

## 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.

## OTHER POSTS

**POST 12/17** : **ADMINISTRATION OFFICIAL: PRODUCTION, REF: DID/05/18**

**SALARY** : R152 862 per annum (Level 5).  
**CENTRE** : Defence Inspectorate Division, Liberty Building, Pretoria.  
**REQUIREMENTS** : A minimum of Grade 12 certificate or equivalent. A valid driver's licence will be an added advantage. The candidate must be computer literate. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively.

**DUTIES** : Record, organise, store, capture data (quantitative morale questionnaires). Handle routine qualitative and quantitative morale routine enquiries, make photocopies and receive and send facsimiles, distribute documents (reports), compile and dispatch letters/morale fieldwork schedule and research instructions, packing of quantitative questionnaires, consult clients with regard to qualitative and quantitative morale surveys (arrangements to conduct a physical morale survey at the specified Service, Division, Formation, Unit, Base and Ship), conduct physical qualitative and quantitative morale surveys at specified Service, Division, Formation, Unit, Base and Ship, co-ordinate returned quantitative questionnaires and manage all quantitative morale survey administration enquiries. Conduct morale focus group (qualitative research) interviews at specified Service, Division, Formation, Unit, Base and Ship after which a morale report will be compiled.

**ENQUIRIES** : Lt Col. N.J. Kekana, Tel: (012) 312 4718.  
**APPLICATIONS** : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria CBD.

**CLOSING DATE** : 20 April 2018 (Applications received after the closing date and faxed copies will not be considered).

**POST 12/18** : **SENIOR SECRETARY, REF: SECDEF/10/18**

**SALARY** : R152 862 per annum (Level 5).  
**CENTRE** : Defence Headquarters, Erasmuskloof, Pretoria.  
**REQUIREMENTS** : Qualifications: Diploma/Certificate/NQF 5 in Secretarial qualification plus three to five (3 - 5) years' relevant experience in rendering support service to Senior Management. A valid driver's license is an advantage. Competencies: Planning and organisational skills. Good Communication skills (verbal, written and the ability to communicate well with people at different levels). Good telephone etiquette. Computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook). High level of reliability and the ability to act with tact and discretion. The ability to be creative and innovative. Basic research and analytic skills. Will be required to obtain a Secret Security Clearance within a year.

**DUTIES** : Provide a secretary's support to the Chief Director in the office of Secretary for Defence. Management of diary, travel and accommodation arrangements. Perform general administration in the office of the Chief Director. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Provide support to the Chief Director regarding meetings. Perform related duties when required. Remain abreast with prescripts/policies and procedures applicable to the Chief Director's work terrain to ensure efficient and effective support.

**ENQUIRIES** : Mr S. Khosa, Tel: (012)355 5159.  
**APPLICATIONS** : Department of Defence, Directorate Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria

**NOTE** : All the short-listed candidates will undergo a competency test.  
**CLOSING DATE** : 13 April 2018 (Applications received after the closing date and faxed copies will not be considered).