

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 09 February 2018 (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 04/08** : **SENIOR SECRETARY, REF: DMD/61/17**
- SALARY** : R152 862 per annum Level 5
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4). Must have three (3) years' experience in secretarial duties and a minimum of one (1) year course(s) in secretarial services. Special requirements (skills needed): Thorough knowledge of Word, Excel and Power Point. Ability to communicate effectively (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Good telephone etiquette. Outcome driven, focus on service delivery. Good people skills. Sound organisational skills and high level of reliability. Ability to act with tact and discretion. Self-management and motivation. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide secretarial and clerical support, record appointments and events and manage the diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/compile agendas, memos, letters and reports. Deal with classified files and documents. Arrange meetings, events and process travel and

subsistence claims. Process all invoices that emanate from the activities of work of the Chief Director/Director. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Prepare briefing and notes as required. Maintain an effective filing system and manage routine documents for the directorate. Collect, control and return files routed to members within the division. Maintain a registry/control system for incoming and outgoing documents and post. Track documents if required by means of a register. Keep the relevant address list(s) up to date. Manage and control the internet/intranet and fax facilities as well as receipt/transmission of documents via these mediums. Download data from the internet, register and distribute in the directorate. Ordering and purchase stationery. Collect and compile all relevant documentation necessary to prepare for a meeting. Coordinate logistical arrangements for meetings when required. Coordinate all logistical arrangements for visitors visiting the office. Keep updated with policy and procedures. Manage and reconcile telephone accounts monthly. Remain abreast with the procedures and processes that apply in the office. Provide support to the Chief Director/Director regarding meetings, scrutinise documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to relevant role players and make follow ups on progress. Prepare briefing notes for the Chief Director/Director as required.

- APPLICATIONS** : Department of Defence, Defence Materiel Division, Private Bag X910, Pretoria, 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- ENQUIRIES** : Ms M.A. Smith Tel: (012) 355 5571.
- POST 04/09** : **STORES ASSISTANT (2 POSTS), REF: ARMY/52/17/01**
- SALARY** : R90 234 per annum. Level 2  
**CENTRE** : MOD (Tek Base), Pretoria.  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Previous experience will be an advantage. Special requirements (skills needed): Communication- and inter personal skills. Must be physically healthy.
- DUTIES** : Ensure safekeeping of attractive items. Inspect all equipment for damages, loss, theft and deterioration. Assist in handling of audit query. File documentation. Safekeeping and handling of stores keys. Handle loss administration. Manage disposals and accountability.
- ENQUIRIES** : Capt. C. Vego, Tel: (012) 671 0059.WO1 M.E. Phasha, Tel: (012) 671 0016.
- APPLICATIONS** : Department of Defence, South African Army MOD, Private Bag X1008, Lyttleton 0140.
- POST 04/10** : **CLEANER II (2 POSTS), REF: ARMY/52/17/02**
- SALARY** : R90 234 per annum. Level 2  
**CENTRE** : ASB Mpumalanga, Mpumalanga.  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : Capt. T.E. Nkosi, Tel: (013) 756 2188. SSgt A. Redmond, Tel: (013) 756 2273.
- APPLICATIONS** : Department of Defence, South African Army, ASB Mpumalanga, Private Bag X11277, Nelspruit 1200.

**POST 04/11** : **CLEANER II (2 POSTS), REF: ARMY/52/17/03**

**SALARY** : R90 234 per annum. Level 2  
**CENTRE** : ASB Potchefstroom, North West.  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

**DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**ENQUIRIES** : Lt. N. Buthelezi, Tel: (018) 289 3472. WO1 A.J.B. van Rensburg, Tel: (018) 289 3374.

**APPLICATIONS** : Department of Defence, South African Army, ASB Potchefstroom, Private bag X2012, Noordbrug 2522.

**POST 04/12** : **CLEANER II (7 POSTS), REF: ARMY/52/17/04**

**SALARY** : R90 234 per annum. Level 2  
**CENTRE** : 3 SAI Battalion, Northern Cape.  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

**DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**ENQUIRIES** : Maj. M.B. Moratiwa / WO1 P. Lambert, Tel: (053) 830 3528.  
**APPLICATIONS** : Department of Defence, South African Army, 3 South African Infantry Battalion, Private Bag X5056, Kimberley, Diskobolus 8325.

**POST 04/13** : **GROUNDSMAN II (2 POSTS), REF: ARMY/52/17/05**

**SALARY** : R90 234 per annum. Level 2  
**CENTRE** : ASB Mpumalanga, Mpumalanga.  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

**DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

**ENQUIRIES** : Capt. T.E. Nkosi, Tel: (013) 756 2188. SSgt A. Redmond, Tel: (013) 756 2273.  
**APPLICATIONS** : Department of Defence, South African Army, ASB Mpumalanga, Private Bag X11277, Nelspruit 1200.

**POST 04/14** : **GROUNDSMAN II (2 POSTS), REF: ARMY/52/17/06**

**SALARY** : R90 234 per annum. Level 2  
**CENTRE** : ASB Potchefstroom, North West.  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

**DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

**ENQUIRIES** : Lt. N. Buthelezi, Tel: (018) 289 3472. WO1 A.J.B. van Rensburg, Tel: (018) 289 3374.

**APPLICATIONS** : Department of Defence, South African Army, ASB Potchefstroom, Private bag X2012, Noordbrug 2522.

**POST 04/15** : **GROUNDSMAN II (4 POSTS), REF: ARMY/52/17/07**

**SALARY** : R90 234 per annum. Level 2

**CENTRE** : 3 SAI Battalion, Northern Cape.

**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

**DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

**ENQUIRIES** : Maj. M.B. Moratiwa / WO1 P. Lambert, Tel: (053) 830 3528.

**APPLICATIONS** : Department of Defence, South African Army, 3 South African Infantry Battalion, Private Bag X5056, Kimberley, Diskobolus 8325.

**POST 04/16** : **GROUNDSMAN II (2 POSTS), REF: ARMY/52/17/08**

**SALARY** : R90 234 per annum. Level 2

**CENTRE** : 10 AA Regiment, Pretoria.

**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

**DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

**ENQUIRIES** : Lt. J.C. Cronje, Tel: (012) 355 2424. Ms G.M. Mampane, Tel: (012) 355 2418.

**APPLICATIONS** : Department of Defence, South African Army Air Defence Artillery Formation, Private Bag X172, Pretoria 0001.

**POST 04/17** : **GROUNDSMAN II, REF: ARMY/52/17/09**

**SALARY** : R90 234 per annum. Level 2

**CENTRE** : 46 SA Brigade HQ, Johannesburg.

**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

**DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

**ENQUIRIES** : Lt Col. Moletasane, Tel: (011) 417 6224. WO1 Phalatse, Tel: (011) 417 6036.

**APPLICATIONS** : Department of Defence, South African Army, 46 SA Brigade, Private Bag X2, Kengray 2100.