

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 October 2019 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 33/13** : **CONTROL GISc TECHNICIAN GRADE A (PAPER NAUTICAL CHARTS: SUPT PAPER NAUTICAL CHARTS) (USAGE NO: 4607) REF NO: SA NAVY 48/19/01**
- SALARY CENTRE REQUIREMENTS** : R446 202 – R510 189 per annum (OSD)  
SA Navy Hydrographic Office, Fleet Command HQ, Tokai.  
Diploma in GISc, Cartography or Relevant Qualification. 6 Years post qualification GISc Technician experience. Valid driver's license. Special Requirements: Experience in the Marine Cartography environment is advantageous. Working knowledge of Geo-database implementation. Advanced understanding of GIS applications and spatial data. An in-depth knowledge of theory, standards, principles and practices of GIS and cartography. Analytical, problem solving, planning, organising and decision making skills. Ability to manage production personnel and exercise the Departmental disciplinary system. Good interpersonal skills and the ability to coach and mentor subordinates. Advanced computer skills and the ability to conduct presentations using supporting software and hardware. Excellent report writing skills. Good communication skills. The ability to chair Forums. Statutory requirements: current compulsory registration as a GISc Technician with the South African Geomatics Council (SAGC). Required to travel nationally and internationally when necessary. Ability to obtain a military license.
- DUTIES** : Establish and maintain the Work Unit's Operational Business Framework. Manage the production and reproduction of Paper Nautical Charts. Manage the maintenance of Nautical Chart Reproduction Material. Manage the Print on

Demand requirements. Develop and maintain Work Unit Performance Monitoring Systems. Provide direction to the Work Unit's Functional Area(s). Manage Work Unit day-to-day.

**ENQUIRIES** : Mr A. van Craeynest Tel No: (021) 787 2276  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

**POST 33/14** : **CHIEF ARTISAN GRADE A ELECTRONIC MAINTENANCE: ANTENNA MAINTAINER (USAGE NO: 1035) REF NO: SA NAVY 48/19/02**

**SALARY** : R386 487 – R441 891 per annum (OSD)  
**CENTRE** : Fleet Command HQ, Radio Station Goedverwacht, Durbanville  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special Requirements: Experience in climbing high installations, maintaining and repairing all Naval telecommunications network land based antennas, lifting and rigging gear, to enable an efficient and reliable communication service for the South African Navy, amongst others. Ability to perform repairs and maintenance on top of 150 meter high masts and other high installations. Extensive experience in / exposure to High Power Antenna Transmitters / RF will be an advantage. Leadership-, supervision-, and management competency skills required. Proficiency in MS Office packages. Proven ability to communicate effectively (written and verbal) in English at all levels.

**DUTIES** : Maintaining antennas, repairing antennas, maintaining lifting and safety gear, Refurbishing antennas, communicating with Contractors, performing tasks not included in the job description. Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

**ENQUIRIES** : Mr RJ Cameron, Tel No: (021) 787 2480  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/15** : **SENIOR ADMINISTRATION OFFICER (SUPPORT SERVICES: OFFICE MANAGER) (USAGE NO: 3765) REF NO: SA NAVY 48/19/03**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Naval Engineering Section, Simon's Town.  
**REQUIREMENTS** : NQF Level 6 (Appropriate Diploma / First Degree). Special Requirements: Successful completion of finance and personnel modules will be an advantage. Knowledge of financial, personnel and stores processes. Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages and Internet. Leadership, supervision and management skills. Planning, organising and problem solving skills in an administrative environment. Reasoning, mathematical and problem solving skills. Strong interpersonal relations skills. Ability to meet target dates. OSIS registration and experienced would be an advantage. Valid Driver's License and ability to obtain a military/valid code 8 (code B) driver's license.

**DUTIES** : Supervise and lead Admin Support section wrt general administration, Printing and plotting sections. Manage general office administration (budget compilation, leave administration, vehicles, internet). Manage procurement of resources and services (petty cash, procurement). Co-ordinate training requirements. Monitor controlled items. Execute the functions of Unit Labour Relations Liaison Officer (LRLO).

**ENQUIRIES** : Capt (SAN) F.D. Van Niekerk, Tel No: (021) 787 3206  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

**POST 33/16** : **SENIOR PERSONNEL PRACTITIONER (CAREER MANAGEMENT CIVILIAN: SO2 FCM PSAP) (USAGE NO: 3318) REF NO: SA NAVY 48/19/04**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Fleet Command HQ, Simon's Town  
**REQUIREMENTS** : NQF Level 6 (Appropriate Degree or Diploma in Human Resource Management or equivalent) Minimum of 3 Years as a Personnel Practitioner or within the Recruitment and Selection environment. Valid driver's licence. Special Requirements: Knowledge of Human Resource Management Administration. Ability to apply knowledge relating to information dissemination, work organisation and organisational performance. Ability to do

research and compile presentations. Ability to supervise, maintain discipline and handle conflict. Ability to communicate (written and verbally). Ability to generate own correspondence, i.e. reports and letters. Ability to interpret directives. Computer literacy in MS Office Suite (Word, Excel, Access and PowerPoint). Knowledge of Occupational Specific Dispensation (OSD) in terms of progressions. Willingness to train Interns. Knowledge of grievance procedures. Knowledge of CV writing and interviewing skills. Knowledge of main frame (Persol, Milqual and SMCS). Budgeting skills. Ability to obtain Military driver's licence.

**DUTIES** : Contributing towards maintenance of Personnel Plan. Ensuring staffing of Public Service Act Personnel (PSAP) posts in the Fleet. Ensuring succession planning. Coordinating administrative issues. Managing and administrating section.

**ENQUIRIES** : Ms A.M. Kau-Tsoanyane Tel No: (021) 787 5214  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**NOTE** : Successful candidate will be required to travel locally and nation-wide.

**POST 33/17** : **SENIOR TRAINING OFFICER (QUALITY ASSURANCE: TRAINING EVALUATOR) (USAGE NO: 753) REF NO: SA NAVY 48/19/05**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : A Naval College, Gordon's Bay  
**REQUIREMENTS** : NQF Level 6 (Appropriate Diploma / First Degree in ETD / Human Resource field. Special Requirements: Appropriate experience in HR / ETD environment as a supervisor will be an advantage. Knowledge in evaluating / assessing and moderating evaluation / assessing and moderating ETD Practitioners. Detailed knowledge of ETD policy and prescripts. Knowledge of Outcomes Based Education. Ability to evaluate all learning opportunities and learning activities. Proficiency in MS Office packages. Ability to communicate effectively (written and verbal) in English at all level, including presentations. Leadership, supervision and management skills. Knowledge of DOD practices would be an advantage. Knowledge of Public service related policies. Ability to obtain military / valid code 8 (code B) driver's license. Willingness to travel / stay overnight when required. Applicants must be medically fit due to content of training given to students wrt practical leadership training (survival skills).

