

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 September 2023, (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. 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 32/04** : **DEPUTY DIRECTOR: LEGAL INSTRUMENT REF NO: DIA/37/32/23/01**
- SALARY** : R958 824 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Defence International Affairs Division, Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent with a recognised Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Political Science, International Law, International Politics, Economics or Law. Minimum of three (3) years relevant experience as Assistant Director and a valid driver's licence. Be willing to travel and working irregular hours may be required, ability to work on your own initiative and as part of a team. Special requirements (Skills needed): Basic knowledge of Government Policies, Departmental policies. Wider Intra- Departmental Activities in Government. Knowledge of International Politics and Public Finance Legislations and Financial Management. International Politics, Good analytical skills. Computer literacy. Excellent writing ability. Good reasoning and problem-solving ability. Communication skills (verbally and written). Good inter-personal proficiency. Good presentation skills and good networking skills. The ability to work under pressure.
- DUTIES** : The successful candidate will be required to perform the following functions: Analysing of International legal instruments, including treaties, Agreements Pacts, Memorandum of Understanding (MOU's), protocols, Status of Forces Agreement (SOFA's), Status of Mission Agreement (SOMA's), Troop Contributing Country (TCC) Agreements, Letter of Assist (LOA's) and Technical Arrangements / Implementation Arrangement with the scrutinizing of all International Agreement

documentation to ensure adherence to international legal prescripts. Provide specialist advice on international legislation. Assist with the analysis and research of foreign relations policy and perform analytical support and the management of international agreement. Execution and development of department of Defence's international agreement; the servicing of all DOD international agreements. Co-ordinate the legal and administrative processing of concluding International Agreement and obtaining presidential approval. Facilitate the tabling of International Agreement in parliament for ratification. Monitor the progress on implementation of International Agreement and compile status report. Assist with the execution of general management practices and principles within the directorate to ensure effective and efficient utilisation of allocated resources.

**ENQUIRIES  
APPLICATIONS**

: Mr M. Tsanwani Tel No: (012) 355 5214  
: Department of Defence Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

**FOR ATTENTION**

: Mr T.E. Bogopane or Mr K. Davhana

**POST 32/05**

: **ASSISTANT DIRECTOR: LEGAL INSTRUMENT REF NO: DIA/37/32/23/02**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Defence International Affairs Division, Armscor Building, Erasmuskloof, Pretoria.  
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Political Science, International Law, International Politics, Economics or Law. A minimum of three to five (3-5) years' experience in International Relations or relevant experience. A valid driver's licence. Be willing to travel and working irregular hours may be required, ability to work on your own initiative and as part of a team. Special Requirements (skills needed): Basic knowledge of Government Policies, Departmental policies. Wider Intra- Departmental Activities in Government. Knowledge of International Politics and Public Finance Legislations and Financial Management. International Politics, Good analytical skills. Computer literacy. Excellent writing ability. Good reasoning and problem solving ability. Communication skills (verbally and written). Good inter-personal proficiency. Good presentation skills and good networking skills. The ability to work under pressure.

**DUTIES**

: Assist with the analysing of International legal instruments, including treaties, Agreements Pacts, Memorandum of Understanding (MOU's), protocols, Status of Forces Agreement (SOFA's), Status of Mission Agreements (SOMA's), Troop Contributing Country (TCC) Agreements, Letter of Assist (LOA's) and Technical Arrangements/ Implementation Arrangement with the scrutinizing of all International Agreement documentation to ensure adherence to international legal prescripts. Provide specialist advice on international legislation. Assist with the analysis and research of foreign relations policy and perform analytical support and the management of international agreement. Execution and development of department of Defence's international agreement; the servicing of all DOD international agreements. Co-ordinate the legal and administrative processing of concluding International Agreement and obtaining presidential approval. Facilitate the tabling of International Agreement in parliament for ratification. Monitor the progress on implementation of International Agreement and compile status report. Assist with the execution of general management practices and principles within the directorate to ensure effective and efficient utilisation of allocated resources.

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**FOR ATTENTION**

: Mr T.E. Bogopane or Mr K. Davhana

**POST 32/06**

: **ASSISTANT DIRECTOR: MULTILATERAL AFFAIRS REF NO: DIA/37/32/23/03**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Defence International Affairs Division, Armscor Building, Erasmuskloof, Pretoria.  
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Political Science, International Law, International Politics, Economics or Law. A minimum of three to five (3-5) years' experience in International Relations or

relevant experience. A valid driver's licence. Be willing to travel and working irregular hours may be required, ability to work on your own initiative and as part of a team. Special Requirements (skills needed): Basic knowledge of Government Policies, Departmental policies. Wider Intra- Departmental Activities in Government. Knowledge of International Politics and Public Finance Legislations and Financial Management. International Politics, Good analytical skills. Computer literacy. Excellent writing ability. Good reasoning and problem solving ability. Communication skills (verbally and written). Good inter-personal proficiency. Good presentation skills and good networking skills. The ability to work under pressure.

**DUTIES**

: Facilitate the process to obtain departmental approval for the establishment of the identified commitments. Assist with establishment and maintaining of liaison channels with multilateral organisations e.g. Southern African Development Community (SADC), African Union (AU) and United Nation (UN). Assist with compiling and promulgating of comprehensive instructions for the maintenance and enhancement of multilateral commitments. Coordinate participation in annual and inter-sessional forums such as Summits, Conferences and Ministerial Meeting. Co-ordinates the legal and administrative processing of concluding International Agreements and obtaining presidential approval. Facilitate the tabling of Agreements in parliament for ratification. Monitor the progress on implementation of agreements and compile status reports. Manage database of international agreement. Analyse and make recommendation on outcomes of multilateral meetings and ensure that follow up actions undertaken. To keep abreast of current economic; political and security development that impact on the multilateral engagements and inform management. Assist in reviewing the strategy for engagements with United Nations agencies and other multilateral organisations. Participate and provide guidance during departmental meeting with other government departments and to highlight departmental position on related defence and security matters. Prepare and coordinate draft briefing and speaking notes. Organise and coordinate internal and external clients meeting. Arrange meeting and minute taking during meetings. Assist in the internal management of the directorate to ensure efficient utilisation of allocated resources

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