

**COORDINATOR: MILITARY VETERANS**  
**(3 YEAR FIXED TERM CONTRACT)**

JOB GRADE: D1

Reference Number: **9993116**

Corporate Support has a vacancy for the **Coordinator: Military Veterans**. Applications are invited from people meeting the qualifications and experience requirements set out below:

**PURPOSE OF THE JOB:**

To enable Armscor to open opportunities to Military Veterans as prescribed by government, and thereby bring the Military Veterans to the fold of active economic participation which will also be to benefit of the country.

**CRITICAL PERFORMANCE AREAS:**

- Effectively assist all Business Units in their implementation of plans to open up opportunities for MilVets.
- Develop implementation plans in co-operation with relevant departments (Business units) for the beneficiation of MilVets companies.
- Develop communication plans that will ensure that all the strata of military veterans, from successful business MilVets to destitute MilVets have knowledge about the opportunities available at Armscor.
- Develop and implement a stakeholder plan between Armscor Enterprise Development Programs.
- Identify and advise Armscor on MilVets companies that are ready for the incubation program.
- Provide briefing and update regarding progress on MilVets companies to EXCO.
- Assess and report on performance of MilVets companies for Armscor's reporting at the EXCO.
- Establishment of an open and transparent communication channels to ensure in time response to queries and information sharing.
- Advise Armscor in identified risks in specific MilVets companies and provide mitigation measures.
- Act as the nodal point between Armscor and the Military Veterans.
- Identify initiatives to improve Armscor's participation in supporting the Military Veterans and submit to EXCO for approval.
- Facilitate Military Veterans' participation in the Armscor tender processes in support of the development of Small Business development such as registration as possible service providers.
- Establish and maintain an up to date database of all Military Veterans and dependents working with Armscor.
- Reporting, consolidating all monthly, quarterly and annual reports before submission to the EXCO.
- Facilitate information sessions within Armscor as to develop better understanding and support for this initiative.

**QUALIFICATION**

- National Diploma in Business Management/ Programme in Business related field at NQF level 6 or similar

**EXPERIENCE:**

- Must have a good understanding of Military Veterans legislation and Regulations.

- Must have the interest of Military Veterans at heart.
- Experience in conducting business will be an advantage.
- Must have experience in dealing with high level stakeholders.

**SKILLS & KNOWLEDGE:**

- Possess an excellent working knowledge with regard to relevant government prescripts, government wide policies and legislation.
- Have detailed background knowledge on military veterans' and military veterans' affairs and associations.
- Working knowledge in risk management.
- Sound understanding of business principles.
- Proficient in English (written and verbal).

To apply, send your application to [vacancies@armscor.co.za](mailto:vacancies@armscor.co.za)

***NB: All applicants must indicate reference number of the position they are applying for in the subject heading.***

Short-listed candidates will be subjected to reference checking, verification of personal data and security clearance as part of the selection process. In line with Armscor's commitment to compliance with the Employment Equity Act, preference will be given to suitable candidates from designated groups. ***People with disabilities are encouraged to apply.***

The closing date for applications is **01 June 2023**. Late applications will not be considered.

**Enquiries: Ms Thato Khahleli (012 428 2469)**