DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

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 application 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 25/13: MEDICAL TECHNOLOGIST GRADE 1 – 3 (MICROBIOLOGY) (USAGE 7424) REF NO: SG 03/19/01

SALARY: Grade 1: R317 976 per annum
            Grade 2: R372 810 per annum
            Grade 3: R439 164 per annum

Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE: 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS: Diploma in Medical Technology. Statutory Requirements: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist in the category independent practice (Microbiology). Experience: Medical Technologist post registration with HPCSA is required.

DUTIES: Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional field of medical Technology (Microbiology): Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System. Well-developed skills and experience in implementation and management of
ENQUIRIES  : Lieutenant Colonel M.M. Maboya Tel No: (012) 314 0161
APPLICATIONS  : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
CLOSING DATE  : 08 August 2019

POST 25/14  : CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7825) (CARDIOLOGY)
REF NO: SG 03/19/02

SALARY  : Grade 1: R317 976 per annum
          Grade 2: R372 810 per annum
          Entry level or according to number of year’s applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE  : 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS  : National Diploma in Clinical Technology (Cardiology) or B Tech Clinical Technology (Cardiology). Statutory Requirements: Registration with the Health Professions Council (Independent/Private Practice). Continuous Professional Development (CPD) complaint. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a confidential security clearance within a year. Computer literate, good communication (written & verbal) skills, organising - interpersonal relationship, problem solving- and research skills.

DUTIES  : Deliver a holistic and effective clinical technology service to all approved clients. Perform selected diagnostic, therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures. Assist with drafting of the budget and finance activities in the section.

ENQUIRIES  : Col E.M. van der Westhuizen Tel No: (012) 367 9170
APPLICATIONS  : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046 or maybe hand delivered to South African Military Health Service, Directorate Ancillary Health, Kasteelpark (next to Kloof Hospital), Katzenellenbogen Building, c/o Nossob and Jochemus streets, Erasmuskloof, Pretoria
CLOSING DATE  : 08 August 2019

POST 25/15  : SENIOR STATE ACCOUNTANT REF NO: CFO 19/5/1 (X2 POSTS)

SALARY  : R316 791 per annum (Level 08)

CENTRE  : Pretoria

REQUIREMENTS  : Minimum Requirements: Grade 12 certificate plus B Degree or three years National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 with finance related subjects with a minimum of seven years relevant experience. Knowledge in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL/PERSAL mainframe in the Department of Defence (DOD)/Public Service or other similar system used in the Private Sector. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.
DUTIES: Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of Chief Accounting Clerks and their subordinates who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Assistant Director Salaries regarding all functions coupled to the post. Coordinating administrating related tasks.

ENQUIRIES: Mr G.J.R. Grove Tel No: (012) 392 2325

APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)

CLOSING DATE: 26 July 2019 at 16:00

POST 25/16: SENIOR STATE ACCOUNTANT REF NO: CFO 19/5/2

Finance Management Division
Chief Directorate: Budget Management
Defence Intelligence Budget Management Office

SALARY: R316 791 per annum (Level 08)

CENTRE: Pretoria

REQUIREMENTS: Minimum Requirements: Grade 12 certificate plus B Degree or three years National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Knowledge of Financial Management System (FMS) and Information Centre, Information Centre (IC)/ BAS (Basic Accounting System) or any other financial systems. Knowledge of Finance and Information Management. Ability to draft complex programs/reports. Computer literate in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process and related transactions on FMS/BAS or any other financial systems. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering in term of task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a RSA valid driver’s license/Military driver’s licence to conduct staff duties and attend meetings. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.

DUTIES: Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR’s). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI’S) regarding potential irregularities and compilation of reports to the client. Supervising all subordinates and being accountable for all security of information and material under his/her control.

ENQUIRIES: Mr L.M.S. Luke Tel No: (012) 315 0221

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. (Please use reference number not post number).

CLOSING DATE: 26 July 2019 at 16:00
**POST 25/17**

**FINANCE CLERK SUPERVISOR REF NO: CFO 19/5/3**
Finance Management Division
Directorate: Stores, Services and Related Payments
Sub – Directorate: Medical Payments

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Pretoria

**REQUIREMENTS**
Minimum Requirements: Grade 12 certificate plus B Degree or three (3) years National Diploma with finance/accounting related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (3) years relevant experience. Ability of understanding, interpreting and correctly applying financial policy and prescripts. Thorough knowledge of contract management or supply chain management process, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Must be computer literate (MS Word, Spread Sheet and Power Point) Thorough knowledge of programs utilised in the DOD or Public Service including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial related system. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in terms of State contracts. Thorough knowledge of the financial and accounting processes. Must be knowledgeably with Human Resource Management (people management) practices. Well-developed verbal and written communication skills with good inter-personal skills. Orientated towards teamwork, receptive to work-related suggestions/ideas. Positive, loyal, creative, trustworthy. No criminal record. In possession of a valid RSA/Military driver’s license and willing to travel extensively on a regular basis. Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalisation and able to effectively function under pressure. The successful candidate will be required to complete all relevant courses.

