APPLICANTS: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at SANDF Recruitment Centre, Corner Visagie & Paul Kruger Street, Pretoria

CLOSING DATE: 28 June 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 21/06: SELECTION CLERK REF NO: D HR ACQ 35/18/01

SALARY: R173 703 per annum (Level 05)

CENTRE: Directorate Human Resource Acquisition, Pretoria.


DUTIES: Provide a configuration management service for the section system to the directorate. Provide a registration service and monitoring of file on the system. Provide a general administration service to Non Commissioned Officer and Military Skills Development System members. Provide administration with regards to Leave system and Subsistence and travelling (S & T). Maintenance and administration of vehicle in accordance with DOD
policy. Handle enquiries with regards to Selection and appointment of Non Commissioned Officers and Military Skills Development System members.

ENQUIRIES
Lt Col N.O. Thom/Lt Col L.M. Maubane Tel No: (012 339 5783/5736/5777)

POST 21/07
RECRUITMENT CLERK
REF NO: D HR ACQ 35/18/02

SALARY
R173 703 per annum (Level 05)

CENTRE
Directorate Human Resource Acquisition, Pretoria.

REQUIREMENTS
A grade 12/NQF 4 or equivalent qualification with 1- 3 years relevant experience in Human Resource Management. Special Requirement (skills needed) Computer competency in Microsoft Office (Word, Excel, PowerPoint and Access), Initiative, Analytical thinking, Reasoning ability, Problem solving skills, Credibility and good interpersonal relationship, Good verbal and written communication skills, Knowledge and insight wrt Human Resource policies pertaining to recruitment, Knowledge of PERSOL, Neatness and general good behaviour.

DUTIES
Distribute the application forms during the recruitment process. Register application forms on the registration book. Capture the application forms on the system. Check the competency of the application forms. File the application forms. Implement the recruitment plan and strategies as designed to fulfill the SANDF mandate and goal. Constantly Communicates with stakeholders. Handle general enquiries pertaining to MSDS application forms.

ENQUIRIES
Maj K.P. Mokgoko/Capt F.M. Malatji Tel No: (012 339 5718/5440/5703).