

DEPARTMENT OF DEFENCE

OTHER POSTS

<u>POST 43/02</u>	:	<u>PUBLIC RELATIONS OFFICER REF: PRO/10/17</u>
<u>SALARY</u>	:	All-inclusive package of R779 295 per annum. Level 12.
<u>CENTRE</u>	:	Office of the Military Ombud. Eco Park. Highveld Park.
<u>REQUIREMENTS</u>	:	Qualifications: A Bachelor's Degree or National Diploma in Communication/Public Relations. Experience: A minimum of 5 years' experience in a corporate communication environment at the level of Assistant Director. Competencies: Knowledge of internal and external liaison, publication, marketing and branding, Government policies and projects/programmes. Skills: Management skills, Computer literacy, Organising and coordinating skills, Facilitation and implementation as well as negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management, policy development and implementation, Speech writing and editing, Ability to communicate at all levels, Logical and innovative/creative thinker, Objective, Be accurate and Diplomatic. Have project management skills.
<u>DUTIES</u>	:	Reporting to the Head of Communication, the successful candidate will be required to perform the following functions; Assist with management of external communications, media liaison, events, branding and marketing as well as content management of the website. Advice and guide on the website's design and layout. Manage content development (speechwriting, media writing, editing, online content management etc.). Coordinate internal communications, printing and publications as well as intranet. Managing and updating information and engaging with users on social media sites such as Twitter and Facebook Provide advice and guidance on communication interventions. Give advice with regards to the provision of efficient and effective communication service/media issues to the organisation. Responsible for the implementation of Office's outreach and communication strategy. Stakeholder and environment analysis. Organising events including media conferences, exhibitions. Commissioning market research
<u>ENQUIRIES</u>	:	Military Ombud HR at (012) 676 3800/42
<u>APPLICATIONS</u>	:	To be posted to Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Street. Eco Park. Centurion.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Z83 form (obtainable from any Public Service Department), which must be originally signed by the applicant and be accompanied by a detailed CV, originally certified copies of qualifications and an ID document. Under no circumstances will photocopies or faxed copies of application documents be accepted. Should the applicant be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will lead to the application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) for each post applied for If an applicant wishes to withdraw an application it must be done in writing. On filling vacant posts in accordance with the Military Ombud Act 4 of 2012, the objectives of section 195 (i) of the Constitution of SA, 1996 and the recruiting policy of the Office of the Military Ombud will be adhered to. Applicants who do not receive feedback must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on detailed job description(s) please contact the person indicated for enquiries. These are permanent positions. It is the Military Ombud's intention to promote equity through the filling of posts, according to the set employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process short listed candidates may be subjected to a process of preliminary security vetting, a competency assessment and qualifications verifications. The successful candidate will be required to enter into an Employment Contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable must also be done annually. The appointment of a successful candidate will not be confirmed until he or she has obtained an appropriate grade of Security Clearance

