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. 

ERRATUM: Kindly note that the post of Administration Clerk (Patient Administration) Supervisor with Ref No: SG04/19/01 advertised in Public Service Vacancy Circular 26 dated 19 July 2019, was advertised with the wrong salary level 05, the correct level is 07 with salary scale of R257 508 per annum.

OTHER POSTS

POST 27/05: ASSISTANT DIRECTOR: PLANNING L10 (USAGE 383) REF NO: DSP/24/19/1
Defence Policy, Strategy & Planning Division
Chief Directorate: Strategic Management
Directorate: Strategy and Planning

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 with National Diploma/Degree (NQF Level 6) in Management Science and or Strategic Studies. A post graduated qualification in this environment is preferable. A minimum of five (5) to ten (10) years practical experience in the environment of corporate strategy, planning, monitoring and evaluation is preferred. Special Requirements (Skills needed): Good communication, negotiation, presentations and writing skills. Understanding of relevant Acts, Regulations and Policies pertaining to strategy, planning, reporting and administration within the public sector. Strong knowledge of Government strategic planning process. Knowledge of Government wide monitoring and evaluation system design and implementation. Sound understanding of the latest development pertaining to strategic planning, risk management, co-ordinating, monitoring and control of resources. Lateral thinker with excellent analytical, numerical, report writing, project
management, presentations and financial skills. Excellent demonstration of end-user computer skills in Excel, Access, PowerPoint etc. Programme and Project management skills. Must be able to function under pressure and meet tight deadlines. Experience in dealing with planning issues at least at Service/Divisional level (level 2), branch level in the public service, policy-writing. Knowledge of Public Finance legislations and relevant legislations. Knowledge of the latest developments in outcomes based planning and long-term planning with impact thereof on the National Development Plan (NDP), Medium-Term Strategic Framework (MTSF) and Medium-Term Expenditure Framework (MTEF). Must be able to obtain a confidential security clearance and military driver’s license within a year.

**DUTIES**

Development of the Departmental Strategic Plan (5 years) in line with Governmental Imperatives. Develop an Annual Performance Plan (APP) of the department aligned with the Government Planning Framework and the departmental 5 year Strategic Plan (SP), ensure continuous alignment of departmental level 2 APPs with the corporate planning instruments. Compile and issue guidelines and instructions on the content, formats and management of the SP and APPs. Ensure implementation of instruction issued by the Minister of Defence and Military Veterans, Secretary for Defence and the Chief of the SANDF in respect of development of internal control as well monitoring of compliance with applicable regulatory frameworks regarding the strategic planning for the department. Develop the appropriate determination instruments for the evaluation of level 2 APPs submitted. Conduct due diligent/technical evaluation on submissions made for and issue the appropriate determinations. Preparations for the Departmental Programme Budget Evaluation Committee. Follow-ups on weaknesses and challenges identified by Services/Division in the strategic planning process, Act as a nodal pint for strategic planning requirements for the Defence Policy, Strategy and Planning Division, Defence Secretariat and the DOD. Liaise and interact with DOD internal and external stakeholders on the planning guidelines/instructions as may be issued from time to time. Conduct trend and gap analysis on the impact of corrective actions implemented with regards to APPs submitted and furnish such reports as may be required. Assist with the development of the Department of Defence (DOD) Estimate of National Expenditure (ENE) Chapter as well as the submissions on funding shortages during the departmental planning and budgeting processes. Assist with the coordination of Public Entities and Organs of State, reporting to the Minister of Defence and Military Veterans, in terms of the strategic planning process. Assist with the monthly, quarterly and annual reports of the sub-directorate.

**ENQUIRIES**

Col J.C. van den Berg at Tel No: (012) 355 5997

**APPLICATIONS**

Application can be hand delivered at: Department of Defence, Defence Headquarters, Office of the Director Strategy and Planning, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Block 1, Level 3, Room 156 OR post at: Department of Defence, Private Bag X910, Pretoria, 0001

**FOR ATTENTION**

Director: Strategy and Planning

**NOTE**

Applicants will be expected to write a competence test and develop a 10 minutes presentation as part of the interview.

