

## DEPARTMENT OF DEFENCE

**CLOSING DATE** : 22 September 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 35/05** : **PERSONAL ASSISTANT REF NO: DPSP/20/17**

**SALARY** : R226 611 per annum, Level 07

**CENTRE** : Armscor Building, Erasmuskloof, Pretoria.

**REQUIREMENTS** : A minimum requirement of an appropriate Diploma/Certificate/ NQF 5. Three to five (3-5) years' experience in rendering support service to Senior Management. Knowledge on relevant legislation, policies, prescripts and procedures. Special requirements (skills needed): Good language proficiency in English. Good communication skills (written and verbal). Good telephone etiquette. Computer literate (MS Word, MS Excel, MS PowerPoint and E-mails). Sound organisational skills. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Must be able to obtain a secret security clearance within a year.

**DUTIES** : Provide a secretarial/receptionist support service to the Chief Defence Policy, Strategy and Planning (CDPSP). Provide an administrative support service to the Office of the CDPSP. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the CDPSP. Provide support to the CDPSP regarding meetings.

**ENQUIRIES** : Col (Rtd) J.J.W. Kotzé, Tel no: (012) 355 5671

**APPLICATIONS** : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Defence Headquarters, Armscor Building, Corner Nossob Street and Delmas Avenue, Erasmuskloof, Pretoria.

<b><u>POST 35/06</u></b>	:	<b><u>SECRETARY II REF NO: DOHS/15/17</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	Directorate Occupational Health and Safety, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A recognised Secretarial Diploma/Certificate (NQF Level 5/6) plus three to five (3-5) years relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. 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 in all levels. Ability to pay attention to detail. Must be creative and innovative.
<b><u>DUTIES</u></b>	:	Provide a secretarial support services: Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.
<b><u>ENQUIRIES</u></b>	:	WO1 H.C. vd Merwe / Col D.B.T. Smit, Tel no: (012) 674 4347.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Human Resources Division, Directorate Occupational Health and Safety, Private Bag X159, Pretoria 0001 or may be hand delivered to DOD Works Formation, Corner Paul Kruger and Van Riebeeck Streets, Thaba Tshwane, Pretoria.
<b><u>POST 35/07</u></b>	:	<b><u>ADMINISTRATION CLERK: PRODUCTION 2 POSTS REF NO: CMIS/29/17</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	CMIS Division, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4). At least one (1) year functional experience in Human Resources (HR) and Educational Training and Development (ETD) environment. Fair knowledge of HR/ETD processes and procedures. Accredited qualifications and courses with regards to HR Management, Administration and ETD will be an advantage. Special Requirements (Skills Needed): Problem solving skills, ability to physically manage the handling of personal files; communicate effectively verbally and in writing; proficiency in English; planning and organising skills; computer skills (proficient in MS Word and Excel); understanding of HR related instructions and policies.
<b><u>DUTIES</u></b>	:	HR/ETD administration, which entails the compiling monthly HR reports, and updating personal files. Handling all personnel related enquiries through direct interaction and compilation of HR correspondence.
<b><u>ENQUIRIES</u></b>	:	Major S.M.P. Maloka, Tel no: (012) 355 5116 WO1 S.A. Macmaster, Tel no: (012) 355 5670
<b><u>APPLICATIONS</u></b>	:	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.