**DUTIES**
Assisting the Senior State Accountant (FASC Manager) with the following responsibilities: Managing the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts and make follow up where required. Successful execution of through control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Responsible for personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Responsible for safekeeping of all related accounting documentation.

**ENQUIRIES**
Mr T.T. Nyuswa Tel No: (012) 392 2892

**APPLICATIONS**
must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. (Please use reference number not post number).

**CLOSING DATE**
26 July 2019 at 16:00

**POST 25/18**

**ADMINISTRATION CLERK (PATIENT ADMINISTRATION: SUPERVISOR (USAGE 331) REF NO: SG 03/19/03**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
AMHU WC, Health Centre Wingfield

**REQUIREMENTS**
NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year.

**DUTIES**
Ensure an effective reception service. Capture patient health data. Capture notes from external HCP’s. Real-time capturing of patient health data. Capture

ENQUIRIES:
WO2 N.P. Matanda Tel No: (021) 799 6893 Mrs N.D.I. Van Schalkwyk Tel No: (021) 799 6869

APPLICATIONS:
Area Military Health Unit Western Cape, Private bag X10, Wynberg, 7824 or hand deliver to AMHU WC, Buren road Wynberg Military Base Wynberg 7824.

FOR ATTENTION:
HR Department

CLOSING DATE:
08 August 2019

POST 25/19:
ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR (USAGE 326) REF NO: SG 03/19/04

SALARY:
R257 508 per annum (Level 07)

CENTRE:
AMHU WC, Health Centre Eersterivier

REQUIREMENTS:
NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES:

ENQUIRIES:
WO2 N.P. Matanda Tel No: (021) 799 6893 Mrs N.D.I. Van Schalkwyk Tel No: (021) 799 6869

APPLICATIONS:
Area Military Health Unit Western Cape, Private bag X10, Wynberg, 7824 or hand deliver to AMHU WC, Buren road Wynberg Military Base Wynberg 7824.

FOR ATTENTION:
HR Department

CLOSING DATE:
08 August 2019

POST 25/20:
ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR (USAGE 326) REF NO: SG 03/19/05 (X3 POSTS)

SALARY:
R257 508 per annum (Level 07)

CENTRE:
2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS:
Grade 12 / NQF Level 2 – 4. Applicants with prior learning, either by means of experience or alternative courses may also apply. Reception, Secretarial, data capturing and mainframe experience is a requirement. Special requirements (skills needed): Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy with ill and aged patients. Must be able to obtain security clearance within a year. Must be able to work under pressure. A typing test will be required of all short listed candidates interviewed.
DUTIES: Managing health records. The applicant will predominantly be involved in all aspects of the capturing processes. Other tasks will include the receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries.

ENQUIRIES: Major N.V. Nkosi Tel No: (021) 799 6247 WO1 L.E. Snyman Tel No: (021) 799 6110/6531/6670

APPLICATIONS: Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE: 08 August 2019

POST 25/21: FINANCE CLERK REF NO: CFO 19/5/4
Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Salaries sub-section)

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Minimum Requirements: Grade 12 Certificate with finance or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and MS Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience in the relevant field.

DUTIES: Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES: Mr G.J.R. Grove Tel No: 012 392 2325

APPLICATIONS: must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. (Please use reference number not post number).

CLOSING DATE: 26 July 2019 at 16:00

POST 25/22: ADMINISTRATION CLERK: PRODUCTION REF NO: SG 03/19/06 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: 7 Medical Battalion Group, Lyttleton, Pretoria

**ENQUIRIES**: Maj M. Van Zyl Tel No: (012) 671 6871 WO2 G.M. Marule Tel No: (012) 671 6845

**APPLICATIONS**: Department of Defence, South African Military Health Service, 7 Medical Battalion Group, Private Bag X1010, Lyttelton, 0140 or maybe hand delivered to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttelton.