**CLOSING DATE**

12 August 2019

**POST 27/06**

ASSISTANT DIRECTOR: DEFENCE STRATEGY L10 (USAGE 384) REF NO: DSP/24/19/2

Defence Policy, Strategy & Planning Division

Chief Directorate: Strategic Management

Directorate: Strategy and Plan

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Defence Headquarters, Erasmuskloof, Pretoria

**REQUIREMENTS**

Grade 12 with a recognised Diploma/Advanced Certificate/Bachelor’s Degree/Advanced Diploma NQF Level 6/7. A qualification related to Management Science, Strategic studies. Relevant experience of five (5) to ten (10) years practical in the environment of Defence corporate strategy, planning, monitoring and evaluation is required. Special requirements: Good research, writing, analytical, communication, report writing and presentation skills. Understanding and interpretation of relevant regulatory framework, risk management, monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS Power-point. Astute programme and project management skills. Must be able to function under pressure and against
deadlines. Experience in dealing with planning or strategy issues at least at Divisional level (level 2) or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.

**DUTIES**

- Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external/internal environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic Guidelines for Planning. Development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact the DOD.

**ENQUIRIES**

- Col J.C. van den Berg at Tel No: (012) 355 5997 Mr P. Ramsing at Tel No: (012) 355 5967

**APPLICATIONS**

- Application can be hand delivered at: Department of Defence, Defence Headquarters, Office of the Director Strategy and Planning, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Block 1, Level 3, Room 156 OR post at: Department of Defence, Private Bag X910, Pretoria, 0001

**NOTE**

- Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.

**CLOSING DATE**

- 12 August 2019

### POST 27/07

**NETWORK ADMINISTRATOR MANAGER (INFORMATION AND COMMUNICATION TECHNOLOGY) REF NO: NAM/19**

**SALARY**

- R470 040 per annum (Level 10)

**CENTRE**

- Office of the Military Ombud in Eco Park

**REQUIREMENTS**

- Qualifications: National Diploma at NQF Level 6 or a Bachelor’s Degree in Information Technology. The following certificates will be added as an advantage CCNA Routing and Switching, Cybersecurity essentials and Information Security. Experience: A minimum of 3 to 5 years’ experience in an IT environment. Competencies: Network management and administration skills, VLAN configuration, LAN and WAN troubleshooting, Sever management, understating of ISDN routing and report writing skills.

**DUTIES**

- Reporting to the IT Specialist the successful candidate will be required to: Manage in the installation and support of all network equipment Carry out authorized configuration changes on a network. Start up, operate and monitor network Upgrade devises firmware and software as necessary Manage physical and logical network access Configure Access Control lists on network devices for security purposes Manage network and monitor software to ensure configurations are up to date Manage the network, server and desktop environment to ensure required capacity and security. VLAN configuration Ensure maximum uptime by performing regular scheduled maintenance Establish and maintain network connectivity to the disaster recovery site for backup in the event of a disaster. Upgrade and install security patches Monitoring network performance Identify network requirements

**ENQUIRIES**

- Human Resources Tel No: 012 676 3842/40

**APPLICATIONS**

- Military Ombud, Private Bag X163, Centurion, 0046 or may be hand delivered to Block C4, 349, Witch Hazel Ave Eco Origin, Highveld.

**NOTE**

- on filling vacant posts in accordance with the Military Ombud Act 4 of 2012, the objectives of section 195 (i) of the constitution of SA, 1996 will be adhered to. Applicants who do not receive feedback must be accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. The Military Ombud reserves the right not to fill the post.

**CLOSING DATE**

- 12 August 2019

### POST 27/08

**PERSONAL ASSISTANT REF NO: J OPS 35/19/01**

**SALARY**

- R257 508 per annum (Level 07)

**CENTRE**

- Joint Operations Divisional Headquarters, ECO Park Estate, Block B, Centurion.