**DUTIES** : Conducting interviews with ETD Practitioner. Research techniques and ensuring the sound imparting of knowledge to learners. Co-ordinating and controlling the compilation of curricula used in the DOD. Maintaining a database wrt the ETD policies / assessments. Developing a Quality Management System, a Training Policy Plan and a Work Skills Plan for the Unit. Assisting in the compilation of Standard Operating Procedures. Controlling and issuing of Assessment instruments. Aligning all training centres wrt SAQA accreditation. Controlling peer group rating system. Willingness to train interns and empower subordinates.

**ENQUIRIES** : WO2 A. Loubser Tel No: (021) 856 9508  
**APPLICATIONS** : Ms A.M. Kau-Tsaonyane, SA Navy, Private Bag X1, Simon's Town, 7995.

**POST 33/18** : **PRINCIPAL LIBRARIAN (LIBRARY: LIBRARIAN) (USAGE NO: 8193) REF NO: SA NAVY 48/19/06**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Naval Base Simon's Town, Fleet Command Library  
**REQUIREMENTS** : NQF Level 6 (Degree / Diploma in Library and Information Services) Special Requirements: Knowledge of library management and administration, provision of effective library and information services. Proficiency in MS Office packages. Good report writing skills. Compile Budget. Ability to conduct research / analysing. Ability to interpret policies. Good communication skills (verbal and written) in English. Good planning, organising and decision making skills. Good interpersonal relations skills. Ability to prioritise tasks. Ability to supervise/lead subordinates.

**DUTIES** : Acquiring information resources. Managing internet station. Retrieval of information from SABINET, Internet and SINET. Developing access to information through process of cataloguing and classification. Quality control of card catalogue. Development and management of library collection, including different formats of information resources. Development of an effective marketing plan. Providing a pro- and re-active information service.

Promote relations with relevant stakeholders. Compiling bibliographies wrt specific subjects on Internet, SABINET and SINET of books and periodical articles. Updating of high standard accession register. Compile budget inputs/reports. Supervising of subordinates. Management of stores and annual stocktake. Monitor incoming post.

**ENQUIRIES** : Lt Cdr K. S. Sikonkwane, Tel No: (021) 787 5869 / WO1 M. Smith Tel No: (021) 787 5855

**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/19** : **SENIOR TRAINING OFFICER (TRAINING SUPPORT: SKILLS DEVELOPMENT OFFICER) (USAGE NO: 760) REF NO: SA NAVY 48/19/07**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : SA Naval College, Gordon's Bay  
**REQUIREMENTS** : NQF Level 6 (Appropriate Diploma / First Degree in ETD / Human Resource. Special Requirements: Appropriate experience in HR / ETD environment in a leadership position will be an advantage. Knowledge in evaluating / assessing and moderating evaluation / assessing and moderating ETD Practitioners and staff members. Detailed knowledge of ETD policy and prescripts. Knowledge of Outcomes Based Education. Ability to evaluate all learning opportunities and training activities. Proficiency in MS Office packages. Ability to communicate effectively (written and verbal) in English at all level, including presentations. Leadership, supervision and management skills. Knowledge of DOD practices would be an advantage. Knowledge of Public service regulations. Ability to obtain military / valid code 8 (code B) driver's license. Willingness to travel / stay overnight when required. Applicants must be medically fit due to content of training given to students wrt practical leadership training (survival skills).

**DUTIES** : Identify and evaluate learners and staff members that require enablement training. Prepare and conduct enablement courses for relevant members. Moderating the learner progress. Advise the Command Team regarding problems being experienced by learners and applicable solutions. Conduct regular research wrt new trends in enablement training. Administer the use of Computer Based Training. Ability to be in contact with the clients and service providers. Willingness to train subordinates/interns.

**ENQUIRIES** : WO2 A. Loubser Tel No: (021) 856 9508  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/20** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (DESIGN TECHNICIAN: CONSTRUCTIVE) (USAGE NO: 3351) REF NO: SA NAVY 48/19/08**

**SALARY** : R311 859 – R332 799 per annum (OSD)  
**CENTRE** : Naval Engineering Section, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special Requirements: Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organizing and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates.

**DUTIES** : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project / task management services.

**REQUIREMENTS** : Compulsory Registration with ECSA as a Professional Engineering Technician  
**ENQUIRIES** : Capt (SAN) M. Ncanana Tel No: (021) 787 4389  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/21** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (DESIGN TECHNICIAN: WEAPONS ELECTRONIC ENGINEERING) (USAGE NO: 599) REF NO: SA NAVY 48/19/09**

**SALARY** : R311 859 – R 332 799 per annum (OSD)  
**CENTRE** : Naval Engineering Section, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special requirements: Proven experience in an electrical / electronic engineering field is essential. Knowledge of communication, navigational and power distribution systems would be advantageous. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite, Caddie or AutoCAD and other software used in design environment. Design and implementation knowledge essential. Knowledge of writing of specifications and statements of work would be advantageous. Knowledge of Class and IMO rules and regulations would be advantageous. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to draft, read and understand technical drawings. Ability to diagnose electrical / electronic engineering problems and faults.

**DUTIES** : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services. Statutory requirements: Compulsory Registration with ECSA as a Professional Engineering Technician.

**ENQUIRIES** : Capt (SAN) M. Ncanana, Tel No: (021) 787 4389  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/22** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (DESIGN TECHNICIAN: WEAPONS ELECTRONIC ENGINEERING) (USAGE NO: 571) REF NO: SA ANAVY 48/19/10**

**SALARY** : R311 859 – R332 799 per annum (OSD)  
**CENTRE** : Naval Engineering Section, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special requirements: Proven experience in an electrical / electronic engineering field is essential. Knowledge of communication, navigational and power distribution systems would be advantageous. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of writing of specifications and statements of work would be advantageous. Knowledge of Class and IMO rules and regulations would be advantageous. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to draft, read and understand technical drawings. Ability to diagnose electrical / electronic engineering problems and faults.

**DUTIES** : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services. Statutory Requirement: Compulsory Registration with ECSA as a Professional Engineering Technician.

**ENQUIRIES** : Capt (SAN) F.D. Van Niekerk, Tel No: (021) 787 3206  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

**POST 33/23** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (ELECTRONIC MAINTENANCE: TECHNICIAN) (USAGE NO: 158-159-160) REF NO: SA NAVY 48/19/11(X3 POSTS)**

**SALARY** : R311 859 – R332 799 per annum (OSD)  
**CENTRE** : Radio Station Goedverwacht, Durbanville  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license (Civilian Code B). Special Requirements: Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to component level and effect repair. Knowledge

of Thermionic Emission principles. Leadership-, supervision-, and management skills. Planning and organising skills and be able to perform problem solving and analysis. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and computer-aided engineering packages. Knowledge of Project management. Statutory Requirements: Compulsory Registration with ECSA as a Professional Engineering Technician. Own transport will be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

**DUTIES** : Maintain and repair communications equipment and their peripherals. Ensure transmission quality. Supervise subordinate's work. Implement corrective action to essential equipment when required (Diesel generators, power distribution, air cooling systems, etc).

