

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 26 May 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.

OTHER POSTS

- POST 18/05** : **ACCOUNTING CLERK: SUPERVISOR REF NO: DODHQ/38/16**
This post is re-advertised in the DOD and broader Public Service. Candidates who have previously applied for this post are encouraged to re-apply as their previous applications will not be considered.
- SALARY** : R226 611 per annum, Level 07
CENTRE : DOD HQ Unit, Pretoria.
REQUIREMENTS : A recognised Degree/Diploma (NQF Level 6) in Supply Chain Management specifically Procurement or related field. A minimum of three to four (3 - 4) years' experience in the relevant field. Must have knowledge of Finance Management Systems, Procurement Systems, PFMA and related policies. 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 no: (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 18/06** : **SENIOR SECRETARY 2 POSTS REF NO: DMD/13/17**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R152 862 per annum, Level 05
CENTRE : Armscor Building, Erasmuskloof, Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4). Experience in rendering a support service to senior management will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may apply. Special requirements (skills needed): Thorough knowledge of Word, Excel and Power Point. Ability to communicate effectively (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem

solving skills. Excellent interpersonal skills. Good telephone etiquette. Outcome driven, focus on service delivery. Good people skills. Sound organisational skills and high level of reliability. Ability to act with tact and discretion. Self-management and motivation. Must be able to obtain a confidential security clearance within a year.

DUTIES

: Provide secretarial and clerical support, record appointments and events and manage the diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/compile agendas, memos, letters and reports. Deal with classified files and documents. Arrange meetings, events and process travel and subsistence claims. Process all invoices that emanate from the activities of work of the Chief Director/Director. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Prepare briefing and notes as required. Maintain an effective filing system and manage routine documents for the directorate. Collect, control and return files routed to members within the division. Maintain a registry/control system for incoming and outgoing documents and post. Track documents if required by means of a register. Keep the relevant address list(s) up to date. Manage and control the internet/intranet and fax facilities as well as receipt/transmission of documents via these mediums. Download data from the internet, register and distribute in the directorate. Ordering and purchase stationery. Collect and compile all relevant documentation necessary to prepare for a meeting. Coordinate logistical arrangements for meetings when required. Coordinate all logistical arrangements for visitors visiting the office. Keep updated with policy and procedures. Manage and reconcile telephone accounts monthly. Remain abreast with the procedures and processes that apply in the office. Provide support to the Chief Director/Director regarding meetings, scrutinise documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to relevant role players and make follow ups on progress. Prepare briefing notes for the Chief Director/Director as required.

ENQUIRIES

: Ms M.A. Smith Tel no: (012) 355 5571

APPLICATIONS

: Department of Defence, Directorate Labour & Service Relations, Private Bag X161, Pretoria or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.