**REQUIREMENTS**

- A grade 12/NQF 4 Preferable. 3-5 years’ experience in rendering a support service to senior management. Applicants with prior learning, either by means of experience or alternative courses may apply. Special Requirement (skills needed): Computer literate, organising, interpersonal relationships, effective communication, ability to do research and analyse documents and situations, self-management and motivation, basic knowledge on financial administration
and typing (will undergo a typing test). Have a detailed knowledge of the operations/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

**DUTIES**: Provide a secretarial support service to Chief Joint Operations which includes telephone calls (receiving and making), perform advance typing work, operates and ensure that office equipments are in good working order, manage the diary of Chief Joint Operations and utilises discretion wrt the importance and urgency of a matter. Renders an administrative support service which will ensures the effective flow of information and documents to and from CJ Ops Office, ensures the safekeeping of all documentation, compiles reports eg. Progress reports, monthly reports and management reports, scrutinise routine submissions/reports and make notes for CJ Ops, draft documents as required, does filling of documents, collects, analyse and collates information as needed by CJ Ops, ensures that travel arrangements are well coordinated, prioritising of appointments and obtains the necessary signatures on documents. Provides support to manager regarding meetings, scrutinize documents to determine actions/information/other documents for CJ Ops. Supports the manager with administration of the manager’s budget and studies the relevant policies/prescripts and procedures applicable to Joint Operations Division and understand the application of these policies and prescripts.

**ENQUIRIES**:
Lt Col A.L. Innes Tel No: (012) 674 5644/5724

**APPLICATIONS**: Department of Defence, Joint Operations Division Headquarters, Private Bag X1043, Thaba Tshwane, 0143.

**NOTE**: It will be expected of the candidate to do a practical test to prove his/her computer literacy as part of the selection process.

**CLOSING DATE**: 16 August 2019

**POST 27/09**: ADMINISTRATION CLERK: SUPERVISOR (USAGE 323) REF NO: SG 05/19/01

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

**CENTRE**: AMHU WC, Health Centre Youngsfield

**REQUIREMENTS**: NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. MS Office training. 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. Must have good health. Driver’s license. Willingness to attend courses.

**DUTIES**: Maintain administrative function at Health Centre Youngfield: Document control. Receive and relay correspondence to all relevant departments in HC. Recording (registers) and routing incoming and outgoing mail, follow-up on correspondence, Manage, sorting, scanning and filing of documents. Effective office administration: Ensure compliance with office administration by prioritising tasks efficiently, Schedule name lists, Leave administration, Typing and amending of documents, Client surveys, taking minutes of meetings. Support to OIC: Support to OIC write adherence to target dates (Diarising of target dates and consolidation of information and forwarding to OIC before target dates). Preparing of presentations. Support to HC Departments: Contract renewals or terminations administration, Verification of qualifications, Ensure that members adhere to the policy and doctrine guidelines pertaining to clearing in and out, leave, resignations, course nominations, studies at state expense, taking over of study loans, renewal of contracts, applications to attend seminars and symposiums.

**ENQUIRIES**:
WO2 N.P. Matanda Tel No: (021) 799 6893

**APPLICATIONS**: Department of Defence, Joint Operations Division Headquarters, Private Bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg.

**FOR ATTENTION**:
HR Department

**CLOSING DATE**: 23 August 2019

**POST 27/10**: ADMINISTRATION CLERK: SUPERVISOR (USAGE 316) REF NO: SG 05/19/02

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

**CENTRE**: AMHU WC HQ, Wynberg
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. MS Office training. 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. Must have good health. Driver’s license. Willingness to attend courses.

DUTIES : Maintain administrative function at Health Service Department: Document control. Receive and relay correspondence to all relevant departments in the unit. Recording (registers) and routing incoming and outgoing mail, follow-up on correspondence, Manage, sorting, scanning and filing of documents. Effective office administration: Ensure compliance with office administration by prioritising tasks efficiently. Leave administration, Typing and amending of documents, Client surveys, taking minutes of meetings.

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.

FOR ATTENTION : HR Department

CLOSING DATE : 23 August 2019

POST 27/11 : CHIEF AUXILIARY SERVICES OFFICER (MEDICAL LOGISTICS) (USAGE 3511) REF NO: SG 05/19/03

SALARY : R208 584 per annum (Level 06)

CENTRE : 2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS : Grade 12 preferable. Experience in Warehousing and the possession of a valid drivers’ license will be an advantage. Special requirements (skills needed): Computer literacy (Word, Excel). Interpersonal relationship skills. Basic knowledge of accounting processes and financial management mainframe computer systems. Proven ability to communicate effectively (written and verbal). Orientated towards teamwork and receptive to work related suggestions/ideas. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Prepared to work overtime.