- CLOSING DATE** : 10 November 2017 (Applications received after the closing date will not be considered).
- POST 43/03** : **ICT SPECIALIST REF ICT/10/17**
(Information and Communication Technology Specialist)
- SALARY CENTRE REQUIREMENTS** : All Inclusive Salary Package of R779 295 per annum. Level 12
Office of the Military Ombud. Highveld Park. Centurion.
- DUTIES** : Qualifications: A Bachelor's Degree or National Diploma in Information Technology. Experience: A minimum of 5 years' experience at Assistant Director. Competencies: Network management and administration skills, computer programming knowledge, writing skills, policy drafting and analysis. Reporting to the Chief Corporate Support the successful candidate will be required to perform the following functions; Manage Software applications, hardware systems, information technology platforms, telecommunications systems and ensure effective information security; Manage and ensure that backup/archives are scheduled and kept offsite; Manage the network, server and desktop environment to ensure required capacity and security; Develop information security standards, procedures and guidelines for the Office; Ensure Information Technology integration in service delivery; Drafting and Implementation of Information Communication and Technology policies; Compilation of IT plans and budget. Reporting on IT resources.
- ENQUIRIES APPLICATIONS** : Military Ombud HR at (012) 676 3800/42
To be posted to Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, and 349 Witch Hazel Street. Eco Park. Centurion
- NOTE** : Applications must be submitted on the prescribed Z83 form (obtainable from any Public Service Department), which must be originally signed by the applicant and be accompanied by a detailed CV, originally certified copies of qualifications and an ID document. Under no circumstances will photocopies or faxed copies of application documents be accepted. Should the applicant be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will lead to the application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) for each post applied for. If an applicant wishes to withdraw an application it must be done in writing. On filling vacant posts in accordance with the Military Ombud Act 4 of 2012, the objectives of section 195 (j) of the Constitution of SA, 1996 and the recruiting policy of the Office of the Military Ombud will be adhered to. Applicants who do not receive feedback must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on detailed job description(s) please contact the person indicated for enquiries. These are permanent positions. It is the Military Ombud's intention to promote equity through the filling of posts, according to the set employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process short listed candidates may be subjected to a process of preliminary security vetting, a competency assessment and qualifications verifications. The successful candidate will be required to enter into an Employment Contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable must also be done annually. The appointment of a successful candidate will not be confirmed until he or she has obtained an appropriate grade of Security Clearance
- CLOSING DATE** : 10 November 2017 (Applications received after the closing date will not be considered).
- POST 43/04** : **MEDICAL OFFICER GRADE 1 - 3 (USAGE 3166) REF NO 44/01**
These posts are advertised in the DOD, broader Public Service and Media (internet only)
- SALARY** : All inclusive package per annum according to experience as per OSD regulation:
Medical Officer Gr 1: R736 425
Medical Officer Gr 2: R842 028
Medical Officer Gr 3: R977 199
- CENTRE** : SAMHS, 2 Military Hospital, Cape Town

- REQUIREMENTS** : Appropriate qualification as well as proof of current registration as Medical Practitioner (Independent Practitioner) with the Health Professions Council of South Africa (HPCSA). Computer literacy is essential.
- DUTIES** : Provide an Inpatient and Outpatient service in an Internal Medicine Department. Manage patients both as in- and out patients. Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Internal Medicine department. Supervise and provide teaching to Registrars. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include budgetary estimations, maintenance of discipline and assessments of staff.
- APPLICATIONS** : Department of Defence, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital.
- ENQUIRIES** : Dr R. Ismail (Clinical) Tel No: (021) 799 6118
Maj S. Helm (Administrative) Tel No: (021) 799 6107
- 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.
- CLOSING DATE** : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 43/05** : **MEDICAL TECHNOLOGIST GRADE 1 (TWO POSTS) REF NO 44/02**
1 x Histology
1 x Cytology
- SALARY** : All-inclusive package per annum according to experience as per OSD regulation: Medical Technologist Gr 1: R281 148
- CENTRE** : SAMHS, 1 Military Hospital, Thaba Tshwane, Pretoria
- REQUIREMENTS** : Diploma in Medical Technology (Histology or Cytology). Statutory Requirements: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Technologist. Experience: Medical Technologist post registration with HPCSA is required.
- DUTIES** : Key performance areas applicable to the execution of these services/functions are good knowledge and experience in the applicable functional fields of medical technology. Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality control processes and procedures. Laboratory statistics. Laboratory Data Management System. Well-developed skills and experience in implementation and management of Occupational Health & Safety regulations/procedures. Total quality management. Communication. SANAS Accreditation.
- APPLICATIONS** : Department of Defence, SAMHS, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143.

ENQUIRIES : Lieutenant Colonel M.M. Maboya Telephone: (012) 314 0161

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. These posts are advertised in the DOD, broader Public Service and Media (internet only)

CLOSING DATE : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).

POST 43/06 : **CHIEF PERSONNEL CLERK REF: PC/10/2017**

SALARY : R226 611 – Salary Level 7

CENTRE : Office of the Military Ombud. Eco Park. Highveld Park. Centurion.

REQUIREMENTS : Qualifications: Grade 12 and a HR Relevant post matric qualification. Experience: A minimum of three years' experience in rendering human resource support to an organisation at a junior management level. Knowledge of Persal/Persol. Good knowledge and experience of the Department of Defence is preferable. Competencies: Computer Skills, Policy Analysis Skills, Organising Skills, Problem Solving Skills, Interpersonal Relationship, Conflict Resolution and Analytic Thinking. Knowledge of Government Policies, Organisation Policies, Knowledge HR, Finance and Logistical Policies within the Organisation.

