

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 26 October 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 POSTS

- POST 41/06** : **SECRETARY GR II REF NO: SAAF/22/18/01**
- SALARY** : R163 653 per annum (Level 05)
- CENTRE** : SA Air Force HQ Unit, Pretoria
- REQUIREMENTS** : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage. Two to Five (2-5) years' relevant experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
- DUTIES** : Provide a secretarial support services: Record appointments and events and manage the Director's diary. Receive and refer telephone calls to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.
- ENQUIRIES** : Lt Col N.G. Nefale, Tel No: (012) 312 1366

APPLICATIONS : Cpl S.P Soldaat Tel No: (012) 312 2879
Department of Defence, South African Air Force Headquarters, Private Bag X199,
Pretoria 0001 or may be hand delivered at South African Air Force Headquarters
Unit, Dequar Road, Pretoria.

POST 41/07 : **SECRETARY GR II REF NO: SAAF/22/18/02**

SALARY : R163 653 per annum (Level 05)
CENTRE : SAAF College, Pretoria
REQUIREMENTS : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will
be an advantage. Two to Five (2-5) years' relevant experience. Special
requirements (skills needed): Knowledge of MS Word, Excel and Power Point.
Typing skills. Language proficiency in English (written and verbal). Analytical and
innovative thinking as well as problem solving skills. Excellent interpersonal skills.
Sound organisational skills. High level of reliability. Ability to act with tact and
discretion. Good people skills. Ability to do research and analyse documents and
situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support services: Record appointments and events and
manage the Director's diary. Receive and refer telephone calls to the correct role
players. Provide secretarial functions in board meetings. Write/type documents,
memorandums, letters and reports. Deal with classified files and documents.
Arrange meetings and events for Director. Identify venues, invite role players,
organise refreshments and set up schedules for meetings and events. Liaise with
travel agencies to make travel arrangements. Prepare briefing and notes for the
Director as required. Keep a filing system. Organise social functions. Operate
office equipment. Order and purchase stationary. Keep updated with the relevant
policy and procedures. Remain abreast with the procedures and processes that
apply in the office of the Director. Handle S&T advances and claims.

ENQUIRIES : Maj N.Rantsome Tel No: (012) 351 5040
Capt M.L Du Plessis Tel No: (012) 351 5172

APPLICATIONS : Department of Defence, South African Air Force College, Private Bag X1008,
Thaba Tshwane 0143 or may be hand delivered at SA Air Force College, Johan
Kock Street, Thaba Tshwane 0143.

POST 41/08 : **SECRETARY GR II REF NO: SAAF/22/18/03**

SALARY : R163 653 per annum (Level 05)
CENTRE : AFB Ysterplaat, Western Cape
REQUIREMENTS : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will
be an advantage. Two to Five (2-5) years' relevant experience. Special
requirements (skills needed): Knowledge of MS Word, Excel and Power Point.
Typing skills. Language proficiency in English (written and verbal). Analytical and
innovative thinking as well as problem solving skills. Excellent interpersonal skills.
Sound organisational skills. High level of reliability. Ability to act with tact and
discretion. Good people skills. Ability to do research and analyse documents and
situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support services: Record appointments and events and
manage the Director's diary. Receive and refer telephone calls to the correct role
players. Provide secretarial functions in board meetings. Write/type documents,
memorandums, letters and reports. Deal with classified files and documents.
Arrange meetings and events for Director. Identify venues, invite role players,
organise refreshments and set up schedules for meetings and events. Liaise with
travel agencies to make travel arrangements. Prepare briefing and notes for the
Director as required. Keep a filing system. Organise social functions. Operate
office equipment. Order and purchase stationary. Keep updated with the relevant
policy and procedures. Remain abreast with the procedures and processes that
apply in the office of the Director. Handle S&T advances and claims.

ENQUIRIES : Maj P. Dungwa Tel No: (012) 508 6128
WO2 B.A Jefferies Tel No: (012) 501 6768

APPLICATIONS : Department of Defence, AFB Ysterplaat, Private Bag X4, Ysterplaat 7425 or may
be hand delivered at Air Force Base Ysterplaat, Piet Grobelaar Street 7425.