**ENQUIRIES** : Mr R.J. Cameron, Tel No: (021) 787 2480/3

**APPLICATIONS** : Mrs A. M. Kau, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/24** : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINTENANCE: ANTENNA MAINTAINER) (USAGE NO: 150-151) REF NO: SA NAVY 48/19/12 (X2 POSTS)**

**SALARY** : R304 263 - R344 640 per annum. (OSD)  
**CENTRE** : Fleet Command HQ, Radio Station Goedverwacht, Durbanville  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Maintaining and repairing all Naval telecommunication network land based antennas, lifting and rigging gear, to enable an efficient and reliable communication service for the South African Navy, amongst others. Ability to execute repair and maintenance on top of 150 metre high masts. A back ground in electronics can be considered as an advantage. Ability to compile technical reports. Ability to communicate in English (written and verbal). Ability to read, interpret and analyze technical drawings and documentation. Problem solving and analysis skills. Good decision making skills. Computer literate. Proficiency in MS Office Packages. Knowledge of Occupational Health and Safety regulations. Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

**DUTIES** : Maintaining, lowering, repairing and erecting antennas, maintaining lifting and safety gear, refurbishing antennas, communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores / spares. Supervise external Contractors work on-site.

**ENQUIRIES** : Mr R.J. Cameron Tel No: (021) 787 2480/3

**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/25** : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINT: MECHANICAL MAINTAINER: DIESEL MECHANICIAN) (USAGE NO: 167) REF NO: SA NAVY 48/19/13**

**SALARY** : R304 263 - R344 640 per annum. (OSD)  
**CENTRE** : Fleet Command HQ, Radio Station Goedverwacht, Durbanville  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: To ensure, through repair and maintenance of the standby diesel generators, reliable backup of electrical power in case of an Eskom power failure - thus providing uninterrupted communications for the South African Navy amongst others. Manufacturing / modifying structural components for High Power HF transmitters. Ensuring correct operation of the transmitter cooling and bunker ventilation systems. Extensive experience / exposure of electrical motors and compressors will be an advantage. Leadership-, supervision-, and management competency skills required. Proficiency in MS Office packages. Proven ability to communicate effectively (written and verbal) in English at all levels.

**DUTIES** : Maintaining / servicing and repairing 3 x M.A.N. diesel generators, servicing of cooling and ventilation plants for underground bunker environment, performing lathe work, welding, grinding, etc. Communicating with external clients and contractors. Compiling statistical reports and documentation wrt to mechanical environment. Performing tasks not included in the job description to ensure that

the objectives of the Transmit Station is met. Special Notes: Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting and climb high installations. Member will be required to perform standby 24hrs call out duties (days, night, weekends and public holidays).

**ENQUIRIES** : Mr RJ Cameron Tel No: (021) 787 2480/3  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/26** : **ARTISAN FOREMAN GRADE A (ELECTRONIC MAINT: ELECTRONICIAN)**  
**(USAGE NO: 168-169-170) REF NO: SA NAVY 48/19/14 (X3 POSTS)**

**SALARY** : R304 263 - R344 640 per annum (OSD)  
**CENTRE** : Fleet Command HQ, Radio Station Goedverwacht, Durbanville  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Diagnostic ability (fault find to component level and effect repair). Knowledge of Thermionic Emission principles. Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and other computer-aided applications. Leadership-, supervision-, and management competency skills required. Computer aided technical applications. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organizing skills. Statutory requirements apply (Appropriate Trade Test). Own transport would be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends).

**DUTIES** : Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractors' work

**ENQUIRIES** : Mr R.J. Cameron Tel No: (021) 787 2480/3  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/27** : **ARTISAN FOREMAN GRADE A (QUALITY ASSURANCE: AUTO**  
**ELECTRICIAN) (USAGE NO: 5908) REF NO: SA NAVY 48/19/15**

**SALARY** : R304 263 – R344 640 per annum (OSD)  
**CENTRE** : Naval Base Simon's Town, Dido Valley  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid driver's license. Special Requirements: Required to be qualified as an auto electrician to conduct technical inspections and quality assurance to compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organisations (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Statutory requirements apply (Appropriate Trade Test).

**DUTIES** : Accept vehicle service / maintenance e package (from maintenance administrator). Physically deliver vehicles to service providers for "strip to quote (3.2)". Hand vehicles over to company (inspections and paper work). Obtain quote from company. Analyse maintenance quotations to vehicle market value, DD 1813 and irregularities. Analyse the quotation for vehicle replacement costs / vehicle market value. Report on potential quote irregularities. Recommend Beyond Economical Repairs (BER) considerations. Address any deviations / irregularities at the site. Hand final quote to Maintenance Administrator. Conduct random on-site progress inspections. Monitor outsourced vehicle maintenance / repair progress. Conduct on-site post-maintenance inspection. Formalise the finalization of the job (certificates etc). Draw moneys from Finance Office. Pay Service Provider for services provided iro Petty Cash / Government Orders. Assist in returning vehicles to Simon's Town. Conduct payment reconciliation. Complete job card information and sign off job cards. Maintain functional information system. Compile an

assessment on a company requesting addition to Pro-Quote database (infrastructure and competence).

**ENQUIRIES** : SWO Lt Cdr K. Tsebe Tel No: (021) 787 5711  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/28** : **ARTISAN FOREMAN GRADE A (MACHINE SHOP: SENIOR FITTER) (USAGE NO: 107) REF NO: SA NAVY 48/19/16**

**SALARY** : R304 263 – R344 640 per annum. (OSD)  
**CENTRE** : Fleet Maintenance Unit: Simon's Town  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Previous maritime experience will be of an advantage. Knowledge of Mechanical test equipment. Knowledge of diesel engines, all types of pumps, compressors and valves etc. Knowledge of safety standards. Ability to conduct technical training. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to read technical drawings. Must be medically fit and be able to work on ships and submarines. Statutory requirements apply (Appropriate Trade Test).

**DUTIES** : Rendering advice and guidance and in-house training to junior Artisans and apprentices. Operating of machining equipment. Interpreting job requirements from instructions, drawings, samples and templates. Adhering to all safety and quality regulations.

**ENQUIRIES** : SWO G.E. Vincent Tel No: (021) 787 4150  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

**POST 33/29** : **ARTISAN FOREMAN GRADE A (MACHINE SHOP: SENIOR MECHANICAL MACHINIST) (USAGE NO: 136) REF NO: SA NAVY 48/19/17**

**SALARY** : R304 263 – R344 640 per annum. (OSD)  
**CENTRE** : Fleet Maintenance Unit: Simon's Town  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Previous maritime experience will be of an advantage. Knowledge of Mechanical test equipment. Knowledge of diesel engines, all types of pumps, compressors and valves etc. Knowledge of safety standards. Ability to conduct technical training. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Communication skills (written and verbal). Ability to read technical drawings. Must be medically fit and be able to work on ships and submarines. Statutory requirements apply (Appropriate Trade Test).

