

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Human Resources Maintenance, Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.
- CLOSING DATE** : 26 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 POST

- POST 14/04** : **PERSONNEL OFFICIAL: PRODUCTION (MOVEMENT), REF: DHRM/12/18**
- SALARY** : R152 862 per annum (Level 5)
- CENTRE** : D HR Maintenance, Bank of Lisbon, Pretoria.
- REQUIREMENTS** : A minimum requirement of Grade 12 (NQF Level 4). Diploma in Personnel Management/Human Resources Management or equivalent qualification will be an advantage. At least one (1) year administrative experience. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Personnel Movements/Furniture Removal policies and processes. Qualified in PERSOL system and remain abreast with relevant departmental policies. Good communication skills (Verbal and Written). Ability to work under pressure and client orientated.
- DUTIES** : Ensure compliance with furniture removal policy, procedures and processes. Capture new applications in register. Capture all tenders, storage and postponements. Ensure that all documents are correct and prepare files for approval. Prepare notification letters to companies and forward files for payment. Attend to all enquiries and provide feedback. Update registers, prepare weekly and monthly statistics.
- ENQUIRIES** : WO1 P.I. Kolokoto, Tel: (012) 339 5114.
WO2 S.E. Tlaka, Tel: (012) 339 5634.
Ms M.H. Mogoai, Tel: (012) 339 5221.