

## DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Command and Management Information Systems, Private Bag X161, Pretoria 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- 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 POST

- POST 19/22** : **ADMINISTRATION CLERK: PRODUCTION REF NO: CMIS/06/17**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R152 862 per annum, Level 05
- CENTRE** : Documentation Centre (DOD Archive), Irene, Centurion.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4). At least two years functional experience in record office / registry / archive environment. Fair knowledge of record office procedures, records and archive management procedures, especially storage and maintenance of records. Accredited courses with regards to records / archive / information / knowledge management; management and developmental training will be an advantage. Special Requirements (Skills Needed): Problem solving skills, ability to physically manage the processing and storage of records; communicate effectively verbally and in writing; proficiency in English and Afrikaans; planning and organising skills; computer skills (proficient in MS Word and Excel); understanding of archival and information related legislation (specifically the National Archives of South Africa Act, Act 43 of 1996 and the Promotion of Access to Information Act, Act 02 of 2002).
- DUTIES** : The duties of this post is to receive records transferred to the DOD Archive; process transferred records according to archival standards and procedures; retrieve archival records from storage areas for use by requesters; return retrieved archival records to correct storage areas; maintain prescribed control registers; compile monthly reports.
- ENQUIRIES** : Major Maloka, Tel: (012) 355 5116.  
WO1 S.A. Macmaster, Tel: (012) 355 5670.