DEPARTMENT OF DEFENCE

CLOSING DATE : 29 March 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 09/06 : LEARNER MEDIA DEVELOPMENT GRAPHIC DESIGNERS REF NO: 10 /19 (X2 POSTS)

SALARY : R299 709 per annum (Level 08)

CENTRE : SANDF COLET, Centurion

REQUIREMENTS : Grade 12 and applicable certificate/Diploma/Degree (graphic design related) will get preference. NQF Level 5. Special requirements (skills needed): Graphic design computer skills, knowledge of video graphics, creativity, initiative and language proficiency will be an advantage. Excellent interpersonal skills are essential (verbal and written). Problem solving ability, adaptability and initiative skills are essential. Experience in the layout of training (educational) material will be an advantage. Basic photography skills. Prolonged use of a computer is a physical demand of the post.

DUTIES : Plan (design) and produce (develop) educational media according to a written job card/ story-board. Gather reference material, compile concepts. Design interactive computer graphic work and paper–based art. Basic photography tasks in support of the unit. Maintain and administer products developed. Conduct quality assurance.

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

APPLICATIONS : South African National Defence Force College of Educational Technology (SANDF COLET), Private Bag X1, Valhalla, 0137 or hand in the applications in person to
SANDF COLET: Corner of Old Johannesburg Road and Driver Street, Clubview, Centurion.

POST 09/07 : PROVISION ADMIN CLERK REF NO: 12/19

SALARY : R163 563 per annum (Level 05)
CENTRE : Military Academy Saldanha
REQUIREMENTS : A minimum of Grade 12 and appropriate experience in Logistics environment. Good understanding of procurement procedures and purchasing. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point), good communications and interpersonal skills. Ability to work under pressure, sense of responsibility and loyalty. Ability to work individually and in a team. Knowledge of Public Finance Management Act (PFMA) will also be an added advantage.

DUTIES : Calculate personnel and quantify of rations to be procured. Prepare ration of petty Cash purchases. Reconciliation of Cash Purchases. Record keeping and database compilation of ration purchased.

ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/08 : HOUSEHOLD AID REF NO: 13/19/01

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy Saldanha

DUTIES : Plan and compile menus. Preparation and serving of food. Maintain neatness and tidiness and promote welfare of occupants. Supply clean linen and clothes to occupants. Cater for social gatherings, functions, etc, be a personal assistant to officials. Receipt of cash, meal coupons and control mess register. Allocate transit accommodation. Take of household equipment. Take care of ill occupants e.g. ensure they are provided with appropriate meals and clean sheets when needed.

ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/09 : DRIVER

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. A valid driver’s license, Military driver’s license is an advantage. Minimum of two to three years driving experience. Previous working experience related to the post will be an advantage. Special requirements (skills needed): Good interpersonal relations skills verbal and communication skills, Analytical skills, problem solving and communication (verbal and written) skills. Time management skills.

DUTIES : Render an effective driving service to the Training Command Military Academy. Ensure vehicle security and maintenance. Render general administrative and/or messenger services for Training Command, Military Academy, including dispatching documents and any other items as directed.

ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395
POST 09/10 : GROUNDSMAN REF NO: 13/19/03 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): Good communication (verbal/written) and interpersonal skills. Must be physically fit to perform duties.
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. Maintain neatness of unit areas.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/11 : HOUSEHOLD AID REF NO: 03/19/01

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy Saldanha
REQUIREMENTS : Grade 10 ABET Level 1-4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): communicate effectively. Must be physically fit and healthy.
DUTIES : Prepare and present/serve food items/products. Clean and sanitise the kitchen and dining area environments (ie. Keep the fridge clean daily, tables, cutlery, crockery and stoves.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/12 : LAUNDRY AID REF NO: 03/19/02

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): 2-5 years cleaning and operating of laundry machines.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/13 : GROUNDSMAN REF NO: 03/19/03

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. Relevant experience in gardening and landscaping. Physically fit to stand/walk long hours. Able to work chemicals for gardening purposes and gardening equipment (running blades and gardening utensils). Good communication skills and valid code 8/10 driver’s license will be an advantage. Special requirements (skills needed): Good communication (verbal/written) and interpersonal skills. Must be physically fit to perform duties.
DUTIES : Landscape maintenance, cutting of lawn areas with lawnmower, trim with hand cutter or motorised cutter. Raking and removal of refuse. Planting of flowers. Maintenance of irrigation systems. Watering gardens and sports field areas. Maintenance/application of power equipment. Adherence to safety aspects with the use of power equipment.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to:
HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395