ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 23 April 2021 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 from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. The advertisement(s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services 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 etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver's license). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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 regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 12/10 : ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/06/21/01
Defence Legal Services Division

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 plus 1 year previous experience as a clerk. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook). Good communication (Verbal and Written), Coordination, Planning and Organisational skills, Flexibility, Teamwork Interpersonal relationship skills, Problem solving, Maintain discipline.
DUTIES : Render of clerical services to the Military Legal Services: Performing a variety of routine directive-intensive clerical duties. Handling of less complicated
routine correspondence, processing documents (letters notices, memorandum and submission etc, in relation to the Division functional activities. Answering of the telephone, making telephone calls on behalf of the Office in charge and canilise telephone calls. Taking notes and do typing of the Officer in charge. Submitting the inland, Expenditure and Accommodation claims. Keeping the Officer in charge’s diary and reminding of any meeting. Receiving visitors, arrange for refreshments. Filing of Documents. Performing a variety miscellaneous tasks for the officer in charge such as compiling and typing of letters of thanks and to accept, address or decline invitations. Performing elementary calculations and maintain and issuing of statistics .Receive and transmitting messages with a fax machine.

APPLICATIONS

: Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence, Defence Legal Services Division, C/C Nossob and Boeing Street, Erasmuksloof (Armscor Building) Pretoria, 0001.

ENQUIRIES

: Lt Col E.T. Segoatle Tel No: (012) 355 5334.

POST 12/11

: TAILORS/SEAMSTRESS REF NO: ARMY/08/21/01 (X4 POSTS)

SALARY

: R145 281 per annum (Level 04)

CENTRE

: JSB Garrison, Pretoria

REQUIREMENTS

: Grade 10 or ABET L1-4. Applicants with experience in operating sewing machine or trade test certificate will be an added advantage. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook.). Good communication (Verbal and Written), Coordination, Planning and Organisational skills. Flexibility, Teamwork Interpersonal relationship skills, Problem solving, Maintain discipline.

DUTIES

: Perform duties collectively and directly concerning the outfitting and maintenance of clothing items worn by the SANDF employees for the purpose of the operational mission of the SANDF or in the support thereof. The executing of a tailor service. Carry out tailor tasks according to instructions, Execution of tailor workload, Implement the repair process, be able to utilise tailor resources. Specific knowledge and skills are applied to provide advice and to design, manufacture, fit and maintain clothing items. Effective written and oral communication is undertaken, information systems are used, prescribed procedures are adhered to and documentation, drawings and publications are used. The maintaining of clothing items of military employees in accordance with the requirements of the members concerned.

ENQUIRIES

: Lt Col G.V. Mositi Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029.

APPLICATIONS

: Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane Pretoria 0143 or may be hand delivered to Department of Defence, JSB Garrison No1 Van Reeback road, Thaba Tshwane Pretoria, 0001