

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 22 February 2019 (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 04/02** : **ASSISTANT DIRECTOR EDITING REF NO: DI/37/19**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Defence Intelligence (Directorate Strategic Intelligence), Pretoria
- REQUIREMENTS** : BA (Hons) Degree in English is essential (Preferably NQF 07). Postgraduate training in other language will be a recommendation. Applicants with one year experience in an Assistant Director's Editing post or alternative courses may also apply. Special requirements (skills needed): High level of computer literacy and proven integration skills and experience. Excellent English language, good verbal and written communication. Good discipline, self –motivation, analytical thinking, excellent reasoning ability, interpersonal and problem solving skills. Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : Assist with final editing of Defence Intelligence documents. Assist with the preparation and presentation audio-visual Defence Intelligence products, Counter Intelligence and Foreign Relations products into final Defence Intelligence products. Ensure uniformity in layout of products and the correct use of language. Ensure that different inputs corresponded with the Defence Intelligence point of view. Assist with administrative and training responsibilities.
- ENQUIRIES** : Ms E. Foster Tel No: (012) 315-0175
- APPLICATIONS** : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Building).
- FOR ATTENTION** : Ms E. Foster

POST 04/03 : **SENIOR ADMINISTRATION CLERK REF NO: NCACI/36/18**

SALARY : R163 563 per annum (Level 05)
CENTRE : National Conventional Arms Control Inspectorate: Armscor Building: Pretoria.
REQUIREMENTS : Minimum Grade 12 certificate. Experience in a clerical support environment with specific reference to a Registry environment will be an advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Special Skills: Numeracy, Literacy, Typing, Operating equipment (photocopier) and Language skills.

DUTIES : Provide general administrative support services. Provide supply chain clerical support services within the Directorate such as the upkeep of Asset Register and arrangement of Asset Disposal Check. S&T claims for correctness. Provide personnel administration clerical support services within the Directorate. Carry out other tasks as delegated by the Director.

ENQUIRIES : Ms Farao Tel No: (012) 355 5079
APPLICATIONS : Department of Defence, National Conventional Arms Control Inspectorate, Private Bag X910, Pretoria, 0001, Hand delivery address: Armscore Building, 370 Nossob Street (near Delmas Road), Pretoria

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

POST 04/04 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: LOG/20/18/02**
This is a re-advertisement applicants who previously applied may re-apply

SALARY : R163 563 per annum (Level 05)
CENTRE : DOD 93 Ammu Depot
REQUIREMENTS : 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.

DUTIES : 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
Lt Col v.d Westhuizen Tel No: (012) 671 0376

APPLICATIONS : Department of Defence, DOD 93 Ammunition Depot, Private Bag X1 Jan Kempdorp 8850 or may be hand delivered at DOD 93 Ammunition Depot, Jan Kempdorp, Northern Cape

POST 04/05 : **GENERAL STORE ASSISTANT REF NO: LOG/20/18/03**
This is a re-advertisement applicants who previously applied may re-apply.

SALARY : R96 549 per annum (Level 02)
CENTRE : DOD Ammunition subdepot Naboomspruit
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
Lt Col v.d Westhuizen Tel No: (012) 671 0376

APPLICATIONS : Department of Defence, DOD Ammunition Subdepot, Private Bag X91, 0560 or may be hand delivered at DOD Ammunition Subdepot Naboomspruit

POST 04/06 : **DRIVER/MESSENGER REF NO: LOG/20/18/04**
This is a re-advertisement applicants who previously applied may re-apply.

SALARY : R96 549 per annum (Level 02)
CENTRE : DOD 93 Ammunition Depot Jankempdor, Northern Cape
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
Lt Col v.d Westhuizen Tel No: (012) 671 0376

APPLICATIONS : Department of Defence, DOD 93 Ammunition Depot, Private Bag X1, Jankempdor, 8850 or may be hand delivered at DOD 93 Ammunition Depot, Jankempdor. Northern Cape

POST 04/07 : **CLEANER II (X5 POSTS)**
This is a re-advertisement applicants who previously applied may re-apply.

SALARY : R96 549 per annum (Level 02)
CENTRE : DOD School of Logistics, Cape Town, Ref No: LOG/20/18/05A (X2 posts)
93 Ammunition Depot, Jankempdor, Northern Cape, Ref No: LOG/20/18/05B (X3 Posts)

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 School of Logistics Training, Private Bag X2, Wynberg, 7824, Cape Town or may be hand delivered at DOD School of Logistics Training Cape Town.
DOD 93 Ammunition Depot, Private Bag X1, Jankempdor, 8850 or may be hand delivered at 93 Ammunition Depot, Jankempdor, Northern Cape