

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 15 February 2010 (Applications received after the closing date and faxed copies will not be considered).
- 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 03/04** : **ASSISTANT DIRECTOR: WORK STUDY: USAGE: 585**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R240 318 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.
REQUIREMENTS : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations management by objectives (bmo) the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.
- ENQUIRIES** : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
APPLICATIONS : Department of Defence & Military Veterans, SA Army HQ, Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.
- NOTE** : The candidates will be expected to do a competency test as part of the selection process.
- POST 03/05** : **CHIEF WORK STUDY OFFICER: USAGE 591**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R192 540 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.
REQUIREMENTS : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-,

facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

DUTIES : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations management by objectives (bmo) the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

ENQUIRIES APPLICATIONS : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
: Department of Defence & Military Veterans, SA Army HQ, Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

NOTE : The candidates will be expected to do a competency test as part of the selection process.

POST 03/06 : **SENIOR WORK STUDY OFFICER: USAGE: 593**
The post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.
REQUIREMENTS : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

DUTIES : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

ENQUIRIES APPLICATIONS : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
: Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

NOTE : The candidates will be expected to do a competency test as part of the selection process.

POST 03/07 : **WORK STUDY OFFICER 2 POSTS: USAGE 595 & 1376**
The post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.
REQUIREMENTS : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

DUTIES : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

ENQUIRIES APPLICATIONS : Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602
: Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.

NOTE : The candidates will be expected to do a competency test as part of the selection process.

POST 03/08 : **SENIOR ADMINISTRATION CLERK GR III: USAGE 201**
The post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army HQ, Management and Renewal Services, Pretoria.

<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, interpersonal relationships-, good verbal and written communication-, problem solving- and analytical thinking skills. Ability to work independently. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide all administration related services. Compile off strength. Handle incoming post to the platoon section. Report queries. Process promotion and leave enquiries. Handle typing and other administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Col A.T. Mann, Tel: (012) 355 1478/ Ms E.T. Nyakhulalini, Tel: (012) 355 1602 Department of Defence & Military Veterans, SA Army HQ. Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.
<u>POST 03/09</u>	:	<u>SENIOR SECRETARY GR III: USAGE 0033</u> The post is advertised in the DOD, broader Public Service and Media.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645 per annum SA Air Force, Air Command, Pretoria.
<u>DUTIES</u>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year. Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.J. Mojadibe, (012) 312-2699. Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.
<u>POST 03/10</u>	:	<u>SENIOR SECRETARY GR III: USAGE 131</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645 per annum Navy Headquarters, Pretoria.
<u>DUTIES</u>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of general office administration and security regulations will be a recommendation. Communicate effectively (written & verbal). Intermediate proficiency in the MS Office packages. Ability to provide personal assistant service. Ability to operate an efficient and organised office. Reasoning-, mathematical- and problem solving skills. Must be able to obtain a confidential security clearance within a year. Render secretarial functions that include keeping and updating of the Director Naval Personnel's diary. Handle telephone calls. Render PA and support services to Director Naval Personnel (including the drafting of letters and memorandums) and make travel arrangements. Manage general office duties (including accepting files and other documents, file and appropriate stowage of documents and files). Provide a reception/ communication/coordination service office security service;
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 P. Millinger, Tel: (012) 339 4382 Department of Defence & Military Veterans, Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to 224 Visagie Street, Pretoria, 0002
<u>POST 03/11</u>	:	<u>SENIOR SECRETARY GR II: USAGE 0015</u> The post is advertised in the DOD, broader Public Service and Media.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R87 978 per annum SA Air Force, Air Command, Pretoria.
	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and

language proficiency. Must be able to obtain a confidential security clearance within a year.

DUTIES : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.

ENQUIRIES : Mr M.J. Mojadibe, (012) 312-2699.
APPLICATIONS : Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.

POST 03/12 : **SENIOR SECRETARY GR I: USAGE 0082**
The post is advertised in the DOD, broader Public Service and Media.

SALARY : R73 584 per annum
CENTRE : SA Air Force, AFS Lohatla.
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.

DUTIES : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.

ENQUIRIES : Lt Col Du Toit, (053) 321-2289/2298
APPLICATIONS : Department of Defence & Military Veterans, SA Air Force, Private Bag X3001, Postmasburg, 8420.

POST 03/13 : **SENIOR SECRETARY GR I: USAGE 0947**
The post is advertised in the DOD, broader Public Service and Media.

SALARY : R73 584 per annum
CENTRE : SA Air Force, SAAF College, Pretoria.
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.

DUTIES : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.

ENQUIRIES : Capt Pillay, (012) 351-5172.
APPLICATIONS : Department of Defence & Military Veterans, SA Air Force, SAAF College, Private Bag X1008, Thaba Tshwane, 0143.

POST 03/14 : **SENIOR SECRETARY GR I: USAGE 0233**
The post is advertised in the DOD, broader Public Service and Media.

SALARY : R73 584 per annum
CENTRE : SA Air Force, 21 Squadron, Pretoria.
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.

- DUTIES** : Type routine notes, memorandums, letters and reports. Detailed knowledge of the operation/utilisation of specific software packages. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Order and purchase stationary. Keep the OC's/Director's directory. Scan the newspapers and collect important clippings. Manage the entertainment fund. Organise social functions.
- ENQUIRIES** : Mr F. Tjaro, (012) 672-3248.
- APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, 21 Squadron, Private Bag X1001, Lyttelton, 0140.
- POST 03/15** : **TYPIST GR I: USAGE 2382**
The post is advertised in the DOD, broader Public Service and Media.
- SALARY** : R51 936 per annum
- CENTRE** : SA Air Force, Air Force Gym, Pretoria.
- REQUIREMENTS** : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer skills, reasoning ability, initiative, inter-personal and language proficiency. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Type correspondence. File documentation. Responsible for the confidentiality of al documentation. Attend to telephone and fax enquiries. Dispatch all incoming faxes. Assist with the general human resource and registry administration.
- APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Air Force Gym, Private Bag X05, Valhalla, 0137.
- ENQUIRIES** : Maj Oosthuizen, (012) 351-4004.