

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 to the prescribed rules.

OTHER POST**POST 08/06**

: **SENIOR STATE ACCOUNTANT, REF NO: CFO 18/2/1**

SALARY

: R281 148 per annum. (Level 8)

CENTRE

: Finance Management Division, Chief Directorate Budget Management, Def Sec FMO, Pretoria.

REQUIREMENTS

: Minimum requirements: B Degree/ three (3) years National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience on salary level on 7. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Knowledge of Financial Management System (FMS), Information Centre (IC) qualified. Finance and Information Management Skills. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD and related transactions on FMS. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering in task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a valid driver's license/Military driver's licence to conduct staff duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

DUTIES

: Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR's). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI'S) iro potential irregularities and compilation of reports to the client. Managing

and supervising all subordinates and being accountable for all security of information and material under his/her control.

ENQUIRIES : Mr E. Ridgard, (012) 355 5510.

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications maybe hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Please use reference number not post number.

CLOSING DATE : 09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

POST 08/07 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 18/2/2**

SALARY : R226 611 per annum (Level 7)

CENTRE : Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre, FASC Langebaanweg.

REQUIREMENTS : Minimum requirements: B Degree/three (3) years National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. In possession of a valid driver's licence (RSA/Military driver's licence). Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD) will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD and Public Service, including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Skills: Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantages: The Financial Service Centre Management course (FASCMC) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommendation.

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES : Mr T.C. Lassen, Tel: (021) 787-4692.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

CLOSING DATE : 09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

POST 08/08 : **SENIOR SECRETARY, REF: CDHRD/55/17**

SALARY : R152 862 per annum (Level 5)

CENTRE : CD HR Development, Erasmuskloof, Pretoria.

REQUIREMENTS : A recognised Diploma/Certificate/NQF 5 Secretarial qualification plus two to (2 – 3) years' HR or Administrative experience. Special requirements (skills needed): Planning and organizational skills. Good Communication skills (the ability to communicate well with people at different levels). Computer skills (MS Word, presentations and spread sheets). The ability to be creative and innovative. Basic research and analytic skills.

DUTIES : Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration in the office of the Chief Director, including the arrangement and coordination of meetings. Draft Agendas, record meeting discussions and provide minutes. Manage and prepare daily schedules of the Chief Director. Create and maintain databases and filing system for the office. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Perform related duties when required. Remain abreast with policies/prescripts and procedures applicable to ensure effective and effective support to the Chief Director.

ENQUIRIES : Major K.L. Ditlotlo, Tel: 012 355 5143.

CLOSING DATE : 09 March 2018 (Applications received after the closing date and faxed copies will not be considered)

APPLICATIONS : Department of Defence, Chief Director Human Resources Development, Private Bag X159, Pretoria 0001 or maybe hand-delivered to the Department of Defence, Armscor Building, Comer Nossob and Boeing Streets, Erasmuskloof, Pretoria.

NOTE : All the short-listed candidates will undergo a competency test.

POST 08/09 : **FINANCE CLERK, REF NO: CFO 18/2/3**
(Please note that this is a re-advertisement, applicants who previously applied need to re-apply as their previous applications will not be considered)

SALARY : R152 862 per annum (Level 5)

CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centre .FASO Tempe.

REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance-/Accounting-related subjects. Relevant experience will serve as a strong recommendation. Proven ability in understanding, interpreting and correctly applying of financial policy and prescriptions. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe. Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering in task finalisation. Permanent RSA citizen with no criminal record. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses. Added advantage: Post Matric qualification in Finance, a minimum of one year relevant experience in the relevant field and a valid RSA/Military driver's license.

DUTIES : Scrutinize, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the (FMS). Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES : Mr N. Rose, Tel: (053) 830-3086.

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications maybe hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Please use reference number not post number.

CLOSING DATE : 09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

POST 08/10 : **FINANCE CLERK, REF NO: CFO 18/2/4**
(Please note that this is a re-advertisement, applicants who previously applied need to re-apply as their previous applications will not be considered)

SALARY : R152 862 per annum. (Level 5)

CENTRE : Financial Management Division, Chief of Finance SANDF, Budget Management Office SA Air Force, Command Division, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance related subjects. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/persevering in task finalisation and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spread sheets. Being in possession of a valid vehicle driver's licence will be a strong recommendation. Added advantage: Post Matric qualification in Finance and /or a minimum of one year relevant experience. The successful candidate will be required to complete all relevant courses.

DUTIES : Assist the Budget Manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager during presentations. Maintain an effective internal filing system. Collecting/delivering budget related documentation from and to other directorates/sections. Assisting management wrt general administrative functions at the Budget Management Office SA Air Force.

