

## DEPARTMENT OF DEFENCE

**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 01/01** : **ASSISTANT DIRECTOR: POLICY AND PLANNING (RISK MANAGEMENT) (USAGE 390)**

Defence Policy, Strategy and Planning Division (Chief Directorate Strategic Management – Directorate Risk Management), Erasmuskloof

**SALARY** : R240 318 per annum

**CENTRE** : Pretoria.

**REQUIREMENTS** : An appropriate three year B degree or National Diploma (NQF 6). Experience in Risk Management will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Risk Management, government policies, departmental policies, departmental decisions and activities as well as the wider intra-departmental activities in government. Basic knowledge of public finance legislation and regulations. Ability to work independently and orientated towards teamwork. Good communication skills (written and verbal). Conceptual thinking-, problem solving-, planning- and programming skills. Computer literate (MS Word, PowerPoint, Excel). Good interpersonal skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Promulgate risk management policies and instructions. Promulgate DOD Risk Management Plan. Responsible for internal management of the Directorate.

**ENQUIRIES** : Ms E. Capitani, (012) 355-5949.

**APPLICATIONS** : Department of Defence & Military Veterans, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001.

**CLOSING DATE** : 5 February 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 01/02** : **SENIOR INTERNAL AUDITOR (USAGE 274)**  
The posts are advertised in the DOD and broader Public Service.

**SALARY** : R145 920 per annum

**CENTRE** : Defence Inspectorate Division, Pretoria

**REQUIREMENTS** : NQF Level 6: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience wrt Log, Pers and IT audit will be a recommendation. Requirements/skills needed: Knowledge on compiling questionnaires and samples understanding of Log procedures interview-, effective reports writing-, analysing and interpretation of evidence. Knowledge of

report procedures/information system/ compile directives and organise. Excellent communication (verbal & written) and creativity skills. Must be in a possession or obtain a valid military driver's license. Must be able to obtain a security clearance within a year.

**DUTIES** : Conduct and co-ordinate audits at corporate level. Compile an audit reports year plan. Manage the section. Compile an audit year plan from the DOD plan. Conduct in-post training wrt audit techniques. Do costing of section's resource requirements. Maintain audit management information.

**ENQUIRIES** : Lt Col B. Mbatha Tel: (012) 312 4725  
**APPLICATIONS** : Department of Defence, Defence Inspectorate, Private Bag X671, Pretoria, 0001.  
**CLOSING DATE** : 5 February 2010 (Applications received after the closing date and faxed or emailed applications will not be considered).

**NOTE** : National traveling will be required.

**POST 01/03** : **CHIEF ADMINISTRATION CLERK (PATIENT ADMINISTRATION) (USAGE: 3426)**

The post is advertised in the DOD and broader Public Service.

**SALARY** : R130 425 per annum  
**CENTRE** : SAMHS, Tertiary Military Health Formation, 2 Military Hospital, Wynberg.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative solving-, team player- and inter personal relationships skills. Knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal). Must be able to work under pressure and have empathy for sick, elderly and disabled. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Manage health records. Handle repetitive work. Manage the Microfilming/scanning and capturing processes. Receive health records. Render a comprehensive secretarial and reception service. Ensure correct referral documentation for referred patients. Handle health record and telephonic queries. Compile Quarterly and monthly statistics for management. Retrieve records for HCP's/management. Supervisory duties. Manage special Auths and Med Debtors.

**ENQUIRIES** : Maj M.E. Torrance, Tel: (021) 799 6247  
**APPLICATIONS** : Department of Defence & Military Veterans, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824

**CLOSING DATE** : 08 February 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 01/04** : **SENIOR ADMINISTRATION CLERK GR III (USAGE: 3310)**

The post is advertised in the DOD and broader Public Service.

**SALARY** : R105 645 per annum  
**CENTRE** : SAMHS, Tertiary Military Health Formation, 2 Military Hospital, Wynberg.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Secretarial and mainframe experience will be a recommendation. Special requirements (skills needed): Knowledge of Patient Administrative processes. Computer literate (Microsoft & mainframe). Organise-, team player- and inter personal relationships skills. Knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal). Meet deadlines and setting goals. Handle repetitive work. Must be able to work under pressure Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Manage health records. Applicant will be involved in aspects of the Microfilming/scanning and capturing processes. Receive health records. Render a comprehensive secretarial and reception service. Ensure correct referral documentation for referred patients. Handle health record and telephonic queries. Compile Quarterly and monthly statistics for management. Retrieve records for HCP's/management.

**ENQUIRIES** : Maj M.E. Torrance, Tel: (021) 799 6247  
**APPLICATIONS** : Department of Defence & Military Veterans, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824

**CLOSING DATE** : 08 February 2010 (Applications received after the closing date and faxed copies will not be considered).