**DUTIES** : Rendering advice and guidance and in-house training to junior Artisans and apprentices. Operating of machineng equipment. Interpreting job requirements from instructions, drawings, samples and templates. Adhering to all safety and quality regulations.

**ENQUIRIES** : SWO G.E. Vincent Tel No: (021) 787 4150  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/30** : **ARTISAN FOREMAN GRADE A (VOICE TECH SERVICES: VOICE TECH FOREMAN) (USAGE NO: 8179) REF NO: SA NAVY 48/19/18**

**SALARY** : R304 263 – R344 640 per annum (OSD)  
**CENTRE** : Naval Base Simon's Town Telephone Exchange  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 Years post qualification experience as an Artisan. Valid driver's license. Special Requirements: Experience in telephone network installation, maintenance and repairs of telephone lines and instruments will be an advantage. Applicant must be able to use power tools and technical instruments. Applicant must have good interpersonal skills and a sound knowledge of Main Distribution Frames, Cable jointing, Digital (EG VoIP) and analogue telephone systems and good communication skills. Knowledge of Health and Safety Regulations. Ability to compile Technical reports. Knowledge of legal compliance. Ability to supervise staff. Management skills, good verbal and written communication skills, budgeting, workflow control, and team leadership. Planning and organisation skills. Knowledge of legal compliance. Statutory requirements apply (Appropriate Trade Test).

**DUTIES** : Execution of voice technical service provision operations, conduct voice technical support services, execute voice technical service provisions operations, monitor SAN ICT telephone network operations. Provide



Telephone Network cable reticulation services, provide telephone instrument technical services, provide fixed line (Telkom) connectivity services and provide fixed line connectivity for foreign and local vessels. Distribution account holder for the technical section. Maintain accurate cable reticulation records. Execution and control of job card system. Communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores. Supervise Contractors' work.

**ENQUIRIES** : Lt Cdr K. S. Sikonkwane, Tel No: (021) 787 5869 / WO1 S. Ntshinga, Tel No: (021) 787 5790

**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/31** : **ARTISAN FOREMAN GRADE A (ELECTRIC WORKSHOP: SENIOR ELECTRICIAN) (USAGE NO: 140) REF NO: SA NAVY 48/19/19**

**SALARY** : R304 263 – R344 640 per annum  
**CENTRE** : Fleet Maintenance Unit: Simon's Town  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid driver's license. Special Requirements: Previous maritime experience as an Artisan in the Marine Engineering environment would be an advantage. Basic knowledge and understanding of Occupational Health and Safety regulations. Basic knowledge to operate a computer system, including knowledge of word processing. Knowledge of technical analysis, legal compliance, general and electrical safety practices. The ability to perform specific tasks such as maintenance, assemble and installations of electrical equipment complying with set standards normally associated with that done by a qualified artisan. Knowledge of interpreting technical drawings and repair/maintain. Ability to maintain the safekeeping of the stores items issued for tasks / jobs. Basic labour relations principles. The ability to perform specific tasks such as maintenance / installations complying to standards normally associated with work done by a qualified artisan. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Competency in the manufacturing of precision components. Investigative and research skills. Statutory requirements apply (Appropriate Trade Test).

**DUTIES** : Perform assignments in compliance with set standards. Interpret technical drawings and work dossiers. Use and order miscellaneous stores. Provide factual and technical advice. Supervise and train subordinates. Adhering to all safety and quality Regulations. Maintain a safe working environment. Application with prescripts and policy documents. Assembling, installation and maintenance of electrical equipment. Must be medically fit and be able to work on ships and submarines. The ability to motivate subordinates and maintaining discipline.

**ENQUIRIES** : SWO M.W. Cele, Tel No: (021) 787 4243  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/32** : **ARTISAN FOREMAN GRADE A (MAINTENANCE MANAGEMENT: AUTO ELECTRICIAN) (USAGE NO: 5971) REF NO: SA NAVY 48/19/20**

**SALARY** : R304 263 – R344 640 per annum (OSD)  
**CENTRE** : Naval Base Simon's Town, Dido Valley  
**REQUIREMENTS** : Appropriate Trade Test Certificate. Five years post-qualification experience as an Artisan. Valid drivers license. Special Requirements: Required to be qualified as an auto electrician to conduct technical inspections and quality assurance into compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP into market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organisations (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Statutory requirements apply (Appropriate Trade Test).

**DUTIES** : Accept vehicle service / maintenance e package (from maintenance administrator). Physically deliver vehicles to service providers for "strip to quote (3.2)". Hand vehicles over to company (inspections and paper work). Obtain quote from company. Analyse maintenance quotations into vehicle market

value, DD 1813 and irregularities. Analyse the quotation into vehicle replacement costs / vehicle market value. Report on potential quote irregularities. Recommend Beyond Economical Repairs (BER) considerations. Address any deviations / irregularities at the site. Hand final quote to Maintenance Administrator. Conduct random on-site progress inspections. Monitor outsourced vehicle maintenance / repair progress. Conduct on-site post-maintenance inspection. Formalise the finalization of the job (certificates etc). Draw moneys from Finance Office. Pay Service Provider for services provided iro Petty Cash / Government Orders. Assist in returning vehicles to Simon's Town. Conduct payment reconciliation. Complete job card information and sign off job cards. Maintain functional information system. Compile an assessment on a company requesting addition to Pro-Quote database (infrastructure and competence)

- ENQUIRIES APPLICATIONS** : SWO Lt Cdr K. Tsebe Tel No: (021) 787 5711  
 : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
- POST 33/33** : **CHIEF ARTISAN GRADE A (ELECTRICAL WORKSHOP: IC SECTION) (USAGE NO: 206) REF NO: SA NAVY 48/19/21**
- SALARY CENTRE REQUIREMENTS** : R277 917 – R447 540 per annum (OSD)  
 : Fleet Maintenance Unit: Simon's Town  
 : Appropriate Trade Test Certificate. Ten years post qualification experience required as an artisan / Artisan Foreman. Valid driver's license. Special Requirements: Basic knowledge and understanding of Occupational Health and Safety regulations. Planning and organizing. Technical design and analysis knowledge. Production process and relations would be advantageous. Basic knowledge required to operate a computer system including knowledge of Word processing and spreadsheet packages. Would be advantageous. Technical design and analysis knowledge. Computer –aided technical applications. Knowledge of legal compliance, technical consulting and production processes knowledge and skills. Technical report writing. Problem solving and analysis skills. Decision making, change and financial management. Statutory Requirements Apply (Appropriate Trade Test)
- DUTIES** : allocate tasks and oversee work performance e.g. Execute his / her duties in compliance with the Code of Conduct and the Fleet Maintenance Unit Quality Assurance Manual. Ensure that staff have the resources to execute their assignment and to ensure that target dates are met. Operate complex machinery including processes such as setting and calibrating etc. Interpret technical drawings and work dossiers by ensuring that the standards set out in the relative work dossiers, drawings and repair / maintenance manuals are compiled with (especially when working on submarine equipment / systems) and obtain written authority before deviating from standards. Order and control miscellaneous stores. Provide factual, technical data and advice: Assist clients and unit staff in technical problem solving by providing advice. Supervise and train subordinates and trainees: Manage the staff's divisional work (Personnel reports, requests and statement forms, timekeeping registers, etc. Conducting interviews and compiling staff performance reports. Conduct informal on the job training to subordinates assigned to him / her. Maintain safe working environment, Work to specific torques and settings. Medically fit and be able to work on board submarines and surface ships.
- ENQUIRIES APPLICATIONS** : SWO C.R. Malematsa Tel No: (021) 787 4243  
 : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
- POST 33/34** : **CHIEF ARTISAN GRADE A (MECHANICAL: SO1 MECHANICAL) (USAGE NO: 1093-1094) REF NO: SA NAVY 48/19/22 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R277 917 – R447 540 per annum (OSD)  
 : Fleet Command HQ, Technical Upkeep Equipment, Simon's Town  
 : Appropriate Trade Test Certificate (Mechanical). Ten year post qualification experience required as an artisan / Artisan Foreman. Valid driver's license. Special Requirements: Experience in mechanical environment is essential. Sound Knowledge of mechanical equipment repairs and testing requirements. Ability to investigate and compile statement of work or Specifications. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the mechanical environment. Ability to communicate effectively (written and verbal) in English at all levels giving clear and precise instructions. Knowledge of Public Service Act. Technical design

