

DEPARTMENT OF MILITARY VETERANS

THE DEPARTMENT OF MILITARY VETERANS IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTATIVITY (RACE, GENDER AND DISABILITY) THROUGH THE FILLING OF THESE POSTS AND CANDIDATES WHOSE APPOINTMENT/PROMOTION/ TRANSFER WILL PROMOTE REPRESENTATIVITY WILL RECEIVE PREFERENCE. NB: KINDLY NOTE THAT PREFERENCE WILL BE GIVEN TO MILITARY VETERANS.



- APPLICATIONS** : Unless otherwise stated, please forward your application, quoting the relevant reference number, to The Director-General, Department of Military Veterans, Private Bag X943, Pretoria, 0001 or may be hand delivered at corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- CLOSING DATE** : 22 January 2016. Applications received after the closing date will not be considered.
- NOTE** : NB: PREFERENCE WILL BE GIVEN TO MILITARY VETERANS Applications must be submitted on form Z83, obtainable from any Public Service Department, and should be accompanied by comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates, driver's license and Identification Document. Applicants with foreign qualification must be submitting a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide the full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may results in your application not being considered (applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. If you have not been contacted for an interview within three (3) months of the closing date, please assume that your application was not successful. Correspondence will be entered into with short-listed candidates only. PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

OTHER POST

- POST 01/56** : **INTERNSHIP PROGRAMME: ADMINISTRATION ASSISTANT X2 REF NO.: 001/01/2016**
- SALARY** : R 5000.00 Stipend per month
- CENTRE** : Pretoria
- REQUIREMENTS** : The department seeks unemployed military veteran dependents, who have graduated from accredited institutions of Higher Learning with National Diploma or equivalent within the Office Administration field. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department. The applicant must be between 18 – 35 years old. The candidates should make their own accommodation and transport arrangement.
- ENQUIRIES** : All enquiries should be directed to: Ms D Masemola at (012) 765 9442.