

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.



- CLOSING DATE** : 04 September 2026 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. 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 30/05 : **DEPUTY DIRECTOR: PERMIT PROCESSING REF NO: DPSP/26/30/26/01**

SALARY : R1 101 468 – R1 297 476 per annum (Level 12)

CENTRE : Armscor Building, Erasmuskloof, Pretoria

<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree / Advanced Diploma in Law, Public Management, Public Administration or any relevant qualification at NQF Level 7. A minimum of three (3) years relevant experience as an Assistant Director within Arms Control or Administration. Special requirements (skills needed): Communication skills (Verbal and written communication), Leadership, Problem Solving Skills, Computer Skills, Management Skills, Policy Analysis and Programming. Personal attributes: Honesty, Integrity, Hard Working, Firm, Fair, High Ethical Standards, Personal Drive and Good interpersonal relations Knowledge of Government Policies, Operational Management. Public Finance Legislation, Extensive knowledge on National Conventional Arms Control, Understanding of the Defence Industry and Arms Control Practices.
<u>DUTIES</u>	:	Successful candidate will be responsible to manage the Processing of Permits applications for the movement of Conventional Arms through specific authorisations and perform the following key functions: Administer the processing of various permits (marketing, contracting, export, import and dual use goods and services) applications according to legislative prescripts, Administer company registration, Administer End-User Certificates on behalf of the South African Government, Management of IT system functionality, Management of Resources sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.P. Mashaba Tel No: (012) 355 6133
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 30/06</u>	:	<u>ASSISTANT DIRECTOR: EXPORTS REF NO: DPSP/26/30/26/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 – R584 370 per annum (Level 09)
	:	Armscor Building, Erasmuskloof, Pretoria
	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma in Law, Public Management, Public Administration or relevant qualification at (NQF Level 7). A minimum of three (3) years' supervisory experience in Arms Control or Administration. Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. National Conventional Arms Control, Project Management and Financial Management. Communication skills (Verbal and written communication), Problem-solving and decision making. Analytical, innovative, sound organising and planning skills, computer literacy (applications such as MS Word, Excel, PowerPoint and Outlook). Ability to work individually and in a team, ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, proactive approach to meeting deadlines and delivering results with limited supervision. Good interpersonal relations, service oriented and integrity, creative and innovative, objectiveness and professionalism. Confidentiality, reliability, flexibility, teamwork and ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to process permit applications according to legislation prescripts for the movement of Conventional Arms Control and perform the following key functions: Administer permit applications, obtain approval for issuing of permits, administer the processing of export permit applications, obtain validation of applications, furnish approved permits and monitor the re-submission of exports confirmation documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.P. Mashaba Tel No: (012) 355 6133
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161 Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 30/07</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (PERSONAL STAFF OFFICER) REF NO: DPSP/26/30/26/03</u>
<u>SALARY CENTRE</u>	:	R487 197 – R584 370 per annum (Level 09)
	:	Armscor Building, Erasmuskloof, Pretoria.