		and analysis knowledge, report writing and consulting. Interpreting job requirements from instructions, drawings, samples and templates. Knowledge of OH&S. Ability to supervise staff. Knowledge of PFMA and change management. Contract and Project Management. Statutory Requirements Apply (Mechanical Trade)
<b><u>DUTIES</u></b>	:	Manage, monitor and accept the repair of mechanical equipment. Creation of FA's and verification of authority documentation, Government Orders, quotations and invoices. Carry out Class Management and Mechanical equipment duties for Refits, DED's and AMP's. Performing assignments in compliance with set standards. Interpreting technical drawings and dossier. Providing factual and technical advice Supervising and training subordinates. Maintaining a safe working environment.
<b><u>ENQUIRIES</u></b>	:	Capt (SAN) T.K. Lamola Tel No: (021) 787 3224
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995
<b><u>POST 33/35</u></b>	:	<b><u>CANDIDATE GISC TECHNICIAN (PAPER NAUTICAL CHARTS: CANDIDATE GICS TECH) (USAGE NO: 4664) REF NO: SA NAVY 48/19/23</u></b>
<b><u>SALARY</u></b>	:	R268 713 – R285 204 per annum (OSD)
<b><u>CENTRE</u></b>	:	SA Navy Hydrographic Office, Fleet Command HQ, Tokai
<b><u>REQUIREMENTS</u></b>	:	Diploma in GISc, Cartography or Relevant Qualification. No previous experience required. Valid Driver's License. Special Requirements: No previous experience required but exposure in the marine cartographic environment would be an advantage. Ability to communicate effectively (written and verbal) in English. Provide routine written reports. Intermediate proficiency in MS Office packages and computer applications used in a cartographic technical environment. Planning, organizing and problem solving skills in a cartographic environment. Ability to apply draughting techniques. Project management skills. Ability to perform research and to conduct investigations. Ability to interpret technical information, provide advice and training of a specialized nature. Management and supervisory skills. Required to travel nationally and internationally when necessary. Ability to obtain a military license.
<b><u>DUTIES</u></b>	:	Produce and maintain nautical charts. Statutory Requirement: Current compulsory registration with the South African Geomatics Council as a candidate GISc Technician.
<b><u>ENQUIRIES</u></b>	:	r A. van Craeynest Tel No: (021) 787 2276.
<b><u>APPLICATIONS</u></b>	:	M A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.
<b><u>POST 33/36</u></b>	:	<b><u>CANDIDATE ENGINEERING TECHNICIAN (ELECTRICAL: CBT VES DESIGN, SUPP VES DESIGN, SUB &amp; LAND BASED ENG) (USAGE NO: 4685-4687-4690) REF NO: SA NAVY 48/19/24 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R268 713 – R285 204 per annum (OSD)
<b><u>CENTRE</u></b>	:	Naval Engineering Section, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. No previous experience required. Valid driver's license (Civilian Code B). Special Requirements: Knowledge of legal compliancy. Ability to write a technical report. Undertake research and development. Good problem solving and analytical skills. Computer aided engineering applications. Compliance and implementation of safety requirements in design and operation in line with general statutory and regulatory legislation. Planning and organizing skills. Customer service and responsiveness. Ability to utilise existing design standards, technical manuals, standard drawings and procedures to incorporate new technology. Ability to produce technical designs with specifications and technical drawings for evaluation and approval by the applicable authority. Undertake Research and Development to keep up with new technologies and procedures. Be able to conduct literature studies on technical engineering technology to improve expertise.
<b><u>DUTIES</u></b>	:	The Candidate Engineering Technician is to develop the competence required for registration as a Professional Engineering Technician. Consultation with relevant people when appropriate, Tasks / project / activities undertaken become larger and more complex. Compliance with legislation and ECSA Code of Conduct. Perform Administrative and related functions. Provide inputs to the technical/engineering operational plans. Develop, implement and maintain database. Render Technical Services under supervision to assist Engineers, Technologists and Associates. To render technical services and

support in engineering research, design, manufacturing, operations and maintenance. Statutory Requirement: Compulsory Registration with ECSA as a Candidate Engineering Technician.

**ENQUIRIES** : Capt (SAN) F.D. Van Niekerk Tel No: (021) 787 3206  
**APPLICATIONS** : Ms A.M, Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/37** : **CANDIDATE ENGINEERING TECHNICIAN (MECHANICAL: SUB & LAND BASED ENG) (USAGE NO: 4689) REF NO: SA NAVY 48/19/25**

**SALARY** : R268 713 – R285 204 per annum (OSD)  
**CENTRE** : Naval Engineering Section, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. No previous experience required. Valid driver's license (Civilian Code B). Special Requirements: Knowledge of legal compliancy. Ability to write a technical report. Undertake research and development. Good problem solving and analytical skills. Computer aided engineering applications. Compliance and implementation of safety requirements in design and operation in line with general statutory and regulatory legislation. Planning and organizing skills. Customer service and responsiveness. Ability to utilise existing design standards, technical manuals, standard drawings and procedures to incorporate new technology. Ability to produce technical designs with specifications and technical drawings for evaluation and approval by the applicable authority. Undertake Research and Development to keep up with new technologies and procedures. Be able to conduct literature studies on technical engineering technology to improve expertise.

**DUTIES** : The Candidate Engineering Technician is to develop the competence required for registration as a S Professional Engineering Technician. Consultation with relevant people when appropriate, Tasks / project / activities undertaken become larger and more complex. Compliance with legislation and ECSA Code of Conduct. Perform Administrative and related functions. Provide inputs to the technical/engineering operational plans. Develop, implement and maintain database. Render Technical Services under supervision to assist Engineers, Technologists and Associates. To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Statutory Requirement: Compulsory Registration with ECSA as a Candidate Engineering Technician.

