

## DEPARTMENT OF DEFENCE

- APPLICATIONS** : The Department of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets, Pretoria.
- CLOSING DATE** : 24 March 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 09/17** : **LOGISTICAL CLERK REF NO: SECDEF/44/16**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : A minimum requirement of Grade 12 or equivalent. Diploma/Certificate (NQF Level 6) will be an advantage. Three to five (3-5) years or relevant experience. Knowledge of Order Administration system. Knowledge of PFMA and Treasury Regulations, Procurement procedures and Other Legislative Frameworks applicable the Public Sector. Special requirements (Skills needed): Computer Literacy. Good interpersonal, negotiating and Communication Skills (Verbal and written). Administrative, analytical and organisational skills. Ability to work independently and effectively under pressure. Problem solving, management and reasoning abilities.
- DUTIES** : Management and execution of stocktaking. Management and assistance with the demand and procurement of stock. Management of all the equipment in the Sec Def office. Administration and control of the vehicles. Administration and control of OHS. Compilation of Logistics and Procurement Plan.
- ENQUIRIES** : Ms B.Z. Mahlangu, Tel no: (012) 355 6263.