

DEPARTMENT OF DEFENCE

This Department is an affirmative action/equal opportunity employer. Disabled employees are especially invited to present their candidature.

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. 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. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

POST 23/26 : **DEPUTY DIRECTOR: LEGAL ADMINISTRATIVE OFFICER**
This post is advertised in the DOD and the Public Service.

SALARY : R407 745 per annum
CENTRE : Directorate Labour and Service Relations, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : BA Degree or Honours Degree in Labour Law / Industrial Relations. NQF Level 7 preferable. Experience in the relevant field of work will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communicate-, research-, negotiation-, dispute resolution-, presentation. Reasoning- and inter personal ability. Analytical thinking. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide specialist labour law advice for DOD. Liaise with internal and external role players to ensure accuracy and effectiveness of advice given. Represent DOD at labour law fora on request. Liaise and brief State Attorney on DOD cases.

ENQUIRIES : Mr M.P. Zwane, (012) 355-5075.
APPLICATIONS : Department of Defence, Directorate Labour and Service Relations, Private Bag X161, Pretoria, 0001.

CLOSING DATE : 10 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/27 : **ASSISTANT DIRECTOR SERVICE BENEFITS AND CONDITIONS**
The post is advertised in the DOD and broader Public Service

SALARY : R217 482 per annum
CENTRE : Directorate Human Resources Service Systems, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : Degree/National Diploma (NQF Level 5 – 6): preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply.

Special requirements (skills needed): Interpersonal relationship-, computer (word processing, spreadsheets, graphics), analytical-, presentation-, research-, communication (verbal and written), change and diversity management-, project management-, negotiation-, policy development skills and conflict management. Must be able to obtain a confidential security clearance within a year.

DUTIES : Scan external policy environment for changes that may influence departmental policies. Conduct research and analyse HR service benefits and conditions. Prepare appreciation papers. Present policy to command bodies. Develop and implement departmental policy. Maintain and review policy. Provide inputs to management reports for the sub-directorate.

APPLICATIONS : Department of Defence, HR Divisional Staffs, Private Bag X161, Pretoria, 0001

ENQUIRIES : Lt Col K. Mokgothu, (012) 355-5559/WO 1 W.F. Malgas, (012) 355-5009.

CLOSING DATE : 10 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/28 : **ASSISTANT DIRECTOR REMUNERATION (2 X POSTS)**
The post is advertised in the DOD and broader Public Service

SALARY : R217 482 per annum

CENTRE : Directorate Human Resources Service Systems, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : Degree/National Diploma (NQF Level 5 – 6): preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Communication-, report writing, analytical-, negotiation-, presentation-, policy writing-, computer skills and project management. Must be able to obtain a confidential security clearance within a year.

DUTIES : Maintain post classes, salary ranges, level and notches, cost-to-employer packages. Manage remunerative and compensatory allowances. Maintain Code of Remuneration (Cores). Establish and maintain statutory and other institutions. Manage Middle and Senior Management Service Systems.

ENQUIRIES : Lt Col K. Mokgothu, (012) 355-5559/WO 1 W.F. Malgas, (012) 355-5009.

APPLICATIONS : Department of Defence, HR Divisional Staffs, Private Bag X161, Pretoria, 0001

CLOSING DATE : 10 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/29 : **ASSISTANT DIRECTOR: GRIEVANCE**
This post is advertised in the DOD and the Public Service

SALARY : R174 243 per annum

CENTRE : Directorate Labour and Service Relations, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : NQF Level 6. Experience in the relevant field of work will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communication-, research-, negotiation-, dispute resolution and presentation skills. Reasoning-, problem solving-, inter-personal-, language proficiency-, analytical thinking-, strategic thinking-, expert knowledge-, plan and organising skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Manage and maintain effective and efficient communication and grievance structures to resolve individual complaints and grievances. Manage the process to obtain relevant info on complaints and grievances. Ensure that information is weighed correctly against policy.

ENQUIRIES : Mr M.P. Zwane, (012) 355-5075.

APPLICATIONS : Department of Defence, Directorate Labour and Service Relations, Private Bag X161, Pretoria, 0001.

CLOSING DATE : 10 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/30 : **CONTROL PERSONNEL OFFICER**
This post is advertised in the DOD and the Public Service

SALARY : R174 243 per annum

CENTRE : Directorate Labour and Service Relations, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : NQF Level 2 - 4. Experience in the relevant field of work will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communication-, research-, negotiation-, dispute resolution and presentation skills. Reasoning-, initiative-, problem solving-, inter-personal-, language-, analytical thinking- and strategic thinking-, expert knowledge-, planning-, organising skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Facilitate the process of progressive disciplinary action for PSAP. Facilitate the process of formal disciplinary action for PSAP. Deal with request for reinstatement of PSAP ito sec 17(5)(b) of the Public Service Act, 1994, as amended. Facilitate the process of Incapacity – poor work performance for PSAP in the DOD. Facilitate the process of incapacity – ill health for PSAP in the DOD.