**CLOSING DATE**: 08 August 2019

**POST 25/23**: ADMINISTRATION CLERK (PATIENT ADMINISTRATION): PRODUCTION REF NO: SG 03/19/07 (X2 POSTS)

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

**CENTRE**: 2 Military Hospital, Wynberg, Cape Town

**REQUIREMENTS**: NQF Level 2 - 4. Applicants with prior learning either by means of experience of alternative courses may also apply. Reception, Secretarial, data capturing and mainframe experience is a requirement. Special requirements (skills needed): Computer literacy (Microsoft and Mainframe), organizing, interpersonal relationship skills, knowledge of capturing processes. Proven ability to communicate effectively (written & verbal) in English and Afrikaans. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administration processes. Must be able to work under pressure. A typing test will be required of all short listed candidates interviewed.

**DUTIES**: Managing health records. The applicant will predominantly be involved in all aspects of the capturing processes. Other tasks will include the receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referral documentation for referred patients. Handling health record queries. Telephonic queries.

**ENQUIRIES**: Major N.V. Nkosi Tel No: (021) 799 6247 WO1 L.E. Snyman Tel No: (021) 799 6110/6531/6670

**APPLICATIONS**: Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

**CLOSING DATE**: 08 August 2019

**POST 25/24**: ADMINISTRATION CLERK: PRODUCTION (USAGE 2309) REF NO: SG 03/19/08

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

**CENTRE**: 3 Military Hospital, Tempe, Bloemfontein

**REQUIREMENTS**: NQF Level 4 with relevant experience. Applicants with prior learning either by means of experience or alternative courses may also apply. Must be an RSA citizen currently staying in Bloemfontein area. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS Power Point and Lotus Notes). Communication (verbal & written). Good telephone etiquette. Must be able to work under pressure and adhere to strict time frames.


**ENQUIRIES**: Maj H.M. Breitenbach Tel No: (051) 402 2213

**APPLICATIONS**: Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**CLOSING DATE**: 08 August 2019
POST 25/25: SENIOR SECRETARY GRADE II (USAGE 359) REF NO: SG 03/19/09

SALARY: R173 703 per annum (Level 05)

CENTRE: Military Psychological Institute, Pretoria

REQUIREMENTS: Grade 12 preferable. 3 to 5 years relevant experience will be an advantage. Special requirements: Knowledge and experience in executing secretarial duties. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organisational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

DUTIES: Provide a secretarial/receptionist support service. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES: SSgt F.M. Skosana Tel No: (012) 319 3179

APPLICATIONS: Department of Defence, South African Military Health Service, Military Psychological Institute, Private Bag X02, Gezina, Pretoria, 0031 or maybe hand delivered to Military Psychological Institute, 185 Rose Street, Riviera, Pretoria

CLOSING DATE: 08 August 2019

POST 25/26: SENIOR SECRETARY GRADE II (USAGE 28) REF NO: SG 03/19/10

SALARY: R173 703 per annum (Level 05)

CENTRE: Military Health Training Formation HQ, Thaba Tshwane, Pretoria


DUTIES: Provide a secretarial support service. Record appointments and events and manage the Officer Commanding’s diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, Memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the OC. Process the travel and subsistence claims for the OC. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefings and notes for the OC as required. Keep a filing system Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES: Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132

APPLICATIONS: Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

CLOSING DATE: 08 August 2019
POST 25/27: SENIOR OPERATOR REF NO: SG 03/19/11 (X5 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE: 1 Military Hospital, Thaba Tshwane, Pretoria
REQUIREMENTS: NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with CSSD Operator experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.
DUTIES: Dust work areas, fold linen and gowns as per daily requirements, ensure all stock required is available, open and control orders, answer bells at the receiving and dispatching area, placing sets and packs in autoclaves and placing on racks on sterile side once autoclaved, supply sterile packs, report broken and faulty equipment, report any loss.
ENQUIRIES: Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019
APPLICATIONS: Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria.
CLOSING DATE: 08 August 2019

POST 25/28: SENIOR OPERATOR (USAGE 3263) REF NO: SG 03/19/12

SALARY: R122 595 per annum (Level 03)
CENTRE: 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS: NQF Level 1 – 4. Grade 12 will be an advantage. Must be an RSA citizen and currently staying in the Cape Town area. Special requirements: Basic Foundation course in sterilization. Male. Must be physically healthy. Must be able to communicate in English. Advanced Sterilization Course will be optional.
DUTIES: Maintain a high standard of cleaning, disinfecting, packing and sterilizing of packs, medical consumables, instruments and equipment. Control, pack and sterilize surgical instruments and loose medical consumables. Distribute sterilized packs and instruments to the wards. Operate the instruments sterilizers.
ENQUIRIES: Maj R. van Zyl Tel No: (021) 799 6112
APPLICATIONS: Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.
CLOSING DATE: 08 August 2019

