

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 07 December 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 46/09** : **ASSISTANT DIRECTOR (LABOUR RELATIONS, EQUAL OPPORTUNITIES AND PERSONNEL SEPARATION REF NO: DI/28/01/18)**
Directorate Intelligence Support HR
- SALARY** : R356 289 563 per annum (Level 09)
- CENTRE** : Defence Intelligence, Pretoria.
- REQUIREMENTS** : BA Degree /National Diploma NQF 06/07 preferably in Personnel/HR Management or Industrial Psychology as well as 3-5 years' experience. Industrial Psychology as a major subject may also apply. Special requirements (skills needed): Computer literate, English, written verbal communication. Analytical ability. Presentation skills. Managerial skills. Mathematical ability. Problem solving ability. Physical skills capability. Valid code bravo (08) drivers licence. Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : Establish a Base Advice Centre and provide Personnel Support in respect of Labour Relations Services, Equal Opportunities and Service Relations and Personnel Separation. Must be able to give advice of a specialist nature to colleagues/staff of Defence Intelligence on policies and strategies. Assist Chief of Defence Intelligence and Chief Director Intelligence Support in the investigation and resolution of unlawful discrimination, unfair labour practices and sexual harassment complaints. Give advice on procedural and policy matters to Chief of Defence Intelligence, Chief Directors and Directors regarding Labour Services

Relations, Equal Opportunities and Personnel Separation. Must be able to manage and facilitate disciplinary misconduct and dispute resolution processes. Conduct continues research into applicable policies, analyse and develop strategies to introduce these policies to the benefit of Defence Intelligence.

APPLICATIONS : Department of Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

FOR ATTENTION : Ms E. Foster Tel No: (012) 315 -0175

POST 46/10 : **ASSISTANT DIRECTOR VETTING FIELDWORK REF NO: DI/28/02/18**
Directorate: Vetting

SALARY : R356 289 563 per annum (Level 09)
CENTRE : Defence Intelligence, Pretoria.
REQUIREMENTS : BA Degree/National Diploma in Human/Social Science essential, NQF 06/07 (preferable). Applicants with two (2) years' experience in fieldwork or evaluation as well as three (3) years counter intelligence experience may also apply. Special requirements (skills needed): Computer literacy, Ability to analyse information in an objective and decisive manner. Communication skills. Valid code 08 drivers licence. Completion of the Senior Intelligence, Counter Intelligence and Vetting courses will be a recommendation. Essential Experience: Proficient in English (read, write, speak). Must be able to obtain a Top Secret Security Clearance within a year.

DUTIES : Conducting of fieldwork interviews and documentary enquiries in all areas of the region to collect all relevant information necessary to make vetting decisions. Process and reporting of all relevant information. Effective control of all vetting files. Must be able to provide assistance wrt training of new fieldworkers. Must be able to act as supervisor when required. Must be knowledgeable of general managerial principles. Must have knowledge of the policies of Defence Intelligence Division and the broader Intelligence community. Keep record of personal incidents for use in merit assessments. Co-ordinate routine vetting sessions and administrative arrangements. Assist and advice subordinates on analyses, interpretation and reporting. Give formal instruction on different fieldwork techniques, interviewing.

APPLICATIONS : Department of Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

FOR ATTENTION : Ms E. Foster Tel No: (012) 315 -0175

POST 46/11 : **PRINCIPAL MILITARY INTELLIGENCE OFFICER (USAGE 2512, 2523, 2524 & 2628) REF NO: DI/28/03/18**
Directorate: Vetting

SALARY : R299 709 per annum (Level 08)
CENTRE : Defence Intelligence, Pretoria
REQUIREMENTS : BA Degree/National Diploma in Human/Social Science essential, NQF 06/07 (Preferable) or alternative courses may also apply. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Computer literacy, Ability to analyse information in an objective and decisive manner. Communication skills. Valid code 08 drivers licence. Completion of the Senior Intelligence, Counter Intelligence and Vetting courses will be a recommendation. Essential Experience: Proficient in English (read, write, speak). Must be able to obtain a Top Secret Security Clearance within a year.