**ENQUIRIES** : Capt (SAN) F.D. Van Niekerk, Tel No: (021) 787 3206  
**APPLICATIONS** : Ms A.M, Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/38** : **PERSONNEL PRACTITIONER SUPERVISORY (CAREER MANAGEMENT CIVILIAN: SO3 CAREER MAN) (USAGE NO: 3317) REF NO: SA NAVY 48/19/28**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Fleet Command HQ, Simon's Town  
**REQUIREMENTS** : NQF Level 6 (Appropriate Degree/Diploma in Human Resources Management or equivalent.) Minimum of 3 years' experience in Human Resource Management preferred. Exposure to Personnel Management. A Valid Driver's License. Special Requirements: Knowledge of HR practices and labour legislations. Knowledge of Public Service Regulatory Framework. Knowledge of Persol Mainframe System. Be Computer literate in MS Office Suite (Word, Excel, Access, and PowerPoint). Knowledge of Recruitment and selection processes and Interviewing Skills. Verbal and written communication skills. Knowledge of Occupational Specific Dispensation (OSD) in terms of the progressions/promotions will be advantageous. Exposure in Personnel Management of PSAP Grievances. Willingness to train the Interns. Assist in development of HR policies and practices in the section. Assist with budget compilation and control. Ability to obtain a Military driver's license. Successful candidate will be required to travel locally and nation-wide.

**DUTIES** : Contribute towards Maintaining of HR Plan. Ensure Staffing of Public Service Act Personnel posts in the Fleet. Ensure Succession Plan. Co-ordinate administrative issues.

**ENQUIRIES** : Ms A.M. Kau Tsoanyane Tel No: (021) 787 5113/5214  
**APPLICATIONS** : Ms A.M. Kau Tsoanyane, SA Navy, Private X1, Simon's Town, 7995.

**POST 33/39** : **QUALITY CONTROLLER (CODIFICATION MECHANICAL: CODIFIER)**  
**(USAGE NO: 4275) REF NO: SA NAVY 48/19/29**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : SA Navy: Fleet Command HQ, Simons Town  
**REQUIREMENTS** : Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) (or equivalent). Trade Test to be in a mechanical / constructive environment. Special requirements: Knowledge and experience within Naval marine environment will be advantageous. Knowledge and the application of the National Codification System. Knowledge and ability to provide a material and Item Identification capability service. Ability to determine the detail of technical requirements of items of supply. Ability to communicate verbally with clients. Ability to write reports. Ability to operate a computer. Good Interpersonal and planning skills. Knowledge of health and safety regulations as well as Public service policies. Statutory requirement apply (Valid Trade Test). Valid driver's license and ability to obtain a Military driver's license (code 8)

**DUTIES** : Conduct Item Identification. Responsible and accountable for compiling technical procurement descriptions. Provide a screening capability service on NCS to verify requests and check for equivalents and level of codification in the SA Navy inventory. Provide specialist technical advice on the application of equipment and materials to clients. Conduct item codification. Responsible in ensuring all tasks are completed within framework of laid down policies and procedures. Willingness to train subordinates/Interns.

**ENQUIRIES** : Mr S.J. Munro Tel No: (021) 787 4350  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/40** : **REGISTRY CLERK SUPERVISOR (NBS REGISTRY: CHIEF REGISTRY CLERK)**  
**(USAGE NO: 8103) REF NO: SA NAVY 48/19/30**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Naval Base Simon's Town  
**REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10) 3-5 years' experience required. Special Requirements: Appropriate experience in Record/Registry Management. Knowledge of Registry procedures. Knowledge of effective Archiving Services. Proficiency in SDS service. Advanced ability to communicate effectively (written and verbally) in English at all levels. Conduct policy interpretation, problem solving and decision making, leadership, supervision and management skills. Strong interpersonal skills. Knowledge of related legislative frame work. Planning and organising skills. Computer skills. Interpersonal relation.

**DUTIES** : supervise and provide registry services. Provision of an efficient Registry Service. Provision of efficient and effective archiving. Provision of accurate budgetary information of Record Managed. Provision of an effective postal service. Supervise the operation of office machines in relation to the registry function. Supervise human resources/staff.

**ENQUIRIES** : Ms G. Esau Tel No: (021) 787 4478  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/41** : **PERSONNEL OFFICER: SUPERVISOR (USAGE: 39) REF NO: D HR CM**  
**18/19/01**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : D HR CM, Western Cape Office, Simon's Town  
**REQUIREMENTS** : NQF 4 (Grade 12 or equivalent). 3 years' experience in Human Resource Management. Relevant National Diploma/Degree or equivalent qualification will be an advantage. Special Requirement (skills needed): Knowledge and experience in PSAP personnel practice systems. Knowledge of PSAP Personnel Administration. Knowledge and insight iro HR Legislation pertaining to PSAP. Knowledge of Persol system. Knowledge of Human Resource prescripts. Good interpersonal skills. Ability to consult and facilitate groups of people. Ability to communicate verbally and in writing. Presentation and facilitation skills. Supervisory skills. Computer literacy in MS office (Word, Excel, PowerPoint and Access). A valid driver's licence would be an advantage. Successful applicant must be willing to travel within the Western Cape region.

**DUTIES** : Assist with presenting personnel utilization capacity and performance management interventions. Provide an advisory and consultancy service to Western Cape clients. Provide a salary and personnel Practice's support service to Western Cape clients. Provide support related to PSAP staffing act. Supervise personnel. Research, create and implement personnel practices interventions.

**ENQUIRIES APPLICATIONS** : Ms L.S. Jansen Tel No: (021) 787 3571  
: Department of Defence, Director Human Resource Career Management (Western Cape Office), Private Bag X1, Simons Town, 7995.

**POST 33/42** : **CHIEF AUXILIARY SERVICES OFFICER (TIDAL INFO: TIDAL ASSISTANT) (USAGE NO: 4615) REF NO: SA NAVY 48/19/31**

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06)  
: SA Navy Hydrographic Office, Fleet Command HQ, Tokai  
: NQF Level 4 (Grade 12) with Maths and Geography. Special Requirements: Minimum of 6 years administrative experience would be advantageous. Ability to operate basic office equipment. Knowledge of tides and geospatial data; tide theory, principles, standards and applications. Code 8 driver's license with the ability to obtain a military license. Computer literate. Ability to interpret functional requirements and instructions. Technical abilities and knowledge of ARCGIS would be advantageous. Weekend and public holiday work may be required. Good communication skills (Verbally and Written) Plan and organize skills. Interpersonal skills.

**DUTIES** : Supply admin support to the Tidal Department. Process information requests and maintain relevant registers. Verbal and written communication with external stakeholders and clients. Maintain the Tide Archives. Assisting with installation, maintenance and repair of Tide Gauges in the National Tide Gauge network. Travel nationally as required. Extract recorded tide data. Assist with the compilation of the annual Tide Tables publication.

