

## DEPARTMENT OF DEFENCE



**CLOSING DATE** : 21 June @ 16h00

**NOTE** : The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services 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 etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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 regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

## OTHER POSTS

**POST 19/31** : **ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/32/01**

**SALARY** : R173 703 per annum (Level 05)

**CENTRE** : Thaba Tshwane, Pretoria

**REQUIREMENTS** : A minimum of Grade 12. No experience needed. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Interpersonal relationship skills, Problem solving, Maintain discipline and the ability to interpret policy directives.

**DUTIES** : Render clerical service to Legsato Thaba Tshwane. Receive and record incoming and outgoing mail (i.e. letters, packages and submissions). Manage, send and receive facsimiles. Ensure receipt, identification, filling, dispatching and safe keeping of official correspondence when in use. Maintain an updated distribution list(s) for circulars, circular minutes, etc. Keep/Maintain an effective filing system. Ensure that office equipment is in good working condition for the directorate. Assist to monitor and maintain office inventories and equipment.

**ENQUIRIES** : Lt Col R.C. Manganyi Tel No: (012) 674 5844/5847

**APPLICATIONS** : Department of Defence, Defence Legal Services Division, Legsato Thaba Tshwane, Private Bag X1044, Thaba Tshwane, 0143. Pretoria 0001 or may be hand delivered to Department of Defence, Defence Legal Satellite Office, Thaba Tshwane, Swartkop 0087, Old Johannesburg Road (R101). Thaba Tshwane, 0143. Pretoria.

**POST 19/32** : **ADMINISTRATION CLERK: PRODUCTION REF NO: DSLD/32/02**

**SALARY** : R173 703 per annum (Level 05)

**CENTRE** : Legsato, Cape Town

**REQUIREMENTS** : A minimum of Grade 12. No experience needed. Special requirements (Skills needed): Good interpersonal skills, good communication skills (Verbal and Written), problem solving skills, planning and organising skills, computer literacy relating to the use of Ms Office applications (MS Word, MS Excel, Ms PowerPoint, Ms Outlook).

**DUTIES** : Provide Office Administration support by writing routine letters and/or other correspondence when required. File documents. Prepare of all reports. Take minutes. Provide secretarial support to Officer in charge by answering and taking messages of telephone lines, appointments, etc. Administration wrt on accommodation. Control all incoming and outgoing faxes and registration of files. Receive and prepare refreshments for visitors.

**ENQUIRIES** : Lt Col V.M. Dick Tel No: (021) 787 1331/1129

**APPLICATIONS** : Department of Defence, Defence Legal Services Division, PO Box 1, The Castle. Cape Town, 800 or may be hand delivered at Department of Defence, CC Darling and buitekant Street, Casttle of Goodhope, Cape Town, 800.