APPLICATIONS: Department of Defence, Training Command, Private Bag X161, Pretoria 0001, Hand delivery address: Buren Building Floor 1, Kasteel Park, 370 Jochemus Street (near Delmas Road), Pretoria.

CLOSING DATE: 14 February 2020 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 03/01: ADMINISTRATION CLERK REF NO: DEF TRG INST/CECE/127/05
This post is being advertised internally and broader Public Service Circular

SALARY: R173 703 per annum (Level 05)

CENTRE: Civic Education Centre of Excellence, Poytons building, Pretoria

REQUIREMENTS: Minimum grade 12 certificate. Experience of at least one year in a clerical support environment with specific reference to a Training environment will be an advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public Service. Knowledge and understanding of working procedures in terms of the working environment. Special Skills: Numeracy, Computer skills, operating equipment (photocopier) and Communication skills (Verbal and written communication).

DUTIES: Provide administration of Civic Education Courses and Programmes presented in different units as per schedule. General administration and record keeping. Filling and Archiving of all course administration files and learner results. Distribution of course reports and certificates. Keeping statistics updated of all learning aspects of civic education and related issues. Control over resources assigned to the
Admin Office. The taking and compilation of the minutes for the Civic Education Centre of Excellence meetings. Guest speaker Administration. The administrative arrangements for educational tours which includes all Chapter nine institutions, National, Provincial and Local Government.

ENQUIRIES

: Ms E Du Preez Tel No: (012) 355 6567
