

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Human Resources Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001, Hand delivery address: Human Resources Division, Chief Directorate Transformation Management (CDTM), Armscor Building, 370 Nossob Street (near Delmas Road), Pretoria
- CLOSING DATE** : 21 September 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 in terms of the prescribed rules.

OTHER POST

- POST 36/01** : **CHIEF ADMINISTRATION CLERK REF NO: CDTM/24/18**
Chief Directorate: Transformation Management
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Defence Pretoria
- REQUIREMENTS** : Grade 12 with National Diploma fully professional registered as recognised by SAQA with 3-5 Years Administration Experience. 3-5 years Knowledge of the Command and Control Channels within DOD. Code 08 Driver's License will be an advantage (candidate must be able to obtain Military License within a period of a year). Special Skills – Computer Literacy in MS Excel, Ms Word, Ms Powerpoint Management Skills, Verbal and Written Communication Skills, Problem Solving Skills, Credibility, Analytical Thinking, Reasoning Ability, Planning and Organising Skills, Procurement Process, Project Management Skills, Financial Management, Knowledge and Understanding of DOD Policy on Transformation Management and Gender Mainstreaming Strategy, No. 1 of 2008.
- DUTIES** : Execute the Functions of Secretary for all Gender Related Coordinating Meetings and Debrief Sessions. Compile and Maintain Records of Gender Section Activities and Performing a Variety of Clerical Duties Utilising

Knowledge of Systems and Procedures. Prepare Stock Inventories. Purchase Supplies. Operation the Computer in the Office. Support the Gender Section (Assist Director Gender and SO1 Gender) with Gender Related Activities.

ENQUIRIES

:

Col M.J. Venter Tel No: (012) 355 5972

Major B.N. Seepolle Tel No: (012) 355 5274 / 5305

NOTE

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Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.