

## DEPARTMENT OF DEFENCE

- APPLICATION** : Department of Defence, Logistics Division, Private Bag X319, Pretoria 0001 or may be hand delivered at Logistics Division, Peterson Bothongo Building, Corner Thabo Sehume and Visagie Streets, Pretoria.
- 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 POST

- POST 04/14** : **SECRETARY IV REF NO: CLOG/28/16**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Logistics Division, Pretoria.
- REQUIREMENTS** : A minimum requirements of Grade 12 or equivalent. Secretarial Diploma/Certificate (NQF Level 6) will be an advantage. Two to five (2-5) year or relevant experience. Special requirements (Skills needed): Good Communication skills. Language proficiency in English (written and verbal). Sound planning, organisational and coordinating skills. Good telephone etiquette. Computer literate (i.e. Ms Word, Ms PowerPoint and Ms Excel). Ability to interact well with people in all levels. Ability to pay attention to details. Must be creative and innovative. Excellent secretarial skills. High level of reality. Ability to act with tact and discretion. Ability to search and analyse documents and situations. Candidate will be required to have confidential security clearance.
- DUTIES** : Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Type/write documents, memorandums, letters and reports. Deal with classified documents and files. Arrange venues and events, invite role players. Arrange accommodations and travelling substance S&T advances and claims for the Chief Director: Logistics.
- ENQUIRIES** : Ms G. Williams, Tel no: (012) 402 2619.  
Col. N.J. Ledwaba, Tel no: (012) 402 2760.