**ENQUIRIES APPLICATIONS** : Ms R.E. Farre Tel No: (021) 787 2403  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/43** : **ARTISAN PRODUCTION GRADE A (TYPE AND MAKE UP: TYPESETTER) (USAGE NO: 275-276) REF NO: SA NAVY 48/19/26 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R190 653 – R211 596 (OSD)  
: SAN Publications Unit, Simon's Town  
: Appropriate Trade Certificate. Valid driver's license. Special Requirements: Typesetter / Prepress in the Printing Industry experience would be an advantage. Computer Literacy Skills: Ability to take work from concept through to repro. Knowledge of commercialised printing and printing processes. Advanced typing skills. Ability to communicate (written and verbal) in English at all levels and compile documentation. Creativity (planning, organizing and problem solving skills). Knowledge of computer to plate is essential. Knowledge of typesetting. Knowledge of design and layout. Knowledge of all types of commercial printing programmes used for designing and typesetting will be advantageous. Knowledge of safety standards. Knowledge of Scanning. Ability to read technical drawings. Knowledge of legal compliance. Technical analysis knowledge. Statutory requirements apply (Appropriate Trade Test) Must be medically fit and be able to work long hours standing in printing factory. Ability to obtain military driver's license.

**DUTIES** : Typeset original manuscript for proof-reading. Typeset author's changes or corrections. Design and layout of manuscript.ds. Make-Up and screen typeset matter to printing in accordance with the customer requirements. Scan necessary documents. Adhering to all safety and quality regulations. Ability and willingness to conduct technical training to learners.

**ENQUIRIES APPLICATIONS** : WO1 Y.R. Nongauza Tel No: (021) 787 4134  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/44** : **ARTISAN (PRODUCTION) GRADE A (VOICE TECH SERVICES: VOICE TECH ARTISAN) (USAGE 8090 8091) (X2 POSTS)**

**SALARY CENTRE** : R190 653 – R211 596 per annum (OSD)  
: Naval Base Simons Town Telephone Exchange

**REQUIREMENTS** : Appropriate Trade Test Certificate. Valid driver's licence Special Requirements: Previous experience in the installation and maintenance of digital and analogue telephone networks would be an advantage. Basic knowledge of Health and Safety. Knowledge of basic hand tools and equipment. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Problem solving skills. Knowledge of VoIP technology will be an advantage. Statutory requirements apply (Appropriate Trade Test)

**DUTIES** : Execute Voice Technical Service provision operations. Conduct Voice Tech Support Services. Maintain equipment and facilities according to schedule. Keep and maintain job records on the register. Maintain and adhere to agreed developmental plan/requirement.

**ENQUIRIES** : Lt Cdr K.S. Sikonkwane, Tel No: (021) 787 5869 or WO1 S. Ntshinga 021 787 5790

**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simons Town 7995

**POST 33/45** : **ADMINISTRATION CLERK (PRODUCTION) CONFIGURATION ADMIN: ADMIN CLERK) (USAGE NO: 556-557) REF NO: SA NAVY 48/19/32 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Naval Engineering Section, Simon's Town  
: NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No experience required. Knowledge of configuration processes will be an advantage. Intermediate proficiency in MS Office packages. Accurate data capturing skills. Good communication skills (verbal and written) in English at all levels. Knowledge of general office administration, security regulations and reporting procedures. Telephone etiquette. Good interpersonal relations skills and ability to work under pressure in a team. Computer skills. Plan and organize. Interpersonal relations.

**DUTIES** : Provide a configuration administration service. Perform configuration auditing. Control and distribute documents. Perform configuration control. Manage technical documentation.

**ENQUIRIES APPLICATIONS** : Mr A. Manuel Tel No: (021) 787 3722  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town. 7995.

**POST 33/46** : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) (CHART DEPOT: CHART DEPOT STOREKEEPER) (USAGE NO: 4617) REF NO: SA NAVY 48/19/33**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: SA Navy Hydrographic Office, Fleet Command HQ, Tokai  
: NQF Level 4 (Grade 12 / Standard 10) No experience required. Special Requirements: Ability to plan and prepare daily work schedule and work with minimal supervision. Good verbal and written English communication skills. Competent usage of MS Office Suite and the OSIS accounting system will be advantageous. Plan and organize. Knowledge of Public service procedures/regulations. Interpersonal relations.

**DUTIES** : Issue charts and various other products to the Navy, national and international clients. Maintain an accounting system of receipts and issues. Maintain records of all transactions, i. e. stock reports, delivery reports and payments. Distribute Notices to Mariners, Nautical Charts and Publications. Assist with the temporary issuing of Nautical Charts for amendment. Be responsible for the safe storage of Nautical Charts and Publications. Maintain strict control over stock. Conduct monthly stock taking. Distribute Tide Tables. Assist with the management of temporary distribution of BA Nautical Charts. Assist with the temporary issuing of BA Nautical Charts for amendment. Ensure all tasks are completed within framework of laid down policies and procedures.

**ENQUIRIES APPLICATIONS** : CDR C. Theunissen Tel No: (012) 787 2445  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/47** : **PROVISIONING ADMIN CLERK (PRODUCTION) (ACCOUNTING: PROV ADMIN CLERK) (USAGE NO: 6036) REF NO: SA NAVY 48/19/34**

**SALARY CENTRE** : R173 703 per annum (Level 05)  
: Naval Base Simon's Town (Detail Clothing Store)

**REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10) No experience required Special Requirements: Knowledge of stores environment will be advantageous. Good communication skills (verbal / written) in English. Excellent interpersonal and organizational capabilities. Computer literate, proficient in MS Office packages will be advantageous. Have excellent problem solving skills. Plan and organize. Ability to perform routine tasks.

**DUTIES** : File all accounting documents in numerical order in green packs. File different accounting documents in various green packs. Assist in-coming clients at the helpdesk. Safekeeping of all accounting documents. Complete Log Journal annually. Assist with general cleaning. Comply with Occupational health and safety Act. Ability to obtain a military driver's license.

**ENQUIRIES APPLICATIONS** : WO1 C. Ontong Tel No: (021) 787 3228  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/48** : **SENIOR SECRETARY GRADE II (COMMAND DIVISION: SECRETARY) (USAGE NO: 764) REF NO: SA NAVY 48/19/35**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: SA Naval College, Gordon's Bay  
: NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently Knowledge of computer packages (Ms Word, Excel and Power Point) Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning Organising and Problem solving skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

**DUTIES** : Render secretarial functions that include keeping and updating Manager's diary on daily basis.as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide a reception, communication and co-ordination service. Provide an office security service.

