

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 17 February 2017 (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). 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 to 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 Circular

OTHER POSTS

- POST 03/18** : **ACCOUNTING CLERK: SUPERVISOR REF NO: DODHQ/38/16**
This post is advertised in the DOD and broader Public Service.
- SALARY** : Level 7 (R211 194 per annum).
CENTRE : DOD HQ Unit, Pretoria.
REQUIREMENTS : A recognised Degree/Diploma (NQF Level 6) in Logistics or related field. A minimum of three to five (3-5) years' experience in the relevant field. Knowledge of processes, policies applicable, Procurement and Logistics Administration in the Public Service. Knowledge of Order Administration system. Special requirements (Skills needed): Computer literate, Mathematical, good communication (verbally and written) and negotiating skills, problem solving, management and reasoning abilities. Ability to work independently.
- DUTIES** : Ensure that the FAS function is executed according to policies. Confirm the availability of funds and distribute government orders. Maintain the demand per client and update the register. Ensure that the necessary authorise are in place and attached. Liaise with the relevant stakeholders.
- ENQUIRIES** : Mr M.S. Thakathayo, Tel: (012) 355 5201.
APPLICATIONS : Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or may be hand delivered to Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- POST 03/19** : **CLEANER II 5 POSTS, REF NO: ARMY/32/16/16**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : Level 2 (R84 096 per annum).

CENTRE REQUIREMENTS : JSB Wonderboom, Pretoria.
: A minimum of NQF Level 1 (ABET Level 1-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.

ENQUIRIES APPLICATIONS : Capt J.J. Klein, Tel: (012) 529 0044.
: Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, Pretoria, 0017.

POST 03/20 : **SECRETARY REF NO: CGD/39/16**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY CENTRE REQUIREMENTS : Level 5 (R142 461 per annum).
: Chaplain General Division, Boardwalk Office Park, Fairie Glen, Pretoria.
: A minimum of Grade 12/NQF Level 4. Secretarial Diploma/Degree/Certificate will be an advantage, 2-3 years' experience in rendering support services to senior management. Special requirements (Skills needed): Computer Literacy (MS Word, Excel, Power Point). Ability to utilize the intranet and internet. Interpersonal skills (Good relationship skills), Communication skills (verbal and written). Ability to organize and manage diary.

DUTIES : Handle correspondence to and from the office of the Chaplain General. Make travelling arrangements for the Director (Local and International). Provide administrative and secretarial support. Record appointments/events and manage the Chaplain General's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Draft documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Chaplain General. Process the travel and subsistence claims of the Chaplain General.. Oversee and ensure the collection of all relevant documents for meetings. Prepare briefing and notes for the Chaplain General as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationery. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Chaplain General. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Chaplain General. Scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress.

ENQUIRIES : Col. R.A. Stanton, Tel: (012) 990 3760.
WO1 L.R. Stone, Tel: (012) 990 3712.

APPLICATIONS : Department of Defence, Chaplain General Division, Private Bag X479, Pretoria, 0001 or may be hand delivered at Block 11, Boardwalk Office Park, Eros Street, Fairie Glen, Pretoria. Cdr P.B. Lefakane, Tel: (012) 990 3710.

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POST 03/21 : **CLEANER II 2 POSTS REF NO: ARMY/32/16/17**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY CENTRE REQUIREMENTS : Level 2 (R84 096 per annum).
: SA Army Intelligence Formation, Potchefstroom.
: A minimum of ABET Level 1-4 (or Grade 10 – 12). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

ENQUIRIES : Lt Col K.S. Zulu / Maj M.A. Mogale, Tel: 012 355 2701.
APPLICATIONS : Department of Defence, SA Army Intelligence Formation, Private Bag X172, Pretoria, 0001.

POST 03/22 : **GROUNDSMAN GR II 3 POSTS REF NO: ARMY/32/16/18**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : Level 2 (R84 096 per annum).
CENTRE : Buffalo Volunteer Rifles, East London.
REQUIREMENTS : A minimum of ABET Level 1 - 4 (or Grade 10 – 12). Special requirements (skills needed): Interpersonal and organising skills. Ability to communicate effectively (verbally) in English. Basic knowledge of Health and Safety procedures. Physical strength and fitness. Must be able to operate a lawnmower and weed eater.

DUTIES : Render basic gardening services. Cultivation, pruning and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Help with the base maintenance related tasks.

ENQUIRIES : Sgt H.J. Tsolo, Tel: (012) 339 6276.
APPLICATIONS : Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Corner Buffalo and Fleet Street, Woodbrook Military Base, East London.