ENQUIRIES : Major F.C. Richards Tel No: (021) 799 6202 Warrant Officer H. Marthinus Tel No: (021) 799 6335

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

CLOSING DATE : 23 August

POST 27/12 : ADMINISTRATION CLERK REF NO: AC/2019 (X2 POSTS)

SALARY : R173 703 per annum (Level 05)

CENTRE : Block C4 349 Witch Hazel Ave, Eco Origin, High Veld Centurion

REQUIREMENTS : Grade 12. A post-matric qualification will be an added advantage. Experience: Minimum of 2 year experience rendering administrative support. Possession of a Light vehicle (EB) license will be an added advantage. Competencies: Flexibility, Proficiency in Microsoft Office Suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organizational skills. Good telephone etiquette; Sound organizational skills; High level of reliability; Ability to act with tact and discretion.

DUTIES : Reporting to the Business Unit Manager, the successful candidate will be required to perform the following core functions: Provide administrative support to the Business Unit by, providing secretarial and clerical support to the Unit. Writing correspondence (i.e. submissions internal memos, letters and reports. Filing, faxing, photocopying and tracing of documents. Receiving and making telephone calls on behalf of Unit. Managing diary and arranging access and parking for the Unit visitors. Providing Secretarial duties for meetings. Directing enquiries to responsible officials. Arranging and co-ordinating all meetings, minutes, venues and refreshment. Co-ordinating all travel arrangements for the Unit and related logistical arrangements. Handling
confidential documents with utmost discretion. Managing and coordinating all incoming and outgoing correspondence. Updating stakeholder contact details. Making entries and update the data base for the Unit. Managing work register for the Unit. Receiving and compiling monthly and quarterly statistical requirements for the Unit. Provide logistic support to the Unit by: Managing the Asset Register for the Unit. Procuring of basic goods and services in line with procurement prescripts (e.g stationary and refreshment) Operating and ensuring good working condition of equipment like fax machines and photocopiers. Ensuring a safe working environment by reporting OHS shortcomings to the Unit Manager. Remains up to date with regard to prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the Unit.

ENQUIRIES: Human Resources Tel No: (012) 676-3842/40
APPLICATIONS: Applications: Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave Eco Origin, Highveld.
CLOSING DATE: 23 August 2019
POST 27/13: ADMINISTRATION CLERK: PRODUCTION (USAGE 1101) REF NO: SG 05/19/04
SALARY: R173 703 per annum (Level 05)
CENTRE: AMHU GT, Pretoria
REQUIREMENTS: NQF Level 3 – 4 with 2 – 3 years’ relevant experience. Special requirements (skills needed): Management abilities such as, time and personnel management. Public communication, computer literacy (Word, Excel and Power point), ability to communicate well in English, verbal communication skill, command and leadership experience. Ability to work under pressure and independently. Preferable Skills required: Negotiation abilities. Applicant must be fully bilingual. Fully financial management, conceptualizing.
DUTIES: Assist management in executing internal base logistics. Management and execution of all internal logistics according given procedures. Prepare in-post training programmes for new members. Contribute to the compiling of Base Internal requirement planning. Controlling, administration and management of all resources. Compilation of all statistics for the unit and its clients. Preparation and compilation of a budget. Keep a filing system. Operate and manage office equipment such as photocopy machines, printers and computers.
ENQUIRIES: WO2 S. Bekker Tel No: (012) 319 3152
APPLICATIONS: Department of Defence, South African Military Health Service, HR Services Department, AMHU GT, Private Bag X02, 0031 or maybe hand delivered to AMHU GT, 185 Rose Street, Riviera, and Pretoria.
CLOSING DATE: 23 August 2019
POST 27/14: SENIOR SECRETARY GRADE II (USAGE 516) REF NO: SG 05/19/05
SALARY: R173 703 per annum (Level 05)
CENTRE: SAMHS HQ, Directorate Oral Health, Erasmuskloof, Pretoria
DUTIES: Provide a secretarial support service. Record appointments and events and manage the Director’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 Director. Process the travel and subsistence claims for the Director. 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 briefing and notes for the Director 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 : Ms M. Smit Tel No: (012) 671 5097
APPLICATIONS : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
CLOSING DATE : 23 August 2019

POST 27/15 : PROCUREMENT CLERK REF NO: 34/19

SALARY : R173 703 per annum (Level 05)
CENTRE : DFSC, Pretoria, Erasmuskloof
REQUIREMENTS : Minimum Grade 12/T2/N3 or National Diploma in Logistics/NQF Level 4/5. Possession of a driver’s license will be an added advantage. A minimum of two (2) to three (3) years’ experience in providing logistical/procurement support in the Public Service. Planning and Organisational skills, Basic Communication skills, Basic Computer skills, Problem solving skills, Record keeping skills and Report writing skills.

