

## DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Career Management Western Cape Office, Private Bag X1, Simon's Town, 7995.or may be hand delivered at Osvlo Building on Simon's Town Main Road.
- CLOSING DATE** : 24 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 into 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 05/09** : **PERSONNEL OFFICER: PRODUCTION, REF: DCMWC/45/16**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R142 461 per annum, Level 05
- CENTRE** : D HR CM, Western Cape Office, Simon's Town
- REQUIREMENTS** : A minimum of Grade 12 or equivalent (NQF Level 4). Relevant experience and/or courses will also be applicable. A valid Drivers' License is essential. Successful applicant must be willing to travel within the Western Cape region. Special requirements (skills needed): Knowledge of PSAP procedures. Knowledge of HR matters. Planning and organisation. Knowledge of training. Good interpersonal skills. Problem solving skills. Planning and organising skills. Knowledge of systems such as PERSOL / PERSAL would be an advantage. Client service skills. Communication skills (written and verbal). Computer literacy in MS office suite (Word, Excel, PowerPoint and Access). Creativity and innovation.
- DUTIES** : Providing personnel administration support in terms of career related interventions. Providing a consultancy service to WC clients. Assisting with arranging career related programmes to a target group. Providing support in terms of career interview administration. Assisting in the co-ordination of ETD opportunities in the Western Cape. Assisting with the maintaining of the career resource centre.
- ENQUIRIES** : Mrs T Williams, Tel no: (021) 787 3217