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 06/04 : SECRETARY REF NO: DCM/01/19
Directorate Human Resource Career Management

SALARY : R163 563 per annum (Level 05)
CENTRE : Bank of Lisbon: Pretoria
REQUIREMENTS : A minimum of Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Language skills and the ability to communication well with people at different levels and from different backgrounds. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial support service to the Manager. Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide a clerical support service to the manager. Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organises refreshments and
sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager and the unit where required. Draft routine correspondence and reports. Does filing of documents for the manager and the unit where required. Administers matters like the leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms M.J. Moreki Tel No: (012) 339 5571.
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, (Defence Reception), Pretoria, 0001
CLOSING DATE : 08 March 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 06/05 : SECRETARY REF NO: DI/14/19 (X2 POSTS)
Directorate: Defence Intelligence Division

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform satisfactorily. Secretarial experience will be an advantage. Special requirements (skills needed): Knowledge of general office administration and ability to operate an efficient and organised office. Strong interpersonal skills. Computer literacy (Ms Office Suite). Co-ordination and good typing, communication skills, (written and verbal). Sound organisational skills. Ability to act with fact and discretion. Must be able to obtain Secret Security Clearance within a year.

DUTIES : Keep and update director’s dairy. Arranging appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support service to the director eg. Taking of minutes, agendas, confirmatory notes, memorandums, letters and the transcription thereof. Set up schedules for meetings and events. Handle classified documents. Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the Director. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files and documents. Remove outgoing letters and files from directors’ office and distribute. Provide a reception, communication and coordination service. Provide an office security service.

ENQUIRIES : Ms T.C. Nkopane, Tel No: (012) 315-0508
APPLICATIONS : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Building).
FOR ATTENTION : Ms T.C. Nkopane, Tel (012) 315-0508
CLOSING DATE : 01 March 2019 (Applications received after the closing date and faxed copies will not be considered).