

## DEPARTMENT OF DEFENCE

**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.

## OTHER POSTS

**POST 13/13** : **SECRETARY II REF NO: DHRM/40/16**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY CENTRE REQUIREMENTS** : Level 5 (R142 461 per annum).  
: D HR Maintenance, Bank of Lisbon, Pretoria.  
: A minimum requirement of Grade 12. A recognised National Diploma will be an added advantage. One year experience as a secretary. Special requirements (Skills needed): Good communication (written and verbal). 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 of all levels. Ability to pay attention to detail. Must be creative and innovative. A valid code 8 (B) drivers' license.

**DUTIES** : General secretarial, administrative and support service to the Director. Handle telephone calls, manage the Director's diary, make travel and accommodation arrangements. Type/draft correspondence, reports and memorandums. Manage correspondence flow and maintain a good filing system. Make logistical arrangements for the Director's meetings, take and distribute minutes to the relevant stakeholders.

**ENQUIRIES APPLICATIONS** : Ms L. Saunders, Tel: 012 339 5427.  
: Department of Defence, Director Human Resources Maintenance, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets, Pretoria at the reception.

**CLOSING DATE** : 07 April 2017 (Applications received after the closing date and faxed copies will not be considered).

**DEPARTMENT OF DEFENCE: GRADUATE VOLUNTARY INTERNSHIP PROGRAMME (VIP): 2017/2018  
GRADUATES WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**APPLICATIONS** : Department of Defence, Chief Directorate Human Resources Development, Private Bag X 159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Corner Boeing & Nossob Streets, Erasmuskloof, Pretoria. General Enquiries: Ms A.S. Marsh Tel: 012 355 6081.

**CLOSING DATE** : 21 April 2017 (No late applications will be considered).

**SALARY** : STIPEND: Will vary as per qualification

- NOTE** : PROCEDURES: Applicants who participated in any other Government Internship Programmes before will not be considered. Applicants must be South African citizens, between the ages of 18 and 35. Applications must submit a Z83 form, obtainable from any Public Service Department or Internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and must be accompanied by a comprehensive CV, certified copies of ID and qualifications (Matric/ Grade 12 Certificate, National Diploma, Degree, Post Graduate qualifications). Applicants must be graduates from accredited Institutions of Higher Learning who are unemployed. Foreign qualification must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. The successful candidates will be subjected to Personnel Suitability Checks (criminal record). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered.
- POST 13/14** : **HUMAN RESOURCES DEVELOPMENT 5 INTERNS REF NO: HRD 01/2017**
- CENTRE** : Duration: 12 months
- REQUIREMENTS** : Pretoria.
- ENQUIRIES** : National Diploma/ B Tech/ B Degree in Management of Training/ Education/ Human Resource Development/ Training & Development.  
Colonel R.L.A. Steyl, Tel: (012) 355 5295.  
Colonel N.A. Rosenkrantz, Tel: (012) 355 5019.
- POST 13/15** : **LANGUAGE SERVICES UNIT 4 INTERNS**
- CENTRE** : Pretoria (Kiswahili), Ref No: LSU/02/2017A  
Port Elizabeth (IsiXhosa), Ref No: LSU/02/2017B  
Bloemfontein (Southern Sotho), Ref No: LSU/02/2017C  
Makhado (Northern Sotho), Ref No: LSU/02/2017D
- REQUIREMENTS** : Respectively: National Diploma/ B Degree in Education/ B Degree in Communication/ Diploma in Linguistics/ BA in Languages: African Languages specialisation in Kiswahili, IsiXhosa, Northern Sotho or Southern Sotho.
- ENQUIRIES** : Mr K. Elbaz, Tel: (012) 392 2308.