

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 06 April 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 into the prescribed rules.

OTHER POSTS

- POST 11/28** : **PERSONNEL OFFICIAL: SUPERVISOR, REF NO: CMM/09/18**
- SALARY** : R226 611 per annum (Level 7).
CENTRE : Ceremonial and Military Music, Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Post Matric recognised qualification in Human Resources, Public Administration or relevant experience in the Human Resources environment is preferable. Knowledge and application of the DOD PERSOL administration system, Microsoft Word and Excel computer applications, Good written and verbal communication is essential (well conversant with the Conversion of Service Writing (CSW) guiding principles. Knowledge and understanding of the general DOD Human Resources policies and guidelines. Prior experience in the Administration of Honours and Awards would be an added advantage. Special requirements (skills needed): Managerial Skills, Work Performance Skills, Excellent Interpersonal relations, problem solving skills, adaptability, good reasoning ability, Credibility, Neatness, bearing and general good conduct. Be able to function under pressure. Must be conscientious and self-motivated towards producing the correct work and aiming for zero defects environment.
- DUTIES** : Drafting submissions, verify members data on PERSOL and all related administration tasks in obtaining approval for the award Bravery, Merit decorations, medals and certificates. Obtain approval for the wearing of the Foreign Awards. Obtain approval when necessary for the forfeiture or annulments of bars, clasps, decorations and medals. Plan and Prepare for National Orders Advisory Committee, Honours Advisory Panel and Awards Advisory Committee meetings. Draft minutes of the all Honours and Awards

- meetings. Capture medal transactions on PERSOL and update the registers. Administer the process for the re-issue of medals and update the PERSOL system. Assist in the coordination and execution of all Honours and Awards administrative tasks.
- ENQUIRIES** : Lt Col O.M. Sebakwane, Tel: (012) 339 5556. Maj E.M. Motoma, Tel: (012) 339 5490.
- APPLICATIONS** : Department of Defence, Directorate Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.
- POST 11/29** : **SECRETARY GR II, REF: DLSD/08/18**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5).
: Defence Headquarters, Erasmuskloof, Pretoria.
: A minimum of Grade 12 (NQF Level 4). Preference will be given to candidates with NQF Level 5/6 - Secretarial Diploma or equivalent qualification will be an advantage. Experience in secretarial or related occupation will be a recommendation. Special requirements/skills needed: Computer Literate (MS Word, Power Point, Access and Excel), Communication skills (written and verbal). Proficiency in at least two (2) official languages. Organising and planning skills, good interpersonal skills, problem solving and analytical skills. Ability to work independently. Events management and the ability to manage various databases for record keeping.
- DUTIES** : Provide a secretarial support services to Director Military Prosecutions. Arrange weekly and monthly meetings, appointments and other work related engagements. Compile agenda and write minutes during meetings. Write routine notes, memos, letters and reports. Screen incoming and outgoing calls in the office. Manage incoming and outgoing correspondences and maintain proper record keeping for the Directorate. Create various databases for record keeping. Handle travel and accommodation arrangements, and subsequent claims for the Director. Manage the work attendance and leave register of the Directorate. Introduce new ideas to improve existing filing, tasking and document tracking processes. Develop and maintain an up to date database of internal and external stakeholders. Handle petty cash payments for the directorate (purchase stationary and refreshments). Provide high quality typing service to the Director. Deal with classified files and documents. Arrange for visitors authorisation and parking. Contribute positively to building a high performing team within the Directorate.
- ENQUIRIES** : Lt. Col. A.L. Mashao, Tel: (012) 355 5277. L/Cpl M.M. Mmelesi, Tel: (012) 355 5334.
- APPLICATIONS** : Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Armscor Building, Corner Nossop and Boeing Street, Erasmuskloof, Pretoria.