DUTIES : Conduct vetting fieldwork interviews or vetting evaluation and documentary enquiries in order to collect relevant information to make necessary vetting decisions. Be able to process and report all relevant information which was collected during the interviews. Compiling of all files according to the correct filing sequence. Compare recommendation to existing vetting policy and vetting norms. Evaluate each reference according to own impressions and consider objectivity and reliability. Re-evaluate follow-up fieldwork. Compile monthly statistics. Assist with application and maintenance of an effective administrative system.

APPLICATIONS : Department of Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

FOR ATTENTION : Ms E. Foster Tel No: (012) 315 -0175

POST 46/12 : **ADMINISTRATION CLERK; PRODUCTION (USAGE NO 2528, 2529 & 2339)**
REF NO: DI/28/04/18
 Directorate: Vetting

SALARY : R163 563 per annum (Level 05)
CENTRE : Defence Intelligence, Pretoria
REQUIREMENTS : Grade 12/NQF Level 4. Vetting courses will be advantage. Special requirements (skills needed): Controlling and maintaining a vetting administration registry to accommodate confidential, secret and top secret files including the administration of electronic data. Essential Experience: Proficient in English (read, write, speak). Computer Mainframe and Microsoft Office. Must be able to obtain a Top Secret Security Clearance within a year.

DUTIES : Capturing of data obtained from vetting application forms. Maintenance of the EKKA system and the register for security clearance certificates. Sending and receiving of fingerprints and indemnity forms to and from criminal record centre. Distribution of vetting files to different vetting section. Professional answering of telephonic vetting queries. Scrutinising of the DD1057 questionnaires for correctness. Record keeping of all security vetting applications.

APPLICATIONS : Department of Defence, Defence Intelligence, Private Bag X 367, Pretoria, 0001. (278 Madiba Street, Liberty Building).

FOR ATTENTION : Ms T.C. NKopane Tel No: (012) 315-0508

POST 46/13 : **GENERAL STORE ASSISTANT II REF NO NO: DI/28/05/18**

SALARY : R96 549 per annum (Level 02)
CENTRE : Defence Intelligence (SA Defence Intelligence College) (SADIC), Monument Park.
REQUIREMENTS : ABET (L1 - 4). Applicants with prior store assistant experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide a productive service wrt store equipment. Must be familiar with the prescribed fire order (DD19) in the store. Must be familiar with the use of fire extinguishing apparatus. Must be able to ensure that all equipment are received correctly and in good condition. Must be knowledgeable on how to complete register for equipment received and issued. Must ensure that the description of equipment is the same as the equipment being issued. Execute all ad hoc store tasks as issued by order.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

FOR ATTENTION : Capt M.A. Ramaboea Tel No: (012) 315-0959.

POST 46/14 : **ACCOMMODATION CLEANER II REF NO: DI/28/06/18**

SALARY : R96 549 per annum (Level 02)
CENTRE : Defence Intelligence (SA Defence Intelligence College) (SADIC), Monument Park.
REQUIREMENTS : ABET (L1 - 4). Applicants with prior store assistant experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Clean official accommodation, offices, lounges, bars, vehicles, dining halls and TV rooms which include the mopping and polishing of corridors vacuum of carpets and the washing of windows. Cleaning of kitchens and ablution facilities. Execute all ad hoc cleaning tasks as issued by order.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

FOR ATTENTION : Capt M.A. Ramaboea Tel No: (012) 315-0959.

POST 46/15 : **FOOD SERVICE AID WORKER (USAGE NO 2893, 2896, & 2897) REF NO: DI/28/07/18 (3X POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Defence Intelligence (SA Defence Intelligence College) (SADIC), Monument Park.
REQUIREMENTS : ABET (L1-4). Applicants with prior cooking experience will be an advantage. Special requirements (skills needed): Communication and interpersonal skills. Must be physically healthy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide food handling and cleaning services to the guest housing section. Must be able to keep kitchens in a hygienic condition and ensure that all utensils and equipment are clean and food ready to be cooked. Must be able to prepare food products and the setting of tables. Must be able to prepare food on a large scale. Ensure safety awareness with the use of all electrical equipment on all tasks. Daily removal of kitchen refuse. Cleaning of kitchen environment. Execute all ad hoc kitchen tasks as issued by order.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).
FOR ATTENTION : Capt M.A. Ramaboea Tel No: (012) 315-0959.