<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree / Advanced Diploma in Public Management, Public Administration, Office Management or relevant qualification at (NQF Level 7). A minimum of three (3) years' supervisory experience in Administration Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Financial Management, Project Management and have intermediate knowledge of Strategic Planning. Communication skills (Verbal and written communication), problem-solving and decision-making skills. Analytical, innovative, sound organising and planning skills. Computer literacy (applications such as MS Word, Excel, PowerPoint and Outlook. Ability to work individually and in a team, ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, proactive approach to meeting deadlines and delivering results with limited supervision. Good interpersonal relations, service oriented and integrity, creative and innovative, objectiveness and professionalism. Confidentiality, reliability, flexibility, teamwork and ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to render an administrative support to the Chief Director Strategic Management (CDSM) within the Defence Policy, Strategy and Planning Division and perform the following key functions: Plan and arrange visits, meetings, functions and conferences. Act as liaison point between the Chief Director and the rest of the Chief Directorate. Ensure quality and control of all staff work submitted to the office of the Chief Director, control and manage the budget and business plan for the office of the Chief Director. Manage assets and resources in the office of the Chief Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.D. Dladla Tel No: (012) 355 5912
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 30/08</u>	:	<u>ADMINISTRATION OFFICER REF NO: DPSP/26/30/26/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501 per annum (Level 08)
	:	Armscor Building, Erasmuskloof, Pretoria.
	:	A Minimum of Grade 12 (NQF Level 4) or equivalent with a recognised National Diploma/Advanced Certificate in Public Administration, Public Management, Office Management or relevant qualification at (NQF Level 6). A minimum of three (3) years' experience in Arms Control or Administration. Special requirements (skills needed): Knowledge of relevant Public Sector Policies, Legislation, Regulations and Acts. Knowledge of Departmental policies and procedures. Knowledge of Departmental policies and procedures. General understanding of the Conventional Arms Control and the Defence Industry. Good interpersonal skills, organising and planning skills, communication skills (written and verbal). Understanding of financial management, problem solving and decision-making skills. Analytical thinking. Computer literacy. Honesty, Integrity, hardworking, ethical, intuitive perceptive and high level of professionalism. Highly reliable.
<u>DUTIES</u>	:	Successful candidate will be responsible to assist in the provision of Secretariat Service to the National Conventional Arms Control Committee (NCACC), Scrutiny Committee and other Committees/Sub Committees and perform the following key functions: Assist in dealing with all documentation from registry and determine the nature of applicants' requests, assist in the preparation of two sets of books to be considered by the NCACC and the Scrutiny Committee. Liaise with members of the NCACC and the Scrutiny Committee, support the maintenance of the NCACC decision records within the IT database.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.P. Mashaba Tel No: (012) 355 6133
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za

<u>POST 30/09</u>	:	<u>RISK MANAGEMENT COMMITTEE MEMBER REF NO: DPSP/26/30/26/05</u> (3 Years Fixed Term Contract)
<u>SALARY</u>	:	Member will be remunerated in accordance with the applicable statutory rates and guidelines as prescribed by National Treasury.
<u>CENTRE</u>	:	Armcor Building, Erasmuskloof, Pretoria.
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's degree/Advanced Diploma in Risk Management / Accounting / Auditing / Financial Management or relevant qualification at (NQF Level 7). A postgraduate qualification would serve as an advantage. Prospective candidates should have more than ten (10) years executive management experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management. Applicants must have previous experience in serving in oversight committees, e.g Risk Management and/or Audit Committees, preferably in the Public Service, will be an added advantage. Candidates must be affiliated with a professional recognised body for appointment as a member of the Risk Management Committee at the level of Practitioner (CRM PRAC/) / Certified Risk Management Professional (CRM PROF). Special requirements (skills needed): High level of integrity, independence, dedication, inquisitiveness and understanding of public sector business and controls. A good understanding of Risk Management, Ethical Leadership and Corporate Governance principles, Public Finance Management Act and Treasury Regulations, Committee of Sponsoring Organizations (COSO) model and Public Sector Risk Management Framework.
<u>DUTIES</u>	:	Operate in accordance with the approved DOD Strategic Management Risk Management Charter. Advise the Accounting Officer and management on risk management matters at an organisational level. Review and monitor implementation of the Risk Management Policy, Strategy and annual Risk Management Implementation Plan across the DOD. Advice on integration of Risk Management into strategy, planning, monitoring and reporting processes. Provide guidance and advice on the department's risk identification and assessment methodologies for reasonable assurance of completeness and accuracy of the risk register. Provide guidance on setting the Department of Defence's Risk Appetite Framework including tolerance levels across the department. Oversee the implementation of risk maturity mode. Regular interaction and coordination with the Audit Committee. Act as the chair of the Strategic Risk Management in the absence of the chairperson.
<u>ENQUIRIES</u>	:	Mr T.B. Khunou Tel No: (012) 355 5812
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or hand delivered to Armcor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be placed in the box at the reception or emailed to Tumelo.Khunou@dod.mil.za