POST 25/29: CLEANER ART FOREMAN REF NO: SG 03/19/13 (X3 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE: 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS: NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with cleaning experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy.
DUTIES: Perform the following tasks: Supervision of work performance of team of cleaners working in a hospital. Cleaning of clinical areas including theatres, wards and public areas. Assign tasks. Manage work attendance records. Place requisitions for cleaning materials and issue to staff. Sweep floors, vacuum carpets, clean windows, dust off and polish furniture, buff floors, clean ablution facilities, clean kitchen utensils and crockery, clean workshops, and remove and dispose of medical and general waste. Operate cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.
ENQUIRIES: Warrant Officer Class 1 N.M. Louw Tel No: (021) 799 6128
APPLICATIONS: Department of Defence, South African Military Health Service, HR Services Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.
CLOSING DATE: 08 August 2019
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<thead>
<tr>
<th>POST 25/30</th>
<th>ART CLEANER FOREMAN (USAGE 8819) REF NO: SG 03/19/14</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R122 595 per annum (Level 03)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>1 Military Hospital, Thaba Tshwane, Pretoria</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>NQF Level 2 – 4. Special requirements: Must be an RSA citizen preferably with cleaning supervising experience in hospitality environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, subordinates, visitors and patients. Must be physically healthy. Age group between 25 years and 35 years.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Supervising of the following tasks: sweep floors, vacuum carpets, clean windows, dust off and polish furniture, buff floors, clean ablution facilities, clean kitchen utensils and crockery, clean workshops, and remove and dispose of medical and general waste. Operate cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019</td>
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<td><strong>APPLICATIONS</strong></td>
<td>Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>08 August 2019</td>
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<th>POST 25/31</th>
<th>FOOD SERVICE SUPERVISOR (USAGE 2470) REF NO: SG 03/19/15</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R122 595 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>3 Military Hospital, Tempe, Bloemfontein</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>NQF Level 1 - 4 Preferable. Must be an RSA citizen currently staying in Bloemfontein area. Experience in handling of food and cleaning. Managerial skills will be an advantage. Must be able to obtain a confidential security clearance within a year. No criminal record.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Function as shift leader. Work out shift roster. Do leave planning with members. Assist with receiving of rations. Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Assist with food preparation during field exercises. Cleaning of trays in wards. Lay out bed table for patients. Fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Serve tea or coffee. Collect dishes after meals. Take trolleys back to the kitchen after using. Wash patients’ water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly. Ensure that the diet lists are taken in time to the kitchen.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Maj H.M. Breitenbach Tel No: (051) 4022213</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>08 August 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 25/32</th>
<th>GROUNDSMAN SERVICES FOREMAN REF NO: SG 03/19/16 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R122 595 per annum (Level 03)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Military Health Training Formation HQ, Thaba Tshwane, Pretoria</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>NQF Level 2 – 4. Previous groundsman experience and supervision will be an advantage. Must be physically fit. Special Requirements: Ability to work as a team leader. Basic numeric and literacy skills. Basic interpersonal relationships skills. Ability to operate elementary equipment and machines. Organising skills.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Supervise job output of Groundsman II and I. Divide the work between teams and individuals. Serve as team leader of work teams. Divide equipment amongst work teams and individuals. Measure and apply poison and fertilizer correctly. Assist in the training of Groundsman I ro the usage of machines. Check the general condition of machines weekly and report faults where equipment is not up to standard. Assist with the completion of performance assessments forms and performance incentives of subordinates. Plant trees, flowers, scrubs, grass and other plants. Prepare soil for planting. Maintain flowerbeds by fertilizing, irrigating, weeding and pruning. Mow lawn and cut edges. Load and unload various articles and equipment needed on the ground.</td>
</tr>
</tbody>
</table>
Remove refuge dumps from the terrain and load the refuge on truck for transportation to refuge dumping sites or burn the refuge. Maintain the neatness of the unit area.

ENQUIRIES : Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132

APPLICATIONS : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 08 August 2019

POST 25/33 : GROUNDSMAN (USAGE 709) REF NO: SG 03/19/17

SALARY : R102 534 per annum (Level 02)
CENTRE : AMHU WC HQ, Wynberg
REQUIREMENTS : Abet (Level 1 – 4) with relevant experience. Special requirements (Skills needed): Ability to work under minimum supervision. Ability to communicate (verbal and written). Ability to operate equipment. e.g. lawnmower.

