

DEPARTMENT OF DEFENCE

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 into the prescribed rules. Applications received after the closing date and faxed copies will not be considered.

OTHER POSTS

POST 49/04 : **ASSISTANT DIRECTOR, REF: CCDT/48/17/01**

SALARY : R334 545 per annum (Level 9).
CENTRE : Centre for Competence Development Training, Pretoria.
REQUIREMENTS : A recognised B-Degree/National Diploma/NQF Level 6 in Human Resource Management, HR Development or Management of Training. Minimum of two years' experience within the Training and HR environment. Knowledge and the understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, Public Service Regulations as well as knowledge or HRD prescripts. Special requirements (skills needed): Good presentation and facilitation skills. Excellent written and verbal communication skills. Must be computer literate. Planning and organising skills. Excellent leadership skills. Problem solving and conflict resolution skills. Analytical thinking. Resourcefulness. Time management. Good interpersonal skills. Excellent Budget Management and report writing skills. A valid drivers' license and the willingness to travel.

DUTIES : Manage the provision of multiple learning events. Compile monthly, quarterly and annual reports. Compile the annual performance plan. Compile the MTEF Budget. Monitor the KRA's and ensure the development of sub-ordinates. Facilitate the expenditure of the section's budget according to cash flow projections. Manage the personnel of the section. Attend meetings, compile the Workplace Skills Plan for the section. Present statistics to higher authority when required. Oversee the procurement process.

ENQUIRIES : Ms E. du Preez, Tel: (012) 355 6567
APPLICATIONS : Department of Defence, Training Command, DOD CCDT, Private Bag X161, Pretoria 0001 or may be hand delivered at 195 Bosman Street, Poyntons Building, Pretoria.

CLOSING DATE : 19 January 2018

POST 49/05 : **CAMERAMAN, REF: COLET/45/17**

SALARY : R281 418 per annum. (Level 8)
CENTRE : Clubview, Centurion, Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. An appropriate recognised Media qualification will be given preference. At least one year experience where video camera work (audio-visual functional) is (or one of the) main tasks. Special requirements (skills needed): Basic digital editing and sound principles. Knowledge of the Audio Visual Production process. Good knowledge of video editing principles. Computer literate (MS Word, MS PowerPoint and MS Excel) and good camera techniques. Analytical, and photographic skills. Good communication skills (verbal and written). Good interpersonal and problem solving skills.

DUTIES : Video recording - Correct interpretation of video-scripts according to the SOP flow-diagram C12. Prepare and set up camera equipment and follow the relevant prescripts. Operate camera, set up lights and compose shots as per video director's instructions. Co-ordinate administrative arrangements with regards to production. Manage and control equipment as well as S&T. Responsible for final audio mix for multi-media production. Responsible for photography in support of the unit's events. Assist with audiovisual budget related work. Carry out all the related duties as delegated.

ENQUIRIES : Col. B. Maloy, Tel: (012) 654 4050 (Extension 106).
Dr A. Voges, Tel: (012) 654 4050 (Extension 175).

APPLICATIONS : Department of Defence, SANDF College of Educational Technology (COLET), Private Bag X1, Valhalla 0137 or may be hand delivered to SANDF COLET, Corner of Driver and Gold Streets, Clubview X80, Centurion, Pretoria.

CLOSING DATE : 26 January 2018

POST 49/06 : **TRAINING OFFICER (2 POSTS), REF: CCDT/48/17/02**

SALARY : R226 611 per annum (Level 7).
CENTRE : Centre for Competence Development Training, Pretoria.
REQUIREMENTS : A recognised B-Degree/National Diploma/NQF Level 6 in Human Resource Development or Management of Training. Minimum of two years' experience as an Assistant Trainer Officer. Knowledge and the understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, Public Service Regulations as well as knowledge or HRD prescripts. Special requirements (skills needed): Good presentation and facilitation skills. Excellent written and verbal communication skills. Planning and organising skills. Time management. Ability to work independently as well as part of a team. ETDP certificate and accreditation as a CIP facilitator will serve as an added advantage. A valid driver's license and the willingness to travel. Candidates must be prepared to undergo a practical test.

DUTIES : To design and develop outcome-based learning programmes. Design and develop outcome-based assessments. Design, conduct and co-ordinate research. Facilitating skills development of learners. Guide and support learners and evaluate the learning system.

ENQUIRIES : Mr S.B. Makaringe, Tel: (012) 392 2634.
Ms M.J. Nkoana, Tel: (012) 392 2601.

APPLICATIONS : Department of Defence, Training Command, DOD CCDT, Private Bag X161, Pretoria 0001 or may be hand delivered at 195 Bosman Street, Poyntons Building, Pretoria.

CLOSING DATE : 19 January 2018

POST 49/07 : **SECRETARY II, REF: DI/42/17**

SALARY : R152 862 per annum (Level 5).
CENTRE : Defence Intelligence Division, Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4). Secretarial qualification and/or experience will be an advantage. Application with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of general office administration and ability to operate an efficient an organised office. Strong interpersonal skills. Computer literacy (Ms Office Suite). Co-ordination and good typing and communication skills, (written and verbal). Must be able to obtain a Secret

- Security Clearance and will be required to obtain a Top Secret Security Clearance within a year.
- DUTIES** : Keep and update Director's diary. Arrange appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support services to the Director, e.g. taking minutes, drafting agendas, confirmatory notes, memorandums, letters and the transcription thereof. Set up schedules for meetings and events. Handle classified documents. Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the Director. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files and documents. Remove outgoing letters and files from Director's office and distribute. Provide a reception, communication and coordination service. Provide an office security service.
- ENQUIRIES** : Ms T.C. Nkopane, Tel: (012) 315 0508.
- APPLICATIONS** : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria.
- NOTE** : Applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV.
- CLOSING DATE** : 19 January 2018