ENQUIRIES : Mr S.R Molekwa, Tel: (012) 312 2209.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications maybe hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Please use reference number not post number.

CLOSING DATE : 09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

POST 08/11 : **SENIOR SECRETARY. REF: CDHRD/55/17**

SALARY : R152 862 per annum (Level 5)
CENTRE : CD HR Development, Erasmuskloof, Pretoria.
REQUIREMENTS : A recognised Diploma/Certificate/NQF 5 Secretarial qualification plus two to (2 – 3) years' HR or Administrative experience. Special requirements (skills needed): Planning and organizational skills. Good Communication skills (the ability to communicate well with people at different levels). Computer skills (MS Word, presentations and spread sheets). The ability to be creative and innovative. Basic research and analytic skills.

DUTIES : Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration in the office of the Chief Director, including the arrangement and coordination of meetings. Draft Agendas, record meeting discussions and provide minutes. Manage and prepare daily schedules of the Chief Director. Create and maintain databases and filing system for the office. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Perform related duties when required. Remain abreast with policies/prescripts and procedures applicable to ensure effective and effective support to the Chief Director.

NOTE : All the short-listed candidates will undergo a competency test.
APPLICATIONS : Department of Defence, Chief Director Human Resources Development, Private Bag X159, Pretoria 0001 or maybe hand-delivered to the Department of Defence, Armscor Building, Comer Nossob and Boeing Streets, Erasmuskloof, Pretoria.

ENQUIRIES : Major K.L. Ditlotlo, Tel: 012 355 5143.

CLOSING DATE : 09 March 2018 (Applications received after the closing date and faxed copies will not be considered).

INTERNSHIP PROGRAMME

APPLICATIONS : Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001, Private Bag X159, Pretoria, 0001 or hand delivery Corner Van Riebeeck & Paul Kruger Street, ThabaTshwane CityHall, ThabaTshwane (Voortrekker).

CLOSING DATE : 09 March 2018.

ENQUIRIES : Ms A.S. Marsh Tel: (012) 355 6081.

NOTE : Applications must be submitted on a Z83 form obtainable from any Public Service Department or Internet at www.dpsa.gov.za/documents. Applications must be accompanied by a comprehensive CV, certified copies of ID, Grade 12 and qualifications as well as the recent Academic Transcripts/ Records. Applicants must be graduates from accredited Institutions of Higher Learning who are unemployed. Foreign qualification must be accompanied by an evaluation certificate from South African Qualification Authority (SAQA). Non-RSA citizens/ Permanent resident permit holders must attach a copy of their permanent residence permit. Applicants who participated in any other Government Internship Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record & Security Clearance). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered. Graduates with Disabilities and TVET College graduates are encouraged to apply. **South African unemployed graduates between the ages of 18-35 years**

POST 08/12 : **FINANCIAL MANAGEMENT DIVISION REF: FMD 01/2018 (25 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Please apply to a specific area: Pretoria, Bloemfontein, Limpopo, Durban and Cape Town.

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Financial Management, Accounting.

ENQUIRIES : Ms M. Wehl, Tel: (012) 674 4740/ Ms G.V.T. Maditla, Tel: (012) 674 4745.

POST 08/13 : **DEFENCE MATERIÉL DIVISION REF: DMD 02/2018 (4 Interns) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Supply Chain Management, Logistic Management, Business Administration.

ENQUIRIES : Mr M.G. Masala, Tel: (012) 355 5481/ Mr N. Nkoko, Tel: (012) 355 6299.

POST 08/14 : **DEFENCE INTERNATIONAL AFFAIRS DIVISION REF: DIAD 03/2018 (5 INTERNS) 12 MONTHS**

REQUIREMENTS : National Diploma/ B Tech/ B Degree in International Relations, Political Science, Office Management, Management Assistant.

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

ENQUIRIES : Mr K. Davhana., Tel: (012) 355 5859.

POST 08/15 : **INTERNAL AUDIT DIVISION REF: IAD 04/2018 (20 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Internal Auditing, Financial Accounting, Financial Management.

ENQUIRIES : Ms S. Nkosi, Tel: (012) 649 1051/ Ms N. Bhese., Tel: (012) 649 1031.

POST 08/16 : **JOINT OPERATIONS DIVISION REF: J OPS 05/2018 (15 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : Diploma/ National Diploma/ B Tech/ B Degree in Financial Management, Facility Management, Human Resource Management, Supply Chain Management, Sports Management, Sports Administration, Sports Science, Bio kinetics, Dietician, Physiotherapy, Pharmacy, Nursing.

ENQUIRIES : Lieutenant Colonel A.T. Innes, Tel: (012) 674 5644.

