

DEPARTMENT OF DEFENCE

CLOSING DATE : 29 September 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). Must be a South African citizen. 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 application 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 34/03 : **SENIOR SECRETARY GR II (USAGE 249) REF NO 25/01**

SALARY : R152 862 per annum, Level 05
CENTRE : SAMHS HQ, Directorate Logistics, Kasteelpark
REQUIREMENTS : Grade 12 preferable. 3 to 5 years relevant experience will be an advantage. Special requirements: Knowledge and experience in executing secretarial duties. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organisational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

DUTIES : Provide a secretarial/receptionist support service. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES : Ms M. Smit Tel no: (012) 671 5097
APPLICATIONS : Department of Defence, Office of the SG, Directorate Logistics, Private Bag X102, Centurion, 0046, or may be hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.

- POST 34/04** : **ADMINISTRATION CLERK: PRODUCTION 2 POSTS REF NO 25/02**
- SALARY** : R152 862 per annum, Level 05
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 4, preferable. Applicants with prior learning either by means of experience of alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS Power Point, and Lotus Notes). Communication (verbal & written), good interpersonal relationships-, organise, analytical, problem solving-, good planning, organisational administrative- and typing skills. Good telephone etiquette. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Manage general office administration. Schedule appointments. Handle incoming and outgoing mail. Arrange and schedule seminars, appointments and meetings. Maintain statistics. Do filing. Maintain Registers. Assist with budgeting. Manage Patient Administration. Operate photocopy and facsimile machine. Order and take care of office furniture. Order and manage stationary.
- ENQUIRIES** : Warrant Officer Class 2 C.J. Grobler Tel no: (021) 799-6509
APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource Section, 2 Military Hospital, Private Bag X4, Wynberg, 7824. May be hand delivered to Human Resource Section, 1st Floor, 2 Military Hospital, Wynberg Military Base, Wynberg, Cape Town.
- POST 34/05** : **ADMINISTRATION CLERK: (PATIENT ADMINISTRATION): PRODUCTION 4 POSTS REF NO 25/03**
- SALARY** : R152 862 per annum, Level 05
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 2 - 4. Applicants with prior learning either by means of experience of alternative courses may also apply. Reception, Secretarial, data capturing and mainframe experience is a requirement. Special requirements (skills needed): Computer literacy (Microsoft and Mainframe), organizing, interpersonal relationship skills, knowledge of capturing processes. Proven ability to communicate effectively (written & verbal) in English and Afrikaans. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administration processes. Must be able to work under pressure. A typing test will be required of all short listed candidates interviewed.
- DUTIES** : Managing health records. The applicant will predominantly be involved in all aspects of the capturing processes. Other tasks will include the receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referral documentation for referred patients. Handling health record queries. Telephonic queries.
- ENQUIRIES** : Captain N.V. Nkosi Tel no: (021) 799-6247
APPLICATIONS : Sergeant P.N. Maledi Telephone: (021) 799-6531
 Department of Defence, South African Military Health Service, Human Resource Section, 2 Military Hospital, Private Bag X4, Wynberg, 7824. May be hand delivered to Human Resource Section, 1st Floor, 2 Military Hospital, Wynberg Military Base, Wynberg, Cape Town.
- POST 34/06** : **ADMINISTRATION CLERK: (PATIENT ADMINISTRATION): PRODUCTION (USAGE 2138) REF NO 25/04**
- SALARY** : R152 862 per annum, Level 05
CENTRE : Tertiary Military Health Formation, 3 Military Hospital
REQUIREMENTS : NQF level 2 - 4. Applicants with prior learning, either by means of experience or alternative courses may also apply. Digital scanning and microfilm experience are critical. Special requirements (skills needed): Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, detailed knowledge of the SAMHS capturing and scanning processes. Proven ability to communicate effectively (written & verbal) in English and Afrikaans. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must be able to obtain security clearance within a year. Must be able to work under pressure.
- DUTIES** : Managing health records in the Digital Scanning section. The applicant will be involved in all aspects of the scanning and capturing processes which includes preparation of records to be scanned, the physical scanning of the records as well as the QA processes. Handling health record queries. Telephonic queries.

ENQUIRIES
APPLICATIONS

Compiling quarterly and monthly statistics for management. Retrieve records for HCP's/management.

- : Major P.L. Kruger Tel no: (051) 402-2275
- : Department of Defence, SAMHS, 3 Military Hospital, Private Bag X40003, Brandhof, 9324