

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 10 June 2016 (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), 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). Must be a South African citizen. 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 application 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

- POST 19/17** : **SENIOR ADMINISTRATIVE OFFICIAL (USAGE 401) REF NO: 08/01**
These posts are advertised in the DOD and Broader Public Service
- SALARY** : R262 272 per annum, Level 8
- CENTRE** : Institute for Aviation Medicine, Lyttelton, Pretoria
- REQUIREMENTS** : Grade 12. Applicants with prior learning, either by means of experience or alternative courses may also apply. Administration, reception and mainframe experience will be a recommendation. Special requirements (skills needed): Extended knowledge of the medical information system. Sound patient administration background. Good communication (written and verbal), organise, interpersonal relationships, problem solving, conflict management, training and facilitating skills. Knowledge of capturing and microfilming/scanning processes. Strong leadership and supervisory qualities. Knowledge of policies and directives. Handle repetitive work. Team player. Must be able to work under pressure.
- DUTIES** : Receive and handle incoming Aviation Medical reports, including capturing all necessary information on Medical mainframe. Preparation of panel cases. Maintain statistics. Give inputs for the Patient Admin budget. Attend meetings. Medical mainframe system fault reporting. Give input regarding Standards Operating Procedures and standing Working Procedures. To handle incoming and outgoing telephonic queries from Civil Aviation Authority, Private Aviation Medical Examiners, Aircrew and SAAF Aircrew. Retrieval of medical records as instructed. Give in-post training to newly appointed members. Attend training courses to develop own skills. Assist with system changes for Aviation Medicals. Responsible for computer security in conjunction with Unit Counter Intelligence Officer (UCIO). Contribute to medical mainframe data integrity. Monitor and execute patient administration services.
- ENQUIRIES** : Ms E. Kruger, Tel: (012) 671 6902
- APPLICATIONS** : Department of Defence and Military Veterans, SAMHS, Institute for Aviation Medicine (IAM), Private Bag X3, Lyttelton, 0140.

POST 19/18 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR 2**
POSTS REF NO: 08/02
These posts are advertised in the DOD, broader Public Service and Media (internet only)

SALARY : R211 194 per annu, Level 7)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : Grade 12 or recognised equivalent. Special requirements (skills needed): Ability to work with as part of a multi-disciplinary team. Must be fluent in English – read, write and speak. Basic computer literacy is a minimum requirement. A typing test will be required of all candidates interviewed. Must be able to work and make decisions under pressure and without constant supervision. Ability to work in a team. Knowledge and experience in secretarial/reception duties, preferably in the Medical field, planning, problem solving, detailed work. Managing demanding clients. Must be able to obtain a security clearance. If selected as a suitable candidate, applicant will be required to provide a set of finger prints and a police clearance certificate. References will be consulted.

DUTIES : The applicant will be required to render comprehensive clinic/ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals. Provision of statistics and drafting of correspondence. Handling queries and problem solving. Independent decision making and possible supervision of new employees. Preference will be given to applicants residing in Cape Town/Western Cape.

ENQUIRIES : Major E.A. Torrance (021) 799-6247
Sergeant Major M.N. Madyo (021) 799-6548

APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource Section, 2 Military Hospital, Private Bag X4, Wynberg, 7824. May be hand delivered to Human Resource Section, 1st Floor, 2 Military Hospital, Wynberg Military Base, Wynberg, Cape Town.