POST 08/17 : **SOUTH AFRICAN ARMY REF: SAA 06/2018 (20 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Human Resource Management, Communication Studies, Financial Management, Logistics Management.

ENQUIRIES : Major N.I. Cain, Tel: (012) 355 1693.

POST 08/18 : **SOUTH AFRICAN AIR FORCE REF: SAAF 07/2018 (10 Interns) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Communication Studies, Media Studies, Journalism, Public Relations Management, Marketing Management, Financial Management, Cost and Management Accounting.

ENQUIRIES : Mr E.M. Rabapane, Tel: (012) 312 1038.

POST 08/19 : **SOUTH AFRICAN NAVY REF: SAN 08/2018 (10 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Simon's Town

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Logistic Management, Supply Chain Management, Human Resource Management, Hospitality, Management of Training

ENQUIRIES : Ms A.M. Kau-Tsoanyane, Tel: (021) 787 5214

POST 08/20 : **DEFENCE LEGAL SERVICES DIVISION REF: DLSD 10/2018 (13 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : N6/ Diploma/ National Diploma/ B Degree in LLB, Paralegal, Legal Assistant, Office Administration, Human Resource Management.

ENQUIRIES : Lieutenant Colonel E.M. Segoatle, Tel: (012) 355 5334

POST 08/21 : **DEFENCE CORPORATE COMMUNICATION REF: DCC 11/2018 (10 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Communication Studies, Public Relations, Marketing Management, Cameraman, Photography, Photo Journalist, Graphic Design, Layout Artist, Theatre Technology & Entertainment, Sound Engineering, Fine Art, Media.

ENQUIRIES : FSgt S.L.L. Mafanya, Tel: (012) 355 6322.

POST 08/22 : **DOD HEADQUARTERS UNIT REFERENCE: DHQU 12/2018 (5 Interns) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Human Resource Management, Logistic Management, Supply Chain Management, Transport Management.

ENQUIRIES : Major L.A. Mosingathi, Tel: (012) 355 5526.

POST 08/23 : **MILITARY POLICE DIVISION REF: MPD 13/2018 (15 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Criminology, Policing, Human Resource Management, Logistic Management, Public Management.

ENQUIRIES : Lieutenant Colonel M.V. Mokhachele, Tel: (012) 686 4072/4085.

POST 08/24 : **COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF: CMIS 14/2018 (10 Interns) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Information Technology, Computer Science, Human Resource Management, Project Management.

ENQUIRIES : Major S.M.P Maloka, Tel: (012) 355 5116.

POST 08/25 : **LOGISTICS DIVISION REF: LD 15/2018 (10 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Agricultural Engineering, Financial Management, Accounting, Logistic Management, Hospitality, Public Administration, Business Management.

ENQUIRIES : Ms G. Williams, Tel: (012) 402 2619/LCpl M.J. Mogotlane, Tel: (012) 402 262.

POST 08/26 : **HUMAN RESOURCES DIVISION REF: HRM 16/2018 (1 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Human Resource Management.

ENQUIRIES : Major S.I. Mocimi, Tel: (012) 339 5372

POST 08/27 : **HUMAN RESOURCES DIVISION REF: HRD 17/2018 (7 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Human Resource Development.

ENQUIRIES : Ms A.S. Marsh, Tel: (012) 355 .6081

POST 08/28 : **HUMAN RESOURCES DIVISION REF: LANG 18/2018 (10 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : B Degree/National Diploma with specialisation in English.

ENQUIRIES : Ms N. Ndwandwe, Tel: (012) 654 4050 ext 126.

POST 08/29 : **HUMAN RESOURCES DIVISION REF: DPTSR 19/2018 (3 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ B Tech/ B Degree in Public Administration, Human Resource Management, Sport Management.

ENQUIRIES : Captain B.C. Mehlo, Tel: (012) 392 2649

POST 08/30 : **HUMAN RESOURCES DIVISION REF: TC 20/2018 (3 INTERNS) 12 MONTHS**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria

REQUIREMENTS : N6, Diploma, National Diploma, B Tech, B Degree in Human Resource Development, Chef, Hospitality.

ENQUIRIES : Ms E. du Preez, Tel: (012) 355 6567

POST 08/31 : **HUMAN RESOURCES DIVISION REF: CDTM 21/2018 (2 INTERNS)**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Youth Development, Disability Management, Social Worker, Office Management, Gender Studies, Development.

ENQUIRIES : Mr T.E. Mudavheni, Tel: (012) 355 5395

POST 08/32 : **HUMAN RESOURCES DIVISION REF REFERENCE: LR 22/2018 (2 INTERNS)**

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Labour Relations.

ENQUIRIES : Ms D. Monaga, Tel: (012) 355 5868