DUTIES : The successful candidate will be required to perform the following functions; Assist with the administration of Recruiting; Assist with the administration of HR Planning and Budgeting; Assist with the administration of HR Development; Assist with the administration of performance Management and capturing of all related transactions on PERSOL; Administration and capturing of all remuneration transactions on PERSOL; Assist with administration of HR record management.

ENQUIRIES : Military Ombud HR at (012) 676 3800/42

APPLICATIONS : To be posted to Private Bag X 163 Centurion 0046, or hand delivered to Office of the Military Ombud, Block C4, Eco Origin, 349 Witch Hazel Street. Eco Park. Centurion.

NOTE : Applications must be submitted on the prescribed Z83 form (obtainable from any Public Service Department), which must be originally signed by the applicant and be accompanied by a detailed CV, originally certified copies of qualifications and an ID document. Under no circumstances will photocopies or faxed copies of application documents be accepted. Should the applicant be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will lead to the application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) for each post applied for. If an applicant wishes to withdraw an application it must be

done in writing. On filling vacant posts in accordance with the Military Ombud Act 4 of 2012, the objectives of section 195 (i) of the Constitution of SA, 1996 and the recruiting policy of the Office of the Military Ombud will be adhered to. Applicants who do not receive feedback must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on detailed job description(s) please contact the person indicated for enquiries. These are permanent positions. It is the Military Ombud's intention to promote equity through the filling of posts, according to the set employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process short listed candidates may be subjected to a process of preliminary security vetting, a competency assessment and qualifications verifications. The successful candidate will be required to enter into an Employment Contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable must also be done annually. The appointment of a successful candidate will not be confirmed until he or she has obtained an appropriate grade of Security Clearance

CLOSING DATE : 10 November 2017 (Applications received after the closing date will not be considered).

POST 43/07 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR (USAGE 7100) REF NO 44/03**

SALARY : R226 611 per annum (Level 7)
CENTRE : Tertiary Military Health Formation, 1 Military Hospital
REQUIREMENTS : NQF level 4 (Grade 12). Applicants with prior learning, either by means of experience or alternative courses may also apply. Secretarial, reception and mainframe experience will be a recommendation. Special requirements (skills needed): Managerial skills. Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.

APPLICATIONS : Department of Defence, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143

ENQUIRIES : Maj F.I.T. Tladi Telephone: (012) 314 0309

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. These posts are advertised in the DOD, Broader Public Service as well as the Media (internet only)

CLOSING DATE : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).

POST 43/08 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR (USAGE 2151) REF NO 44/04**

SALARY : R226 611 per annum (Level 7)
CENTRE : Tertiary Military Health Formation, 3 Military Hospital
REQUIREMENTS : NQF level 4 (Grade 12). Applicants with prior learning, either by means of experience or alternative courses may also apply. Patient Administration and mainframe experience is a requirement. Special requirements (skills needed):. Managerial skills. Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/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 Administration processes. Must have empathy for sick, elderly and disabled. Must have previous administrative hospital, medical consulting room or financial management experience. Must be able to obtain security clearance within a year. Must be able to work under pressure.

DUTIES : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management. Retrieve records for HCP's/management. Problem solving. Supervision. Special Auths, Med Debtors and invoice management.

APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324

ENQUIRIES : Maj P.L. Kruger Telephone: (051) 402 2275

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. These posts are advertised in the DOD and Broader Public Service

CLOSING DATE : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).

POST 43/09 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): PRODUCTION (USAGE 7122) REF 44/05**

SALARY : R152 862 per annum (Level 5)
CENTRE : Tertiary Military Health Formation, 1 Military Hospital
REQUIREMENTS : NQF level 2 – 4 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquette and customer care. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year.

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and/or deal with clients by requesting and providing information. Receive documents to be digitally scanned. Prepare documents to be scanned. Ensure that all documents received are prepared in an excellent manner ready to be scanned. Successfully operate the Digital Scanning Equipment. Ensure that all documents received are scanned and that the quality of the document that is scanned is excellent (QA1). Capture patient health data. Routine administrative output control statistics. Retrieve records for HCP's/management.

APPLICATIONS : Department of Defence, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143

ENQUIRIES : Maj F.I.T. Tladi Telephone: (012) 314 0309
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. These posts are advertised in the DOD, Broader Public Service and Media (internet only)

CLOSING DATE : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).