POST 30/19

SENIOR PERSONNEL PRACTITIONER: (DEVELOPMENT) REF NO: CDHRD/43/19
Chief Directorate HR Development
Directorate Education, Training and Development (ETD)

SALARY
R316 791 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS
Qualifications: Applicants should be in possession of a three year Degree/National Diploma in Human Resource Development/ETD practices.
Experience: A minimum of 2 - 3 years' experience in HRD/HRM with special reference to ETD. Knowledge Required: Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Competencies Required: Interpersonal proficiency, organising-, research-, problem solving-, analysing-, innovation and creative-, decision making-, influencing-, presentation- and negotiating skills. Drivers' license is essential and willing to obtain a military drivers' license. Must be able to obtain a confidential security clearance within a year Service. Planning and Organisational skills, Basic Communication skills, Basic Computer skills, Problem solving skills, Record keeping skills and Report writing skills.

DUTIES
Partake in policy development and review that contributes to giving strategic direction on the development of Def Civ at salary levels 1 - 5 in the DOD. Cooperate in the administration of review outcome analysis for Def Civ at salary levels 1 – 5. Collaborate in the design, development and maintenance of a learning path for Def Civ at salary levels 1 – 5. Coordinate developmental programmes in the DOD, as directed by management, inclusive of Integrated Management Development Programmes (IMDP) for Def Civ at salary levels 1 – 5. As directed by management, participate in the design and development of developmental programmes for Def Civ at salary levels 1 - 5 in the DOD. Monitor, evaluate, report and participate in the review of Induction Programmes for Def Civ at salary levels 1 – 5 in the DOD. Maintain Def Civ ETD Intranet database with the focus on sharing information on the development of Def Civ at salary levels 1 – 5 in the DOD. Monitor, evaluate and report on the development of Def Civ at salary levels 1 – 5 in the DOD, with special reference to monthly, quarterly and annual reporting as part of the Performance against Plan (PAP).

ENQUIRIES
Ms V.M. Sebeho Tel No: (012) 355-5710/5880

APPLICATIONS
Department of Defence, Human Resource Division, CD HR Development, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Nossob & Boeing Str, Erasmuskloof, Pretoria.

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. People living with disabilities are encouraged to apply.

**CLOSING DATE**: 06 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/20**: ADMINISTRATION CLERK: PRODUCTION (USAGE 117) REF NO: SG 06/19/01

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

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

**REQUIREMENTS**: NQF Level 2 - 4 with relevant experience. Age 18 – 35. Applicants with prior learning either by means of experience or alternative courses may also apply. 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). Good interpersonal relationship. Organisational administrative and typing skills. Good telephone etiquette. Problem solving. Communication (verbal and written). Good planning. Organise analytical.


**ENQUIRIES**: Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingirisa 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.

**NOTE**: 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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make
appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE** : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/21** : SENIOR LINEN SUPERVISOR REF NO: SG 06/19/02 (X2 POSTS)

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

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

**REQUIREMENTS** : NQF Level 2 – 4. Special requirements: Must be an RSA citizen preferably with Linen store assistance 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 25 years and 45 years.

**DUTIES** : Perform the following tasks: Taking of soiled/clean linen from the wards and clinics by soiled/clean linen personnel, ensure that stock is counted from the wards and clinics on daily basis, Ensure roll call is done and monitored, assist in the store when need arises, Monitor work place on weekly basis, assist on stock taking annually.

**ENQUIRIES** : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019

**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voorstrekker Road, Thaba Tshwane, Pretoria.

**NOTE** : 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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE** : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/22** : STOREKEEPR GRADE II (USAGE 2441) REF NO: 06/19/03

**SALARY** : R122 595 per annum (Level 03)

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

**REQUIREMENTS** : NQF Level 1 - 4 with relevant experience. Must be an RSA citizen currently staying in Bloemfontein area. Applicants with prior learning either by means of experience or alternative courses may also apply. 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). Calmis. Good Communication skills (verbal & written). Good telephone...
etiquette. Must be able to work under pressure and adhere to strict time frames. Good health. No criminal record. Management abilities such as, time management and personnel management.

**DUTIES**

**ENQUIRIES**
WO1 S.S. Twala Tel No: (051) 402 2326

**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

**NOTE**
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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE**
20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/23**
GROUNDSMAN SERVICES FOREMAN (USAGE 468) REF NO: 06/19/04

**SALARY**
R122 595 per annum (Level 03)

**CENTRE**
AMHU NW, Potchefstroom

**REQUIREMENTS**
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.

**DUTIES**
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 Iro 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. 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** : Sgt R. Mokgathe Tel No: (018) 289 1132

**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU NW HR Offices, Private Bag X2011, Noordbrug, Potchefstroom, 2531 or maybe hand delivered to AMHU NW, General Koos De La Rey Driveway, Potchefstroom

**NOTE** : 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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE** : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/24** : LINEN STORE ASSISTANT II REF NO: SG 06/19/05 (X11 POSTS)

**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 Linen store assistance 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: Taking of soiled/clean linen from the wards and clinics by soiled/clean linen personnel, ensure that stock is counted from the wards and clinics on daily basis, monitor DD90, pack stock on the shelves in the linen store, assist with spot checks, assist on stock taking monthly, quarterly and annually

**ENQUIRIES** : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019

**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voorstrekker Road, Thaba Tshwane, Pretoria.

**NOTE** : 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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE**: 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/25**

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

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

**REQUIREMENTS**: NQF Level 1 - 4 with relevant experience. Must be an RSA citizen currently staying in Bloemfontein area. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excell, MS Power Point and Lotus Notes), Calmis. Good Communication skills (verbal & written). Good telephone etiquette. Must be able to work under pressure and adhere to strict time frames. Good health. No criminal record.


**ENQUIRIES**: WO1 S.S. Twala Tel No: (051) 4022326

**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.

**NOTE**: 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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be
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**CLOSING DATE** : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/26** : GROUNDSMAN II REF NO: 06/19/07 (X12 POSTS)

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

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

**REQUIREMENTS** : ABET/Gr 10 and 2 years’ experience in gardening service. Special requirements (skills needed): To develop maintenance of all areas outside buildings and management and leadership skills.


**ENQUIRIES** : Maj D. Tshabalala Tel No: (012) 674 6125/23 SSGt E.D. Shingira Tel No: (012) 674 6133/32

**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.

**NOTE** : 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). Must be a South African citizen. 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. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE** : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).