DUTIES : The successful candidate will be required to perform the following functions: Render clerical demand and acquisition services. Render clerical asset management services. Render logistical support services. Assist in providing budget inputs to maintain an effective logistics, procurement and transport services.

ENQUIRIES : Ms M.M. Tema Tel No: (012) 367 9340
APPLICATIONS : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or maybe hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

NOTE : All the short-listed candidates will undergo a competency test.
CLOSING DATE : 16 August 2019

POST 27/16 : SENIOR SECRETARY GRADE II (USAGE 43) REF NO: SG 05/19/06

SALARY : R173 703 per annum (Level 05)
CENTRE : 8 Medical Battalion Group, Pretoria
REQUIREMENTS : Grade 12. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

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 briefing 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 : Ms M. Smit Tel No: (012) 671 5097
APPLICATIONS : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
CLOSING DATE : 23 August 2019

POST 27/17 : PRINCIPAL AUXILIARY SERVICES OFFICER (LABORATORY) REF NO: SG 05/19/07 (X2 POSTS)

SALARY : R173 703 per annum (Level 05)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
**REQUIREMENTS**: Grade 12. Experience in laboratory specific cleaning processes, operation of laboratory equipment and laboratory specimen processing.

**DUTIES**: Health support personnel: To ensure that the Clinical Pathology Services facility, equipment, glassware, waste management, sterilization requirement and microbiology media preparation are maintained as well as providing support with maintaining logistical supplies, laboratory specimen administration and other related laboratory tasks in order for the Clinical Pathology Services to be able to provide a professional service. Functions of the post: Perform related specialized laboratory cleaning procedures by application of advanced techniques. Execute general maintenance tasks. Operation of the Autoclave Sterilization System and to check the working order of the Autoclave Sterilization System on daily basis. Record temperature monitors of the fridges, freezers, incubators and laboratories on a daily basis and report unacceptable levels to respective section heads. Regular dusting of racks, cleaning of cupboards, sweeping of floors, cleaning of windowsills and cleaning of all work surfaces daily and also replacing bench cloths on a weekly basis to ensure cleanliness at all times. Service the staining machine in the Cytology Laboratory by cleaning instrument, wash stain buckets and replace all stains with newly made-up stain solutions. Identify any mechanical and technical problems with the apparatus responsible for and report them to respective section heads. Cleaning of the laboratory rooms and floors, all work surfaces / bench tops, phlebotomy area and semen collection facility, personnel kitchen facility that also cleaning of crockery and cutlery. Monitor the Cleaning Contactor’s Personnel to ensure that all their responsibilities are met and in the event of Cleaning Contractor’s Personnel not able to perform this cleaning task such cleaning task must be taken over and maintained. Ordering and collection of supplies from medical stores, general cleaning stores, stationary and pharmacy. Preparation and application of disinfectant / cleaning solutions. Regular cleaning of fridges, freezers, water baths and incubators with the required cleaning compound. Specialized cleaning of all glassware and glass pipettes. Sterilizing (decontamination) of all contaminated / infectious microbiology culture media by autoclaving. Assist with specimen administration at Reception and in Cytology. Assist in the preparation of microbiology culture media and responsible for stock control. Supervise the general waste and infectious waste material management. Liaising the submission for requisitions for repairs in department. Ensure sufficient stock items are available at Reception for distribution to Wards / Clinics. Daily maintenance of the Room use by the Medical Technologist “on call”. Regular dispatch of laboratory reports. Assist in the preparation of microbiology culture media and responsible for stock control. Supervise the general waste and infectious waste material management. Liaising the submission for requisitions for repairs in department. Ensure sufficient stock items are available at Reception for distribution to Wards / Clinics. Daily maintenance of the Room use by the Medical Technologist “on call”.

