ANNEXURE B

DEPARTMENT OF DEFENCE

APPLICATIONS: Department of Defence, Defence Intelligence Division, Defence Foreign Relations, Private Bag X367, Pretoria, 0001 or hand delivered to: 278 Liberty Building, Madiba/Vermeulen Street, Pretoria, CBD.

CLOSING DATE: 31 December 2019@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 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 44/04: SECRETARY

DEFENCE FOREIGN RELATIONS DIVISION

Re-Advert People who previously applied for this post are advised to re-apply.

SALARY: R173 703 per annum (Level 05)

CENTRE: Pretoria

REQUIREMENTS: NQF Level 4/5 Grade 12. Preferable Secretarial experience will be a recommendation. Special requirements (skills needed): Computer literate (MS Word, Excel etc). Good communication skills (verbal and written) and customer orientation. Have excellent personal, analytical and work performance. Good telephone etiquette. Typing skills and ability to act with tact and discretion. Proficient in English (read, write and speak). Must have Security Clearance or obtain it within a year.

DUTIES: Keep and update the Manager’s dairy and arrange appointments for staff members. Render a personal assistant and support service to the manager e.g., taking minutes, confirmatory notes, memorandums and letters. Make travel arrangements. Manage general office duties including accepting of files and documents, removing outgoing letters and files from the Manager’s desk on a daily basis. Provide a reception communication and coordination service. Administer the leave registers, call books and telephone accounts. Control access and responsible use of internet/intranet and fax facility. Print daily...
clippings/matters of interest. Control the receipt/transmission of documents sent via fax/internet for the manager and register in the register book.

ENQUIRIES:  
Maj M. Nkosi Tel No: (012) 312 4960/ Lt N.A. Ndala Tel No: (012) 312 4808