including inter alia, Participate in the development and revision of the Risk Management Policy, Risk Management Strategy, and Risk Management Implantation Plan, Participate in implementation of the Risk Management Plan. Participate in supporting the establishment of the risk management philosophy and culture in the organisation. Execute Performance Monitoring and Control: Establish the internal and external organisation context though: Participate in conducting research, Participate in consulting relevant stakeholders, Participate in the departmental environmental analysis process, Participate in scrutinizing departmental performance reports and strategic plans. Facilitate and advice on the risk management assessment process: Participate in the development of the Risk Management instructions and planning guidelines, Participate in the facilitation of the identification of risks, Participate in analysis of risks, Participate in risk treatment, Compile and maintain risk profile (risk register), Compile reports as required. Risk Management monitoring: Develop the Risk Management instructions and guidelines, Monitoring the progress of activities to address risks as agreed on, Revising risk response activities, Collect statistical information on indicators of risks, Evaluating risk management data (internal and external), Dissemination of findings, Identification of new risks/emerging risks emanating from departmental performance reports i.e. the Environmental Analysis, etc. Updating and consolidation of departmental risk management information, Capturing of data and maintenance of database on risk management information, reporting thereof to relevant management bodies/councils. Facilitate risk management capacity building (training and development): Assist with the development of Risk Management instructions and guidelines, Participate in the advocacy and promotion of risk management in the DOD (awareness activities), Assist with providing training to relevant stakeholders (Services and Divisions), Participate in the development and maintenance of stakeholders and client relationships, Assist with the Risk maturity of the DOD: Data gathering and quality review, Participate in maturity assessments (internal and external).The internal management of the directorate: Participate in the process to acquire identified resources for the sub-directorate.

ENQUIRIES

: Mr S.J. Nkosi Tel No: (012) 355 6269/ 5264 / 6489 or Mr T.B. Khunou Tel No: (012) 355 5784.