



defence

Department:
Defence
REPUBLIC OF SOUTH AFRICA

Director Conventional Arms Control

Salary: R615 633 per annum, Level 13. Ref No. DCAC/04/09

Defence Headquarters, Pretoria.

Qualifications: A recognized 3-year Degree is a precondition • Applicants must have operated at a Deputy Director level or equivalent position • The understanding of Defence related industry is essential • The understanding of South African conventional arms control regime and its related regulatory framework is absolutely necessary • Sufficient experience or exposure to the Conventional Arms trade is required • Knowledge in the following general management competencies is strongly recommended: Strategic Management, Financial Management and Human Resources Management.

Requirements: The person to be appointed should have the following general abilities: Ability to lead and give direction to a team of professionals • Competency in effective communication and writing • Analytical thinking-, problem solving-, planning-, organising-, administrative- and inter-personal relations skills. • Must be able to obtain a Top Secret Security clearance within a year.

Duties: The person to be appointed will conduct the following critical duties: Serve as the Head of the Secretariat to the National Conventional Arms Control Committee (NCACC) • Serve as the line of communication between the NCACC and the defence industry • Regulate the transfer of conventional arm in South Africa on behalf of the NCACC • Manage the processing of various permit applications for arms transfers in line with the applicable laws and regulations • Prepare all NCACC reports and documents on conventional arms transfers • Manage the NCACC audit process by the Auditor General • Advise the NCACC on all issues of conventional arms control • Ensure the execution of all NCACC instructions and decisions on conventional arms control • Attend all meetings incidental to conventional arms control • Manage the Directorate Conventional Arms Control and all its related resources.

Note: This is a permanent post and the incumbent must be prepared to sign a Performance Agreement and employment contract as required for all SMS members • Applicant should be willing to undertake a competency test.

Enquiries: Specific related enquiries can be directed to Mr S. D. Dladla. Tel (012) 355 5216.

Closing Date: 20 May 2009

Applications must be submitted to: Chief Director Strategic Management, Private Bag X901, Pretoria, 0001, or may be hand delivered to: Armscor Building, 370 Nossob Street, Erasmus Kloof, Block 5, 3rd Floor, Room 616.

Assistant Director Audits

Salary: R217 482 per annum, Level 10. Ref No. ADA/04/09

Directorate Conventional Arms Control Inspections and Audits, Pretoria.

Qualifications: An applicable Degree/Diploma (NQF Level 6) preferable • Experience in arms control matters and an auditing background will be an advantage • Applicants with prior learning, either by means of experience or alternative course may also apply.

Requirements: Knowledge of reporting, writing and research • Computer literate • Problem solving-, research-, forensic auditing-, analytical thinking-, financial-, communication and creativity skills • Must be able to obtain a Confidential Security clearance within a year • Drivers license is a pre-requisite.

Duties: Analyse audit requests • Provide guidance to the Armaments Related Industries • Plan Audits • Execute Audits • Scrutinise and compile audit reports for the Scrutiny and National Conventional Arms Control Committees • Assist the Law Enforcement community in investigations and act as witness in court proceedings • Supervisory duties.

Enquiries: Specific related enquiries can be directed to Ms N. Mahlangu. Tel (012) 355 6271.

Closing Date: 20 May 2009

Applications must be submitted to: Director Conventional Arms Control Inspections and Audits, Private Bag X910, Pretoria, 0001, or may be hand delivered to: Armscor Building, 370 Nossob Street, Erasmus Kloof, Block 1, 4th Floor, Room 118.

Assistant Director Inspections

Salary: R217 482 per annum, Level 10. Ref No. ADI/04/09

Directorate Conventional Arms Control Inspections and Audits, Pretoria.

Qualifications: An applicable Degree/Diploma (NQF Level 6) preferable • Experience in arms control matters and an investigative background will be an advantage • Applicants with prior learning, either by means of experience or alternative course may also apply.

Requirements: Knowledge of reporting procedures and research/computer etc • Problem solving-, research-, forensic investigations-, analytical thinking-, financial-, communication- and creativity skills • Must be able to obtain a Confidential Security clearance within a year • Drivers license is a pre-requisite.

Duties: Analyse inspection requests • Provide guidance to the Armaments Related Industries • Plan inspections • Scrutinise and compile inspection reports for the Scrutiny and National Conventional Arms Control Committees • Compile inspection reports • Assist the law enforcement community in investigations • Supervisory duties.

Enquiries: Specific related enquiries can be directed to Mr T. Mulaudzi. Tel (012) 355 6270.

Closing Date: 20 May 2009

Applications must be submitted to: Director Conventional Arms Control Inspections and Audits, Private Bag X910, Pretoria, 0001, or may be hand delivered to: Armscor Building, 370 Nossob Street, Erasmus Kloof, Block 1, 4th Floor, Room 118.

Important Notice to all Applicants. This Department is an affirmative action employer which endeavors to apply representivity and gender equality. Applicants who do not receive confirmation or feedback within 2 (two) months as from the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed, receipt of applications will not be acknowledged. Applications must be submitted on the prescribed form Z 83 (obtainable from any Public Service Department office), which must be originally signed by the applicant and which must indicate the date when it was signed. The Z 83 must also contain the correct post reference number (as indicated in the advertisement) as well as the correct name of the post. Application form (Z 83) must indicate whether or not the applicant has been convicted of a criminal offence or have been dismissed from previous employment (refer part B. of the Z 83 form). The Z 83 must be accompanied by a detailed CV and certified true copies of educational qualification certificates as well as a certified true copy of the applicant's ID document. A certified true copy of the applicant's vehicle driver's license must also be attached if requested in the advertisement. Copies of previously certified copies will not be accepted. Under no circumstances will photostat copies or faxed copies of application documents be accepted. It is accepted that the signing and submitting of an application is an agreement by the applicant that this Department may have the candidate's CV, qualifications, vehicle driver's license and criminal record verified. Fraudulent submissions may result in immediate disqualification/dismissal. Applications received after the closing date will not be considered. Failure to comply with the above instructions or to not submit all the required documents will result in applications being disqualified.