**ENQUIRIES**: Lieutenant Colonel E.H.C. Engelbrecht Tel No: (021) 799 6344

**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**: 23 August 2019

**POST 27/18**: PRINCIPAL AUXILIARY SERVICES OFFICER (BIOKINETICS) (USAGE 3282) REF NO: SG 05/19/08

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

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

**REQUIREMENTS**: Grade 12. Special Requirements (skills needed): Must be a RSA citizen. Administrative experience in a clinical environment and ability to perform resting ECG’s will be an advantage. Basic computer skills and capturing reports, organizing ability, literacy, ability to perform routine tasks, good interpersonal relationship skills, ability to operate office and medical equipment, problem solving, time management. Ability to communicate effectively (written and verbal) in English.

**DUTIES**: Manage the ECG Department of Biokinetics. Routine correspondence and enquiries. Report to roll call register holder every day. Answer telephone calls and make appointments for patient bookings. Perform Resting ECG’s of the hospital. Daily filing of all Stress ECG, Holter ECG and resting ECG files.
Preparing patient files daily for Stress and Holter ECG’s with the doctor’s referral. Recording and capturing of daily stats. Completing the telephone register daily. Control over keys. Order, collect and account for all stationary and medical supplies. Send and receive faxes as requires. Record of daily stats.

ENQUIRIES: Lieutenant Colonel C. Diamond Tel No: (021) 799 6421
APPLICATIONS: Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824, or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.
CLOSING DATE: 23 August 2019

POST 27/19: DENTAL LAB ASSISTANT REF NO: SG 05/19/09 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Area Military Health Unit Gauteng – Thaba Tshwane Area Dental Laboratory, Pretoria
REQUIREMENTS: NQF Level 2 - 4 with prior experience or exposure. Special requirements (skills needed): Applicable experience working in production section of a dental laboratory of at least one year. Knowledge of and experience with all dental laboratory equipment, instruments and materials utilised in a dental laboratory production section and plaster room. Knowledge of safety regulations and handling of hazardous materials. Ability to conceptualise and initiate new and innovative approaches to optimise the laboratory assistant service provided to dental technicians and laboratory manager. Planning, organising and problem solving in a dental laboratory production section. Proven ability to persevere despite high work load and difficult circumstances. Able to work together with other dental laboratory assistants and work for dental technicians.

DUTIES: The principal duty is to undertake dental laboratory preparation work. These duties include but are not limited to all plaster work in connection with artificial denture or dental appliances, flasking and deflasking of dental prosthesis or appliances using either plaster or stone, the separating of dental flasks and the boiling out of wax contents, the polishing only of plastic and metal dentures, the packing of acrylic dentures and the manufacturing of record blocks and special trays. The main product of this function is to relieve the dental technician from the tasks of preparatory work, to enable the technician to concentrate on the production and finishing of prosthetic appliances. Additional duties include infection control management in the lab, lab practice administration, lab reception work, capturing data on a computer or in a register and mentorship of junior dental laboratory assistants.

ENQUIRIES: Lt Col D. Schoonwinkel Tel No: (012) 671-5049
APPLICATIONS: Department of Defence, Tertiary Military Health Formation HQ, Private Bag X102, Centurion, 0046 or maybe hand delivered to Tertiary Military Health Formation HQ, Selborne Avenue, Denel Complex, Gate B, Block C, Room 9, Lyttelton
CLOSING DATE: 23 August 2019

POST 27/20: SECRETARY REF NO: J OPS 35/19/02 (X3 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Joint Operations Divisional Headquarters, ECO Park Estate, Block B, Centurion
REQUIREMENTS: A grade 12/NQF 4 Preferable. Applicants with prior learning, either by means of experience or alternative courses may apply. Special Requirement (skills needed): Computer literate, organising, interpersonal relationships, effective communication, ability to do research and analyse documents and situations, self-management and motivation, basic knowledge on financial administration and typing (will undergo a typing test). Have a detailed knowledge of the operations/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES: Type routine notes, memo’s, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Manage the diary of the Director. Order the stationary. Manage the entertainment fund as well as organizing of social functions. General management of the office as well as organized administration. Handle all bookings and travel arrangement of the
Director. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.

