ANNEXURE D

DEPARTMENT OF DEFENCE

CLOSING DATE : 21 February 2020 (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 04/31 : LANA (LOCAL AREA NETWORK ADMINISTRATOR) REF NO: LANA/01/20

SALARY : R316 791 per annum (Level 08)
CENTRE : Office of the Military Ombud in Eco Park
REQUIREMENTS : Qualifications: Relevant IT National Diploma (NQF Lev 6) or equivalent. Additional Certificate e.g. A+, N+, MCTS, (MCITP) will be an added advantage. Experience: A minimum of 3 years’ credible technical and practical experiences’ in the ICT environment. Providing support on multiple OS e.g. Windows, Macintosh, Android, Etc. Competencies: Innovative, support of mainframe system. Ability to install and administer computer hardware and software. Strong customer service orientation; Analytical and Interpretation; Report Writing; Presentation and facilitation skills; Problem Solving; Interpersonal Relationships; Conflict Resolution; Analytical; Hard Working; Team Player. Knowledge of Microsoft Active Directory and Exchange Servers, sound understanding of Networks Administration (WAN and LAN), Call Centre management, Hardware and software troubleshooting and experience in Information Security Systems. Must have a valid Driver’s License.
DUTIES : Reporting to the I.T Specialist, the successful candidate will be required to perform the following core functions: Diagnose Local Area Network (LAN) based connectivity issues. Maintaining Mainframe systems and updating the codes tables. Configure, Install and update software in Desktop, notebooks, printers, multifunctional machines, mobile devices (phones, tablets), scanners, printers,
LCD/monitors, portable data storage devices, and other general
gadgets/peripherals. Reload of desktop, installation of software, updates &
patches. Configure IT devices for secure operation, including installation of
security software, software updates, and other configurations as required. Connect
and configure IT devices to access LAN, e.g. photocopiers, printers and others.
Provide virtual assistance via Windows Remote Assistance and other Remote
Desktop support Configure and connect devices to internal network. General
hardware assembly, testing, troubleshoots. Compiling configuration steps for
future reference. Translate the Information Communication Technology
Regulatory Framework to users.

**ENQUIRIES**
Human Resources Tel No: (012) 676-3842/40

**APPLICATIONS**
Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to
Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

**POST 04/32**

**LAUNDRY AID REF NO: MIL AC/69/19**

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

**CENTRE**
Military Academy Saldanha

**REQUIREMENTS**
Grade 10 ABET. Special requirements (skills needed): 1 year cleaning and
operating of laundry machines.

**DUTIES**
Distribute cleaning equipment. Control linen inventory. Maintain a clean laundry

**ENQUIRIES**
Capt R.C. Selomo/WO2 S.T. Constant Tel No: (022) 702 3007

**APPLICATIONS**
Department of Defence, Human Resource Division, Private Bag X2, Saldanha,
7395 or hand deliver to: HR Section Military Academy, Main Building Room 12,
Frans Erasmus drive, Saldanha, 7395