ENQUIRIES : Mr M.P. Zwane, (012) 355-5075.

APPLICATIONS : Department of Defence, Directorate Labour and Service Relations, Private Bag X161, Pretoria, 0001.

CLOSING DATE : 10 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/31 : **ASSISTANT DIRECTOR: DISPUTES**
This post is advertised in the DOD and the Public Service

SALARY : R174 243 per annum

CENTRE : Directorate Labour and Service Relations, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : NQF Level 6. Experience in the relevant field of work will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communication-, research-, negotiation and presentation skills. Analytical- and strategic thinking. Verbal communication. Plan and organise. Verbal- and written communication. Must be able to obtain a confidential security clearance within a year.

DUTIES : Manage and maintain effective and efficient communication and dispute structures for resolving individual collective disputes, grievances and advice at unit base regional level. Manage the process to obtain relevant info on disputes, grievances and provide support advice to line management. Ensure that information, advice support is weighed correctly against policy before provided to line management at LR Reg level. Ensure high quality, high standard of training is provided to line management and all clients and responses is received. Ensure sufficient representation and handle and advice at relevant for a during all stages of disputes and communication forums at LR Reg level, unit level.

ENQUIRIES : Mr M.P. Zwane, (012) 355-5075.

APPLICATIONS : Department of Defence, Directorate Labour and Service Relations, Private Bag X161, Pretoria, 0001.

CLOSING DATE : 10 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/32 : **SENIOR ADMINISTRATION CLERK GR II (TRANSPORT)**

SALARY : R76 194 per annum

CENTRE : 14 SA Infantry Battalion, Mthatha.

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Transport administration experience will be a recommendation. Special requirements/skills needed: Good communication and problem solving skills. Be able to function independently. Computer literate (CALMIS). Must be able to obtain a restricted security clearance.

DUTIES : Ensure maintenance of all B & C vehicles. Ensure all maintenance and repairs are executed. Store and retrieve information and documents. Control all trip

authorities. Conduct frequent inspections on vehicles. Compile monthly statistics. Ensure history files of vehicles are kept up to date.
Lt M.P. Gcaza, Tel: (047) 502 3523.
Department of Defence, 14 SAI BN, Private Bag X5053, Mthatha, 5099.
13 July 2009 (Applications received after the closing date and faxed copies will not be considered).

ENQUIRIES
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CLOSING DATE

POST 23/33

SENIOR PROVISIONING ADMINISTRATION CLERK GR I (FACILITY)

SALARY
CENTRE
REQUIREMENTS

R64 410 per annum
14 SA Infantry Battalion, Mthatha.
NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Log/Admin experience will be a recommendation. Special requirements/skills needed: Computer literate. Good communication and problem solving skills. Must be able to obtain a security clearance within a year.

DUTIES

Handle all incoming and outgoing post within the section. Assist the distribution account holder with monthly spot checks. Render a reproduction of documents service within the section. Responsible for commodities as tasked. Ensure that unit routine is strictly followed.

ENQUIRIES
APPLICATIONS
CLOSING DATE

Lt M.P. Gcaza, Tel: (047) 502 3523.
Department of Defence, 14 SAI BN, Private Bag X5053, Mthatha, 5099.
13 July 2009 (Applications received after the closing date and faxed copies will not be considered).

POST 23/34

PROVISIONING ADMINISTRATION CLERK GR I (STORES)

SALARY
CENTRE
REQUIREMENTS

R47 787 per annum
14 SA Infantry Battalion, Mthatha.
NQF Level 2 - 4: Preferable. Stores experience preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/skills needed: Good communication skills. Must be able to obtain a security clearance within a year.

DUTIES

Assist in the co-ordination of daily support. Assist with stock taking. Ensure the safe keeping of equipment. Ensure that correct stock levels are maintained. Responsible for the photo copying of docs within the section. Distribute documents to the various sections. Ensure that unit routine is strictly followed.

ENQUIRIES
APPLICATIONS
CLOSING DATE

Lt M.P. Gcaza, Tel: (047) 502 3523.
Department of Defence, 14 SAI BN, Private Bag X5053, Mthatha, 5099.
13 July 2009 (Applications received after the closing date and faxed copies will not be considered).