**ENQUIRIES**
Lt Col A.L. Innes Tel No: (012) 674 5644/5724

**APPLICATIONS**
Department of Defence, Joint Operations Division Headquarters, Private Bag X1043, Thaba Tshwane, 0143.

**NOTE**
Special Note: It will be expected of the candidate to do a practical test to prove his/her computer literacy as part of the selection process.

**CLOSINGDATE**
16 August 2019

**POST 27/21**
**SENIOR STOREKEEPER GRADE I (USAGE 710) REF NO: SG 05/19/10**

**SALARY**
R145 281 per annum (Level 04)

**CENTRE**
AMHU WC HQ, Wynberg

**REQUIREMENTS**
ABET (Level 1 – 4). Special Requirements: Ability to work under minimum supervision. Ability to communicate (verbal and written). Ability to operate basic cleaning equipment. e.g. vacuum cleaners.

**DUTIES**
Order cleaning tools, equipment and solution. Storing of cleaning tools, equipment and solution. Issuing of cleaning tools, equipment and solution to cleaner and groundsman. Conduct regular stock take.

**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

**CLOSINGDATE**
23 August 2019

**POST 27/22**
**HOUSEHOLD AID REF NO: 41/19/01**

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

**CENTRE**
Military Academy Saldanha

**REQUIREMENTS**
A minimum of NQF Level 2 (ABET Level 2-4/ Grade 3-9/ Standard 1-7). Special requirements (skills needed): Previous experience in preparing food in a hospitality environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of food products and cleaning equipment. Ability to work in a team.

**DUTIES**
Plan and compile menus. Supervise 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. Supervise household aid I and II. Supervise laundry. Take care of ill occupants e.g. ensure they provided with appropriate meals and clean sheets when needed.

**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

**ENQUIRIES**
Capt R.C. Selomo Tel No: (022) 702 3999

**CLOSINGDATE**
16 August 2019

**POST 27/23**
**CLEANER (CLINICAL) (USAGE 3755) REF NO: SG 05/19/11**

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

**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: 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.

**APPLICATIONS**
Warrant Officer Class 1 N.M. Louw Tel No: (021) 799 6128

**ENQUIRIES**
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

**CLOSINGDATE**
23 August 2019
**POST 27/24**: GROUNDSMAN II REF NO: SG 05/19/12 (X2 POSTS)

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

**CENTRE**: 7 Medical Battalion Group, Lyttleton, Pretoria

**REQUIREMENTS**: NQF Level 1 - 4 with relevant experience in gardening. Age 18 – 35. Special requirements (skills needed): Communicate effectively. Must be physically fit, healthy and energetic. Experience in general gardening and the utilization of electrical equipment eg lawnmowers and hedge trimmers. Ability to prioritise and understand instructions.


**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, Lyttleton

**CLOSING DATE**: 23 August 2019

**POST 27/25**: HOUSEHOLD AID II (USAGE 8652) REF NO: SG 05/19/13

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

**CENTRE**: 1 Military Hospital, Thaba Tshwane, Pretoria

**REQUIREMENTS**: NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with House Hold Aid 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**: Perform the following tasks: Cleaning kitchens, washing dishes, dressing of clean linen, removal of dirty, linen vacuum carpets, clean windows and dust off and polish furniture, buff floors, clean kitchen utensils and crockery, clean workshops. Operate kitchen appliances, cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.

**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**: 23 August 2019

**POST 27/26**: GROUNDSMAN REF: 41/19/02 (X2 POSTS)

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

**CENTRE**: Military Academy

**REQUIREMENTS**: A minimum of NQF Level 2 (ABET Level 2-4/ Grade 3-9/ Standard 1-7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Ability to work in a team.

**DUTIES**: Plant trees, flowers, shrubs, grass and other plants in gardens. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding, and pruning where necessary. Mow lawns and cut grass edges. Load and unload various articles needed on the grounds on/off trucks. Irrigate lawns. Remove refuse from terrain, load on truck and dump it. Keep other structures clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Clean swimming pools and treat with chemicals. Maintain chemicals. Maintain fences. Apply pest control measures. Assist with preparation of grounds for functions. Check the serviceability of machinery and
equipment. Clean machinery and equipment daily after use. Report any defaults on the terrain to Foreman Groundsman.

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
CLOSING DATE : 16 August 2019