<u>POST 41/09</u>	:	<u>SECRETARY GR II REF NO: SAAF/22/18/04</u>
<u>SALARY</u>	:	R163 653 per annum (Level 05)
<u>CENTRE</u>	:	AFS Port Elizabeth, Eastern Cape
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage. Two to Five (2-5) years' relevant experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
<u>DUTIES</u>	:	Provide a secretarial support services: Record appointments and events and manage the Director's diary. Receive and refer telephone calls to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.
<u>ENQUIRIES</u>	:	Capt A.Mbiza, Tel No: (041) 505 1498
<u>APPLICATIONS</u>	:	Department of Defence, AFS Port Elizabeth, Private Bag X6017, Port Elizabeth 6001 or may be hand delivered to Air Force Station, Forest Hill, Willow Drive, Port Elizabeth 6000 (Inside Army Support Base).
<u>POST 41/10</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION (X4 POSTS)</u>
<u>SALARY</u>	:	R163 653 per annum (Level 05)
<u>CENTRE</u>	:	DOD Log Support Formation Pretoria, Ref No: LOG/20/18/1A (X2 Posts) DOD School of Logistics Cape Town, Ref No: LOG/20/18/1B (X2 Posts)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4), Administration experience and/or a recognised post matric qualification in this or related field will be an advantage. Special requirements (skills needed): Computer literate, Communication-, interpersonal-, problem solving- and conflict management skills. Ability to work independently.
<u>DUTIES</u>	:	Handle routine correspondence. Maintain records of autogenous activities. Update and keep the directives, acts, regulations and manuals. Perform elementary calculations. Maintain and issue statistics. Make sure that necessary documentation is completed and correct. Draft correspondence. Compile and submit reports on time. Maintain an effective filing system. Carry out other tasks as delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms L.P. Madike, Tel No: (012) 671 0049 Lt Col v.d Westhuizen, Tel No: (012) 671 0376
<u>APPLICATIONS</u>	:	Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.
<u>POST 41/11</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: LOG/20/18/02</u>
<u>SALARY</u>	:	R163 653 per annum (Level 05)
<u>CENTRE</u>	:	DOD Log Support Formation, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4), Administration experience and/or a recognised post matric qualification in this or related field will be an advantage. Special requirements (skills needed): Computer literate, Communication-, interpersonal-, problem solving- and conflict handling skills. Ability to work independently.
<u>DUTIES</u>	:	Provide provisioning administration services. Record, organise, storing and retrieving of information. Perform administrative functions related to the work in the

office environment. Provide information when dealing directly clients. Maintain an effective filing system. Carry out other tasks as delegated by supervisor.

ENQUIRIES : Ms L.P. Madike, Tel No: (012) 671 0049

APPLICATIONS : Lt Col v.d Westhuizen, Tel No: (012) 671 0376
Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

POST 41/12 : **GENERAL STORE ASSISTANT REF NO: LOG/20/18/03**

SALARY : R96 549 per annum (Level 02)

CENTRE : DOD Log Support Formation, Pretoria

REQUIREMENTS : A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (skills needed): Communication- and inter personal skills. Must be physically healthy.

DUTIES : Ensure safekeeping of attractive items. Inspect all equipment for damages, loss, theft and deterioration. Assist in handling of audit query. File documentation. Safekeeping and handling of stores keys. Handle loss administration. Manage disposals and accountability.

ENQUIRIES : Ms L.P. Madike, Tel No: (012) 671 0049

APPLICATIONS : Lt Col v.d Westhuizen, Tel No: (012) 671 0376
Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

POST 41/13 : **DRIVER/MESSENGER REF NO: LOG/20/18/04**

SALARY : R96 549 per annum (Level 02)

CENTRE : DOD Log Support Formation, Pretoria

REQUIREMENTS : A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to three (3) years' experience in driving and messenger services. A valid B (Code 8) driver's licence. Special requirements (skills needed): Communication- and inter personal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.

DUTIES : Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.

ENQUIRIES : Ms L.P. Madike, Tel No: (012) 671 0049

APPLICATIONS : Lt Col v.d Westhuizen, Tel No: (012) 671 0376
Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

POST 41/14 : **CLEANER II (X5 POSTS)**

SALARY : R96 549 per annum (Level 02)

CENTRE : DOD School of Logistics Cape Town, Ref: LOG/20/18/05A (X2 Posts)
93 Ammunition Depot Jankempdorp, Northern Cape, Ref No: LOG/20/18/05B (X2 Posts)
DOD Log Support Formation Pretoria, Ref No: LOG/20/18/05C (X1 Post)

REQUIREMENTS : A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376

APPLICATIONS : Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

POST 41/15 : **GROUNDSMAN II REF NO: LOG/20/18/06 (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : 93 Ammunition Depot, Jankempdor, Northern Cape
REQUIREMENTS : A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES : Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376

APPLICATIONS : Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.