DUTIES : Preparation of ground for planting and plant flowers, maintenance of flower beds or any other areas containing planted material with compost, spraying of pesticides, removal of weeds and pruning where necessary, cutting of lawns and edges, watering of lawn and flowerbeds. Removing of rubbish from the area and transporting it to the various collecting points. Maintenance of other structures, e.g. braai-areas, gutters, ditches, fences surrounding the unit, etc. Maintain and clean equipment regularly, report all fault or damages around working environment, order tools, equipment and solution.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg. Attention: HR Department
CLOSING DATE : 08 August 2019

POST 25/34 : GROUNDSMAN II REF NO: SG 03/19/18 (X2 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 1 - 4 with relevant experience. Age 18 – 35. Special requirements (skills needed): Communicate effectively. Must be physically healthy. Background on cleaning in any environment will be an advantage. No criminal record. Will be required from applicant to work with chemicals.


ENQUIRIES : Warrant Officer Class 1 N.M. Louw Tel No: (021) 799 6128
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

NOTE : Applicants resident in the Cape Town area will receive preference.
CLOSING DATE : 08 August 2019

POST 25/35 : CLEANER (USAGE 1656) REF NO: SG 03/19/19

SALARY : R102 534 per annum (Level 02)
CENTRE : 7 Medical Battalion Group, Lyttleton, Pretoria
REQUIREMENTS : NQF Level 1 - 4 with relevant experience. Age 18 – 35. Special requirements (skills needed): Communicate effectively. Must be physically healthy. Background on cleaning in any environment will be an advantage. No criminal record. Will be required from applicant to work with chemicals.
DUTIES: To ensure a high standard of cleaning and hygiene service in and around the 7 Medical Battalion Group (Military Base) including outside areas. Duties include dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floors, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Cleaning of ‘she’ bins in the ladies bathrooms.

ENQUIRIES: Maj M. Van Zyl Tel No: (012) 671 6871 WO2 G.M. Marule Tel No: (012) 671 6845

APPLICATIONS: Department of Defence, South African Military Health Service, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, 0140 or maybe hand delivered to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttelton.

CLOSING DATE: 08 August 2019

POST 25/36: GROUNDSMAN II (USAGE 605) REF NO: SG 03/19/20

SALARY: R102 534 per annum (Level 02)

CENTRE: AMHU LP, Health Centre Polokwane

REQUIREMENTS: ABET (Level 1 – 4) with relevant experience. Special requirements (Skills needed): Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.


ENQUIRIES: Maj T.M Kigozi Tel No: (015) 299 3110

APPLICATIONS: Department of Defence, South African Military Health Service, AMHU LP HQ, Private Bag X9107, Limpopo, 0700 or maybe hand deliver to AMHU LP, Cnr Rissik and Dorp Street, Polokwane Central, Polokwane

CLOSING DATE: 08 August 2019

POST 25/37: GROUNDSMAN II (USAGE 595) REF NO: SG 03/19/21

SALARY: R102 534 per annum (Level 02)

CENTRE: AMHU LP, Vuvani Sickbay

REQUIREMENTS: Abet (Level 1 – 4) with relevant experience. Special requirements (skills needed): Good physical health. Ability to communicate effectively. Must be physically healthy.


ENQUIRIES: Maj T.M Kigozi Tel No: (015) 299 3110

APPLICATIONS: Department of Defence, South African Military Health Service, AMHU LP HQ, Private Bag X9107, Limpopo, 0700 or maybe hand deliver to AMHU LP, Cnr Rissik and Dorp Street, Polokwane Central, Polokwane

CLOSING DATE: 08 August 2019

POST 25/38: CLEANER REF NO: SG 03/19/22 (X31 POSTS)

SALARY: R102 534 per annum (Level 02)

CENTRE: Military Health Training Formation HQ, Thaba Tshwane, Pretoria

REQUIREMENTS: ABET or Grade 10 with relevant experience. Special requirements (skills needed): Communicate effectively. Must be physically healthy.

DUTIES: Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrear for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablation facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors.

ENQUIRIES: Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132

APPLICATIONS: Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe
hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

**CLOSING DATE**: 08 August 2019

**POST 25/39**: CLEANER REF NO: 37/19 (X1 POST)

**SALARY**: R102 534 per annum (Level 02)

**CENTRE**: SA Army Formation Free State Signal Unit, Bloemfontein

**REQUIREMENTS**: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).

Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

**DUTIES**: Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.

**ENQUIRIES**: Sgt J. Motshabi Tel No: (051) 402 1409.

**APPLICATIONS**: Department of Defence, SA Army Signal Formation, Free State Signal Unit, Tempe Military Base Private Bag X 40011 Bloemfontein, 0106.

**FOR ATTENTION**: SGT J. Motshabi

**CLOSING DATE**: 31 July 2019