

## 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 25/14** : **SENIOR ADMINISTRATIVE OFFICER (USAGE 733)**  
This post is advertised in the DOD and the broader Public Service.

**SALARY CENTRE** : R145 920 per annum  
: Chief Directorate Transformation Management, 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): Strongly orientated towards work and tasks of an administrative and routine nature and understanding the administrative principles. The ability to understand and correctly interpret transformation policies and standards set. Knowledge of MS Word and MS Excel is critical. Analytical-, innovative thinking- and problem solving skills. Good organisational-, writing- and verbal communication skills. Strongly orientated towards teamwork. Able to operate independently. Willing to travel and visit other units, bases and sections outside the Pretoria area at short notice. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Assist with administration of Transformation Management section into logistic, finance and IT. Prepare, submit and control budget expenditure and prepare financial requests for various objectives and activities. Prepare and update year planner and its distribution. Take minutes/notes at meetings/forums as per request. Manage and arrange workshops, forums, meetings and conferences icw the year plan. Network with established stakeholders internally and externally on a regular basis. Establish and maintain a database of the DOD numerical statistics. Establish and maintain a database of all relevant Transformation and Equity policy programmes, plans and literature. Prepare a Transformation Management report (monthly and annual Employment Equity for the Department of Labour). Take minutes and any other section's correspondence. Handle of any other related task which as an impact on Transformation management section's objectives or relevant of the Chief Director Transformation Management. Supervisory duties.

**ENQUIRIES APPLICATIONS** : Col P. van der Merwe (012) 355 5881 / Lt Col N.M. Mvula (012) 355 6331.  
: Department of Defence, Chief Directorate Transformation Management, Private Bag X161, Pretoria, 0001.

**CLOSING DATE** : 24 July 2009 (Applications received after the closing date and faxed copies will not be considered).

**POST 25/15** : **CHIEF ADMINISTRATION CLERK (USAGE 773)**  
This post is advertised in the DOD and the broader Public Service.

**SALARY** : R117 501 per annum  
**CENTRE** : Chief Directorate Transformation Management, Armscor Building, Erasmuskloof, Pretoria.

**REQUIREMENTS** : NQF Level 2 - 4. Preferable. Experience in the relevant field of work will be a recommendation. Applicants with military and civilian driver's license would be preferred. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Strongly orientated towards work and tasks of an administrative and routine nature and understanding the administrative Principles. Knowledge of MS Word and MS Excel. Analytical-, innovative thinking-, problem solving-, organisational-, writing-, verbal communication- and inter-personal relations skills. Orientated towards teamwork but able to operate independently. Willing to travel and visit other units, bases and sections outside the Pretoria area at short notice. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Write routine letters, memorandums and reports. Handle S & T claims and petty cash payments. Arrange meetings. Compile agenda's and take minutes at meetings. Arrange transport, accommodation and itineraries of senior officers and officials when the need arises. Deal with files, reports and other documents in accordance with prescribed registry procedures. Assist with development tasks eg prepare and collect statistics, prepare presentations.

**ENQUIRIES** : Col P. van der Merwe (012) 355 5881 / Lt Col N.M. Mvula (012) 355 6331.  
**APPLICATIONS** : Department of Defence, Chief Directorate Transformation Management, Private Bag X161, Pretoria, 0001.

**CLOSING DATE** : 24 July 2009 (Applications received after the closing date and faxed copies will not be considered).

**POST 25/16** : **SENIOR SECRETARY GR II**  
The post is advertised in the DOD and broader Public Service

**SALARY** : R76 194 per annum  
**CENTRE** : Director Collective Mechanisms, Armscor Building, Pretoria.

**REQUIREMENTS** : NQF Level 4 or equivalent qualification, or a Secretarial Diploma or equivalent. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Excellent verbal and written communication-, a working knowledge of MS Word, MS Excel and PowerPoint-, good organisation/events management- and excellent inter-personal skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Provide a secretarial/receptionist support service. Assist with the Director's diary by scheduling meetings, advise participants and update the diary. Receive telephone calls. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as required. Collect analyse and collate information requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments, etc. Setting up meetings, include arrange meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agendas items. Draw up agendas. Take minutes of meetings.

**ENQUIRIES** : Mr P.M. Kgwedi, Tel: (012) 355 6260  
**APPLICATIONS** : For attention Ms Linda Hammond, Department of Defence, CD Human Resource Management, (Directorate Career Management) Private Bag X137, Pretoria, 0001 or may be hand-delivered to: Poyntons building, Bosman Street 195, Pretoria where it must be placed in wooden post box number 4 at Reception.

**CLOSING DATE** : 24 July 2009 (Applications received after the closing date and faxed copies will not be considered).