**ENQUIRIES APPLICATIONS** : WO2 J.T. Hopley Tel No: (021) 856 9508  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/49** : **SENIOR SECRETARY GRADE II (COMMAND DIVISION: SECRETARY) (USAGE NO: 3376) REF NO: SA NAVY 48/19/36**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Naval Base Simon's Town  
: NQF Level 4 (Grade 12/Standard 10) Special Requirements: No previous experience required. Knowledge of Secretarial/PA functions. Knowledge of general office administration and ability to operate and organise office efficiently Knowledge of computer packages (Ms Word, Excel and Power Point) Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, Organizing and Problem Solving Skills. Telephone etiquette and excellent Typing skills. Ability to communicate effectively (verbally and written) in English.

**DUTIES** : Rendering secretarial functions that include keeping and updating Manager's diary on daily basis.as well as arranging appointments for staff members. Rendering a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Managing general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide a reception, communication and co-ordination service. Provide an office security service.

**ENQUIRIES APPLICATIONS** : Capt M. Sayed Tel No: (021) 787 3374  
: Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995



**POST 33/50** : **REGISTRY CLERK (PRODUCTION) (REGISTRY: REGISTRY CLERK) (USAGE NO: 2770) REF NO: SA NAVY 48/19/37**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : SAS Wingfield, Goodwood  
**REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Computer Literacy, Proficiency in MS Office Packages. Planning and Organizational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills (written and verbal) in English at all levels. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as a part of a team. Good office practice. Candidates will be subjected to a competency assessment. A valid driver's license and the ability to obtain a military driver' license will be an advantage.

**DUTIES** : Perform a variety of administration duties, such as opening of mail and distribution of files, maintenance of various registers in accordance with the file plan. Receive, file, dispatch and distribute outgoing restricted and confidential correspondence. Manage the following office equipment, fax machines, franking machine and photocopy machines.

**ENQUIRIES** : Lt Cdr D. Haynes / WO1 J.M. Madimabe Tel No: (021) 590 2638 / 2775  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/51** : **PERSONNEL OFFICIAL PRODUCTION (MC, MED ADMIN, MED AWARDS: MEDICAL ADMIN CLERK) (USAGE NO: 7827) REF NO: SA NAVY 48/19/38**

**SALARY** : R173 703 per annum. (Level 05)  
**CENTRE** : Naval Base Simon's Town: Human Resource Support Satellite.  
**REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10). No experience required. Special Requirements: Appropriate Knowledge in the Human Resources (HR) environment would be an advantage. Knowledge of Public Service / SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office packages will be advantageous, particularly MS Excel and MS Word. Applicants will be required to communicate effectively in English at all levels (written & verbal). Analytical thinking, policy interpretation, problem-solving and decision making skills.

**DUTIES** : Administer the inclusion of adopted children, stepchildren, temporary / permanently unfit children, children 18 years and older, life partnerships, multiple spouses etc. Administration of the change of dependents. Registration of marriages. The registration of divorces and changes in marital status. Administration of DAP and PSAP Occupational Diseases. DAP and PSAP injuries on duty. Administration of the Group Life Insurance Scheme. Re-imbursment of DNA Testing. Re-imbursment of medical accounts.

**ENQUIRIES** : WO 2 S.R. Lalgith Tel No: (012) 822-4173  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/52** : **REGISTRY CLERK (PRODUCTION) (PERSONNEL FILE REGISTRY: REGISTRY CLERK) (USAGE NO: 2217-2219) REF NO: SA NAVY 48/19/39 (X2 POSTS)**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Fleet Command HQ, Simon's Town  
**REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required, however, exposure in registry filing and procedures will be an advantage. Planning and organisational skills. Good communication skills (verbal and written) at all levels in English. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of legislative framework. Knowledge of storage and retrieval procedures into the working environment.

**DUTIES** : Provide registry counter service. Process documents for archiving and disposal. Operate office machinery in relation to the registry function. Render effective filing and record management service. Handle incoming and outgoing correspondence.

**ENQUIRIES** : WO1 A.J. Engelbrecht Tel No: (012) 787 5105  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/53** : **ADMINISTRATION CLERK (PRODUCTION) (NAVY NEWS: ADMIN CLERK)**  
**(USAGE NO: 4940) REF NO: SA NAVY 48/19/40**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Naval Base Simon's Town (Navy News)  
**REQUIREMENTS** : NQF Level 4 (Grade 12 / Standard 10) Special Requirements: No previous experience required. Exposure to administration in a media environment will be an advantage. Knowledge of relevant Public Service Regulations. Proficiency in MS Office packages, particularly Excel and Access, will be an advantage. Ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, stakeholder relationship management, problem-solving and decision-making skills. Strong interpersonal skills and customer care. Teamwork and flexibility. Planning and organisational skills.

**DUTIES** : Maintenance of address data base. Printing labels for regular and ad hoc distribution. Arrange for/assist with collection of magazines from Press for packaging. Labelling envelopes and packaging of magazines in labelled envelopes. Handling of distribution (i.e. overseas/PRO databases/private subscribers). Arrange for magazines and printed address sheets to be delivered to mailing house or distributed internally. Preparation of written material. Carry out other general admin tasks.

**ENQUIRIES** : Lt Cdr L.A. Sibande Tel No: (021) 787 4812  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995

**POST 33/54** : **SENIOR OPERATOR (CAREER MANAGEMENT CIVILIAN: OPERATOR)**  
**(USAGE NO: 3392) REF NO: SA NAVY 48/19/41**

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : Fleet Command HQ, Simon's Town  
**REQUIREMENTS** : A minimum of grade 10 or ABET Level 1 – 4. Special Requirements: Ability to operate Photo copy Machinery. Knowledge of health and safety. Basic Computer skills. Ability to communicate (written and verbally). Ability to complete a register regularly as required.

**DUTIES** : Photocopy documents/training material. Ensuring photocopying equipment maintained in a serviceable condition. Clean and maintain work area. Dispose of unwanted and unused photocopy material. Provide an office security service.

**ENQUIRIES** : Ms A.M. Kau-Tsoanyane Tel No: (021) 787 5214  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.

**POST 33/55** : **FOOD SERVICES AID II (COMBINED GALLEY: FOOD SERVICES AID)**  
**(USAGE NO: 7158) REF NO: SA NAVY 48/19/42**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : SAS Saldanha (Naval Base Smst)  
**REQUIREMENTS** : NQF Level 1 (ABET / AET L1-L4) Special Requirements: Ability to communicate effectively (written and verbally) in English. Basic knowledge of health and safety. Physical strength and fitness. Knowledge of food preparations and serving. Ability to perform routine tasks. Ability to operate kitchen equipment / machinery. Interpersonal skills. Successful candidate must be prepared to work shifts including weekends when required.

**DUTIES** : Prepare and serve of food and light refreshments. Make of salads and assist in the preparation of snacks and sweets (desserts). Packing of supplies received in food storage areas. Clear designated areas to ensure high standard of hygiene. Wash of cutlery and crockery. Perform tasks of a routine nature. Act as a team leader.

**ENQUIRIES** : S Lt S. Dhlabo / WO1 A. O'Conner Tel No: (022) 702 3605 / 3994  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995.