

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 18 August 2017 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. 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. 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 to the prescribed rules.

## OTHER POSTS

- POST 31/03** : **ASSISTANT DIRECTOR: RESEARCHER POLICY DEVELOPMENT REF NO: DFSC/17/17/01**
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Qualifications: A recognized Bachelor Degree/ National Diploma (NQF 5/6 level). Post-graduate Degree/Diploma with Research Methodology will be an advantage. The successful candidate must be willing to travel locally and abroad with the commission, as directed by the commission. Experience: Applicants must have a minimum of three (3) years' practical experience in research at salary level 8 or equivalent level in human resources policy development, with particular reference to policy analysis and understanding of conditions of service. The ability to apply sound research methodology and project management principles in human resource policy analysis and development is a prerequisite. A valid drivers' license will be an advantage. Competencies: A sound understanding and ability to interpret relevant Acts, Regulations, Policies, Frameworks and Guidelines pertaining to conditions of service, policy analysis and development, monitoring and evaluation. Execution of research analysis programmes, conceptual thinking and problem solving, Report writing, written and verbal communication, computer skills, negotiations, ability to network, good interpersonal skills and Project management. The ability to work independently.
- DUTIES** : The successful candidate will be required to perform the following Core Functions: Coordinate and facilitate the activities of the Policy Review Committee. Develop terms of reference for policy review regarding mandated projects on the review of

policies. Conduct research and write reports with recommendations on the review of applicable policies. Write reports with findings and recommendations on the review of policies to MOD&MV. Maintain a regulatory framework on applicable policies in the DOD and SANDF. Liaise with the Pay & Service benefits and Conditions of Service Committee Coordinators to establish a single point of reference.

**ENQUIRIES** : Ms M.M. Tema, Tel no: (012) 367 9340  
**APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria 0001 or may be hand-delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, Pretoria.

**NOTE** : All the short-listed candidates will undergo a competency test.

**POST 31/04** : **PROVISIONING ADMINISTRATION CLERK (PROCUREMENT) REF NO: DFSC/17/17/02**

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.  
**REQUIREMENTS** : Qualifications: Minimum Grade 12 or equivalent (NQF Level 4) qualification, experience in Logistics Management/Supply Chain Management. Knowledge of Defence logistics/procurement policies, processes and procedures will be an advantage. A valid drivers' license will be an advantage. Experience: A minimum of two (2) years in providing logistical and procurement support in a government department. Competencies: Logistical/Procurement/Supply Chain experience; planning and organizing skills; computer literacy with specific reference to spread sheets; good language skills and ability to interact well with people at different levels.

**DUTIES** : The successful candidate will be required to perform the following functions: Perform logistical related clerical services and support tasks as instructed by the Head of Admin Support. Receive and process stores demands. Obtain procurement quotes and ensure that procurement register and logistics register are up to date. Perform logistics related clerical services and support tasks as instructed. Execute quarterly and annual stocktaking and proper inventory control. Render administrative services as and when required to do so. Perform regular stock-takes and verification.

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**NOTE** : All the short-listed candidates will undergo a competency test.

**POST 31/05** : **SENIOR SECRETARY REF NO: DFSC/23/17**

**SALARY** : R152 862 per annum, Level 05  
**CENTRE** : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.  
**REQUIREMENTS** : Qualifications: Diploma/Certificate/NQF 5 in Secretarial qualification plus three (3) to five (5) years relevant experience working in a senior manager's office. A valid driver's license is an advantage. Competencies: Planning and organizational skills. Good communication skills (the ability to communicate well with people at different levels). Computer skills (MS Word, presentations and spread sheets). The ability to be creative and innovative. Basic research and analytic skills.

**DUTIES** : The successful candidate will be required to perform the following Core Functions: Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration in the office of the Head of Secretariat including the arrangement and coordination of meetings. Draft Agendas, record meeting discussions and provide minutes. Manage and prepare daily schedules of the Head of Secretariat. Create and maintain databases and filing system for Head of Secretariat. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Perform related duties when required.

**ENQUIRIES** : Ms M.M. Tema, Tel no: (012) 367 9340

**APPLICATIONS**

: Department of Defence, Defence Force Service Commission (DFSC), Private Bag X52, Pretoria 0001 or may be hand-delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, Pretoria.

**NOTE**

: All the short-listed candidates will undergo a competency test.