

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 19 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 05/06** : **ASSISTANT DIRECTOR (EDITING) USAGE 2059**  
Defence Intelligence, Directorate Integration and Dissemination
- SALARY** : R192 540 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : BA Hons Degree in English essential. (NQF Level 6/7) preferable. Other languages included B Degree, Degree in journalism and postgraduate training in languages will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): A high level of computer literacy and proven integration skills and experience. Excellent English language-, good verbal and written communication-, good discipline-, self-motivation-, analytical thinking-, excellent reasoning ability-, interpersonal- and problem solving skills. Must be able to obtain a top secret security clearance within a year.
- DUTIES** : Assist in providing cross-functionally integrated intelligence products in appropriate format to national and departmental clients. Assist with final editing of DI documents. Co-ordinate the preparation and presentation of audiovisual DI products. The integration of intelligence, CI and FR products into final DI products by editing inputs obtained from production directorates to ensure uniformity in layout and use of language. Ensure that different inputs correspond with the DI point of view. Assist with administrative and training responsibilities.
- ENQUIRIES** : Ms M.P. Hertzog, Tel: (012) 315 0175  
**APPLICATIONS** : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001 or can be hand delivered a Liberty Building, Vermeulen Street between Andries and van der Walt Streets .
- NOTE** : Preference will be given to the applications of candidates to enhance representivity in the Division.
- POST 05/07** : **SENIOR ADMINISTRATIVE OFFICER (CASE MANAGER) USAGE 7069**  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum

**CENTRE** : 1 Military Hospital, Pretoria.

**REQUIREMENTS** : NQF L6 Preferable. Extensive Admin experience. Hospital experience including secretarial, reception and mainframe experience is a requirement. Extended knowledge of the medical system is essential. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquettes and customer care. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Interpret policies and instructions. Formulate Standard Working Procedures (SWP). Specialise in administrative tasks and data processing. Manage the administration of medical accounts. Give advice on procedural matters to colleagues and clients. Manage Patient Admin. Train personnel.

**APPLICATIONS** : Department of Defence & Military Veterans, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143.

**ENQUIRIES** : S Sgt B.F. Venter, (012) 314-0829.

**CLOSING DATE** : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 05/08** : **CHIEF ADMIN CLERK (PATIENT ADMIN) 4 X POSTS USAGE 7077, 7081, 7083, 7091**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R130 425 per annum

**CENTRE** : 1 Military Hospital, Pretoria

**REQUIREMENTS** : NQF Level 4 or equivalent. Hospital experience including secretarial, reception and mainframe experience is a requirement. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquettes and customer care. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Record, organise, store and retrieve information related to work in the administrative environment and/or deal directly with clients by requesting and/or providing information. Give advice on Policies and Instructions on administration of patient records and accounts. Manage all HR functions regarding subordinates. Supervision of subordinates.

**ENQUIRIES** : S Sgt B.F. Venter, (012) 314-0829.

**APPLICATIONS** : Department of Defence & Military Veterans, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143.

**CLOSING DATE** : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 05/09** : **SENIOR SECRETARY GR IV USAGE 006**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R130 425 per annum

**CENTRE** : Chief South African National Defence Force, Armscor Building, Erasmuskloof, Pretoria

**REQUIREMENTS** : NQF Level 2 - 4: Preferable. Secretarial experience 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 and must have knowledge of the operation/utilisation of specific software packages. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organise-, administrative- and good interpersonal relations skills. Able to work under pressure. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payments. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Arrange long journeys for Senior Management. Ordering and purchasing of stationary. Keep the

Manager's directory. Scan the newspapers and collect important clippings for Senior Manager. Amend codes, directives and circulars. Manage the entertainment fund. Organise social functions. Deal with classified files, reports and documents. Arrange for visitor's authorisation and parking. Maintain Senior Managers pers, log and fin book.

- ENQUIRIES** : Lt Col S.F. Xaba, (012) 355-6009.
- APPLICATIONS** : Department of Defence, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand delivered to Poynton Building, 195 Bosman Street, Pretoria where it may be placed in wooden box 4 at the Reception.
- CLOSING DATE** : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 05/10** : **SENIOR ADMIN CLERK GR III PATIENT ADMIN USAGE 7138**  
The post is advertised in the DOD and broader Public Service
- SALARY** : R105 645 per annum
- CENTRE** : 1 Military Hospital, Pretoria
- REQUIREMENTS** : NQF Level 2 – 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquettes and customer care. Knowledge of policies and directives. Handle repetitive work. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Ensure an effective reception service. Record, organise, store and retrieve information related to work in the administrative environment and/or deal directly with clients by requesting and/or providing information. Routine administrative output, control statistics.
- ENQUIRIES** : S Sgt B.F. Venter, (012) 314-0829
- APPLICATIONS** : Department of Defence & Military Veterans, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143.
- CLOSING DATE** : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).