APPLICATIONS : Department of Defence, South African National Defence College, Private Bag X1021, Thaba Tshwane, Pretoria 0001 or May be hand delivered at Hero Tielman Road, Thaba Tshwane (opposite Voortrekker High School on SAAF College grounds)

CLOSING DATE : 29 November 2019 at 16:00 (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 POST

POST 40/08 : ASSISTANT DIRECTOR TRAINING SUPPORT REF NO: SANDC/40/61/19

SALARY : R376 596 per annum (Level 09)
CENTRE : South African National Defence College, Pretoria
REQUIREMENTS : BA Degree/National Diploma/NQF Level 6 in Human Resource Management, HR Development or Management of Training. Minimum of five (5) years’ experience in administration within training (ETD) environment.
claims for quest speakers and invoice number list. Arrange accommodation for quest speakers. Prepare Portfolio of evidence (POE) index. Compile performance Management Development System (PMDS) forms for programme members. Maintain PMDS and ensure that senior Directing Staff (SDS) conduct interview with the members. Ensure that all assessments and profiles, are filed on the portfolio of evidence (POE). Assist Programme members with all administration. Create and maintain consolidated mark sheets for member's results for SDSP and Wits. Assign "Ghost "exam numbers to members for assessments. Maintain academic achievements "Honour Roll" Trophies in display area. Manage Turnitin Organise Regional Experiential Study Visit and Foreign experiential Study Visit: Liaison with RSA mission. Quotations and booking accommodation, arranging for ministerial submission. Compile all recons and submit to chief pay Master Foreign Currencies. Office Administration: Compile and Distribute Monthly training report. Attend training wing meetings. Maintain Statistics for regional and Foreign Experiential Visits and Members of other government departments.

ENQUIRIES

Maj P. Malogwe Tel No: (012) 674 6519