DEPARTMENT OF DEFENCE

NOTE

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months ito the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this

OTHER POSTS

POST 03/10 **SENIOR SECRETARY GR II REF NO: SECDEF/01/16**

> This post is re-advertised in the DOD, broader Public Service and Media (flyers). This post was previously advertised in Public Service Circular 34 of 2015 with

reference SECDEF/55/15. Applicants are encouraged to re-apply

SALARY R132 399 per annum, Level 5

CENTRE Office of the Secretary for Defence, Defence Headquarters, Armscor Building,

Erasmuskloof, Pretoria

REQUIREMENTS A minimum of Grade 12 (NQF Level 4 or equivalent). Three to five (3-5) years'

secretarial experience will be an advantage. Must be in possession of a valid driver's license. Special requirements (skills needed): Knowledge of MS Word, Excel and PowerPoint. Typing skills. Communication proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A

background as a legal secretary will be an advantage.

DUTIES Provide a secretarial support service to the Director Legal Support in the Office of

the Sec Def. Effectively manage the diary of the director. Receive all telephone calls and re-direct as required. Provide secretarial functions in the board meetings of the director. Deal with classified files and documentations correctly. Be responsible for all day to day administration within the secretary's office. Be responsible for the typing of all forms of correspondence. Arrange meetings, travelling arrangements and accommodation for the director as required. Prepare briefings and notes for director as required. Maintain a filling system within the office of the director. Coordinate logistical arrangements for meetings when required. Coordinate all logistical arrangements for visitors visiting the director. Manage all IT equipment with the office of the director. Provide admin support to the director. Ensure effective management of all telephone costs within the office

of the Director.

ENQUIRIES Adv. S.T.B. Damane-Mkosana, Tel: (012) 355 6201. APPLICATIONS : Department of Defence, Directorate Human Resource Career Management,

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 (No 4) at the

reception. Attention: Ms L. Hammond.

CLOSING DATE : 19 February 2016 (Applications received after the closing date and faxed copies

will not be considered).

POST 03/11 : GRADUATE VOLUNTARY INTERNSHIP PROGRAMME REF NO: (VIP):

2016/2017

Duration: 12 months

SALARY: Stipend: Will vary as per qualification, minimum R3 500.00

NOTE : Applications must be submitted on a prescribed Z83, obtainable from any

Government Department and should be accompanied by a comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document. Failure to comply with the above instructions will result in applications being disqualified. Under no circumstances will photo copies of certified documents or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record) and security clearance processes. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. Transport to and from work and accommodation is the intern's responsibility. If applicants are not contacted within a month after the closing date, they should consider that their application was

unsuccessful.

ENQUIRIES: Mr M. Rasehloka Tel: 012 355 5124

CLOSING DATE : 12 February 2016 (No late applications will be considered)

POST 03/12 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

South African Army

SALARY : Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma in HR Management, Public Management,

Public Administration, Internal Auditing, Cost and Accounting, Financial Management, Public Relations Management, Communication Studies, Media Studies, Supply Chain Management, Transport Management, Logistics Management, Purchasing Management, Hospitality, Diesel Mechanic, Auto Filter, Electrical Engineering, Architectural, Transport Management, Information

Technology, Computer Science, Para-legal.

ENQUIRIES: Lieutenant Colonel B.C. van Wyk, Tel: (012) 355 1645

APPLICATIONS : Department of Defence, SA Army Headquarters, Directorate Army Human

Resources, Private Bag X 172, Pretoria, 0001 or hand delivery at South African

Air Force, Dequar Road, Pretoria.

NOTE : NB: Kindly take note that the internship programme under SA Army will be

available only in Gauteng Province.

POST 03/13 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

Command and Management Information Systems Division (CMIS)

SALARY : Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma in Information Technology, Computer Science,

Computer Studies.

ENQUIRIES: Brig Gen S. Sipika, Tel: (012) 355 5915

APPLICATIONS : Department of Defence, CMIS Division, Private Bag X 159, Pretoria, 0001 or

hand delivery at Department of Defence, Armscor Building, Cnr. Boeing &

Nossob Str, Erasmuskloof, Pretoria.

NOTE : NB: Kindly take note that the internship programme under CMIS will be available

only in Gauteng Province.

POST 03/14 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

Internal Audit Division

Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma in Internal Auditing or any financial

qualification.

ENQUIRIES : Mr F. Mntwelizwe, Tel: (012) 355 6212/6200

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X 910, Pretoria, 0001

or hand delivery at Armscor Building, Cnr. Boeing & Nossob Str, Erasmuskloof,

Pretoria.

NOTE : NB: Kindly take note that the internship programme under Internal Audit Division

will be available only in Gauteng Province.

POST 03/15 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

Defence Materiel Division

SALARY: Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma in Supply Chain Management, Logistic

Management, Human Resource Management.

ENQUIRIES : Ms F. Khumalo, Tel: (012) 355 5576

APPLICATIONS : Department of Defence, Defence Materiél Division, Private Bag X 159, Pretoria,

0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing

& Nossob Str. Erasmuskloof, Pretoria.

NOTE: NB: Kindly take note that the internship programme under Defence Materiél will

be available only in Gauteng Province.

POST 03/16 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

Defence Legal Services Division

SALARY: Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma in LLB, Para-legal, any legal qualification.

ENQUIRIES : Col P.J.P. Freeman, Tel: (012) 355 5383

APPLICATIONS : Department of Defence, Defence Legal Services Division, Private Bag X 159,

Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr.

Boeing & Nossob Str, Erasmuskloof, Pretoria.

NOTE : NB: Kindly take note that the internship programme under Legal Services will be

available only in Gauteng Province.

POST 03/17 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

Defence Reserves Division

SALARY: Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma in Marketing, Communication Studies,

Information Technology, Human Resource Management, Financial Management.

ENQUIRIES : Col Z. Niyabo, Tel: (012) 355 5008

APPLICATIONS : Department of Defence, Defence Reserves Division, Private Bag X 159, Pretoria,

0001 or hand delivery at Department of Defence, Armscor Building, Cnr. Boeing

& Nossob Str, Erasmuskloof, Pretoria.

NOTE : NB: Kindly take note that the internship programme under Reserve Force Division

will be available only in Gauteng Province.

POST 03/18 : FIELDS OF STUDY/SPECIFIC QUALIFICATIONS

Logistics Division

SALARY : Stipend: Will vary as per qualification, minimum R3 500.00

REQUIREMENTS: B-Tech/ Degree/ National Diploma/ N6 Certificate in Project Management,

Architect, Draughtsman, Civil Engineering, Structural Engineering, Electrical

Engineering, Quantity Survey and Town Planning.

ENQUIRIES : Colonel K. Boer, Tel: (012) 402 2713

APPLICATIONS : Department of Defence, Directorate Logistics Resource Management, Private

Bag X 319, Pretoria, 0001 or hand delivery at Department of Defence, Peterson

Bothongo Building, Visage Str, 4th Floor, Pretoria.

NOTE: NB: Kindly take note that the internship programme will be available in all

provinces and one should indicate province which they will prefer.