

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 30 November 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 45/02** : **SECRETARY REF NO: DHRSP/34/18**
Directorate Human Resource Strategy and Planning
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Erasmuskloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 12 or equivalent, certificate in Secretarial Services. One to two (1-2) years' Secretarial experience at Middle Management and Senior Management Level, preferably in the Military Environment. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good typing skills. Good communication skills (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal and secretarial skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Provide a secretarial support to the Director and Directorate, arrange meetings/conferences/workshops, and refreshments, manage the Director diary, screening and transferring of telephone calls, ensure that necessary documentation is ready in advance for director's action. Register income and outgoing documents, follow-up outstanding documents for delivery, follow-up outstanding/expected docs. Distribute documents to relevant recipients. Always maintain a professional image and approach. Capture incoming and outgoing documents and keep record of it through filing system. Initiate the process of an

event, obtain quotations and make bookings and arrangements for directorate's social events. The execution for the Director Liaison function, by internal liaison with members and external liaison on behalf of the director.

ENQUIRIES : Col L. Mandindi, Tel No: (012) 355 5883

APPLICATIONS : Department of Defence, Directorate Human Resource Strategy and Planning, Private Bag X159, Pretoria, 0001 or hand delivered to: Directorate Human Resource Strategy and Planning, Cnr Nossop & Boeing Street, Armscor Building (Defence Reception), Erasmuskloof, Pretoria, 0001

POST 45/03 : **SECRETARY REF NO: DIA/30/18**

SALARY : R163 563 per annum (Level 05)

CENTRE : Defence International Affairs, Erasmuskloof, Pretoria

REQUIREMENTS : A minimum of Grade 12 or equivalent, plus a Secretarial or Office management Diploma. One to Two (1 – 2) years' relevant experience will be an advantage. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good typing skills. Good communication skills (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal and secretarial skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : Provide a secretarial support services: Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the Director's office. Receive and refer telephone calls to the correct role players. Write/type documents, memorandums, letters and reports. Handle classified files and documents. Compile agendas and take minutes during meetings. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Prepare briefing and notes for the Director as required. Keep an effective filing system. Coordinate all logistical arrangements for visitors of the office. Remain abreast with the procedures and processes that apply in the office of the Director and the entire Department. Scrutinise documents to determine relevant action/information required for meetings. Effectively distribute minutes/decisions/information and make follow-up where necessary.

ENQUIRIES : Mr T.E. Bogopane Tel No: (012) 355 5435

APPLICATIONS : Mr K. Davhana Tel No: (012) 355 5859
Department of Defence, Defence International Affairs Division, Private Bag X 910, Pretoria, 0001 or hand-delivered to: Defence International Affairs Division, Cnr Nossop & Boeing Street, Armscor Building (Defence Reception) Erasmuskloof, Pretoria, 0001

POST 45/04 : **ADMINISTRATION CLERK: PRODUCTION (SENIOR ASSISTANT) REF NO: HRD/19/18**

SALARY : R152 862 per annum (Level 05)

CENTRE : SANDF College of Educational Technology, Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4). Post matric qualification and/or experience in the Administration will be an advantage. Special requirements (Skills needed): Analytical thinking. Computer literate. Good communication skills (verbal and written). Good interpersonal relations, effective planning and organizational skills.

DUTIES : Establish and maintain an effective diary for the Centre Manager. Manage and co-ordinate appointments of the Centre Manager's office by providing a secretarial service to the Centre Manager. Co-ordinate the logistical requirement for the office. Provide hospitality services to all guests in the manager's office. Render an office support and administration function. Perform miscellaneous tasks as delegated (i.e. compile and/or type letters, respond to invitations, etc.). Handle an effective filing system and keep record of all incoming and outgoing correspondence, including files. Ensure that the correct security processes are followed with regards to incoming/outgoing documentation on a daily basis.

APPLICATIONS : Department of Defence, Training Command, SANDF COLET, Private Bag X 0137, Clubview, Pretoria 0001 or may be hand delivered to SANDF Colet: corner of old Johannesburg road and Driver street, Clubview, Centurion. No faxed or email applications will be accepted.

ENQUIRIES : Col.S.M. Mdhuli / Dr A. Voges, Tel No: (012) 654 4050.

Ms E. du Preez, Tel No: (012) 355 6567.