

DEPARTMENT OF DEFENCE



NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), 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). Must be a South African citizen. 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 application 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. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 34/05 : **HEAD CLINICAL UNIT (MEDICAL) (ANAESTHESIOLOGIST) GRADE 1 – 2**
REF NO: SG 03/21/01

SALARY : Grade 1: R1 728 807 per annum
Grade 2: R1 890 363 per annum
(All-inclusive package) per annum according to experience as per OSD regulations

CENTRE : 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS : Specialised in the field of Anaesthesiology and registered with the Health Professions Council of South Africa (HPCSA). The registration with the HPCSA must be current. Computer literacy is essential.

DUTIES : Provide an Anaesthesiologist service for 1 Military Hospital. Manage patients both as in and out patients and be able to manage emergencies. Supervise junior medical officers and interns in training. Ensure participation in an active CPD program that is run within and outside the hospital. Manage the referral system of the department within and outside the hospital within treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.

ENQUIRIES : Major A.E. Khorombi Tel No: (012) 314 0019

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 22 October 2021

POST 34/06 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: SG 03/21/02 (X6 POSTS)**

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
(All-inclusive package per annum according to experience as per OSD regulations)

CENTRE REQUIREMENTS : 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS : Applicable degree. MBChB or equivalent registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Computer literacy is essential.

DUTIES : Provide a Medical Service at 1 Military Hospital. Manage patients both as in and out patients and be able to manage emergencies. Supervise junior medical officers and interns in training. Liaise with relevant referral departments and participate in academic teaching and lectures. Ensure participation in an active CPD program that is run within and outside of the hospital. Manage the referral system of the department within and outside of the hospital with specific treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.

ENQUIRIES APPLICATIONS : Major A.E. Khorommbi Tel No: (012) 314 0019
Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 22 October 2021

POST 34/07 : **PHARMACIST GRADE 1 – 3 REF NO: SG 03/21/03**

SALARY : Grade 1: R693 372 per annum
Grade 2: R751 026 per annum
Grade 3: R821 205 per annum
(All-inclusive package per annum according to experience as per OSD regulations)

CENTRE REQUIREMENTS : 2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS : Appropriate qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Senior Certificate. Statutory Requirements: Registration with the SAPC as a Pharmacist. Special Requirements: Experience: PHA-3: None after registration as Pharmacist with the SAPC. PHA-4: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. PHA-5: A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC.

DUTIES : Adhere to all the prescripts pertaining to the activities of a pharmacist as stipulated in the Pharmacy Act, Act 101 of 1965. Control and supervision over the execution of policy in the hospital pharmacy as set out by the Pharmacist in charge of the pharmacy. Specialist pharmaceutical advice to patients and members of the multi- disciplinary team. Receive professional information on a wide range but related subjects. Within an established framework, which may often be unfamiliar to the post holder which must be interpreted. Solve complex procedural/technical/professional problems whereby a variety of information is analysed and where judgement must be made on the best suitable/solution/outcome. Limited supervisor/ management depending on the facility where employed. Identify requirements for pharmaceutical service delivery at Unit level. Enforce solutions applicable. To perform all acts pertaining to the scope of practise of a pharmacist. Attendance of therapeutic and pharmaceutical related committees. Monitor service compliance and executions. Implement corrective actions. Facilitate and institute middle management. Controlling of the health care service according to valid standards and indicators. Retrieving, interpretation, evaluation and supply of information regarding the nature and use of medicines, disease states and health care.

ENQUIRIES : Lieutenant Colonel D.G. Eave Tel No: (021) 799 6208

APPLICATIONS : Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.

CLOSING DATE : 22 October 2021

POST 34/08 : **MEDICAL TECHNOLOGIST (CYTOLOGY) GRADE 1 – 3 REF NO: SG 03/21/05**

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE REQUIREMENTS : 2 Military Hospital, Wynberg, Cape Town.
Diploma or B Tech Degree in Medical Technology. Statutory Requirements: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Technologist in the category independent practice Cytology (with at least 10 years' experience in Cytology). Experience: Medical Technologist post registration with HPCSA is required.

DUTIES : Key performance areas applicable to the execution of these services/functions are good knowledge and experience in the applicable functional fields of medical technology. Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding general laboratory analytical equipment. Quality control processes and procedures. Laboratory statistics. Laboratory Data Management System. Well-developed skills and experience in implementation and management of Occupational Health & Safety regulations/procedures. Total quality management. Communication. SANAS Accreditation.

ENQUIRIES APPLICATIONS : Lieutenant Colonel E.H.C. Engelbrecht Tel No: (021) 799 6290/6344
Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.

CLOSING DATE : 22 October 2021

POST 34/09 : **MEDICAL TECHNOLOGIST (MICROBIOLOGY) GRADE 1 – 3 REF NO: SG 03/21/06**

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE REQUIREMENTS : 2 Military Hospital, Wynberg, Cape Town.
Diploma or B Tech Degree in Medical Technology. Statutory Requirements: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Technologist in the category independent practice Microbiology or Clinical Pathology (with at least 5 years' experience in Microbiology). Experience: Medical Technologist post registration with HPCSA is required.

DUTIES : Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional field of Medical Technology (Microbiology): Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System.

ENQUIRIES APPLICATIONS : Lieutenant Colonel E.H.C. Engelbrecht Tel No: (021) 799 6290/6344
Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.

CLOSING DATE : 22 October 2021

POST 34/10 : **SOCIAL WORKER GRADE 4 REF NO: SG 03/21/04**

SALARY : Grade 1: R257 592 per annum
Grade 2: R316 794 per annum
Grade 3: R384 228 per annum
Grade 4: R472 551 per annum

All-inclusive package per annum according to experience as per (OSD) regulations

CENTRE REQUIREMENTS : Area Military Health Unit Gauteng, Pretoria
: BA Social Work Degree (Psychology II or III and Sociology II or, as one of these being a third year subject, together with Social Work 4). Registration with the SACSSP as a professional Social Worker. Knowledge of occupational social work, advocacy skills, generic social work, computer literacy, negotiating skills, project/program planning skills. Drivers Licence is a prerequisite.

DUTIES : To implement and manage military occupational social work service to the SANDF members and their dependants, military veterans and approved clientele within the DOD. To conduct environmental readings within military communities in order to render needs based service delivery. To provide continuous advice and consultation to the organisation regarding psycho-social challenges encountered by both the stakeholders and the organisation. To execute and maintain military social work administration for accountability purposes in line with ethical code of the SACSSP. Continually conduct marketing of social work services to stakeholders and patients. To conduct and contribute to research initiatives within the organisation by means of application of practice based research and programme development.

ENQUIRIES : Major L. Els Tel No: (012) 617 5062 or Tel No: (012) 312 1249 or (012) 319 3216

APPLICATIONS : Department of Defence, Area Military Health Unit Gauteng (Social Work Department), Private Bag X02, Gezina, 0031 or maybe hand delivered Area Military Health Unit Gauteng, 185 Rose Street, Gezina, Pretoria.

CLOSING DATE : 22 October 2021

POST 34/11 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 03/21/07**

SALARY : R257 508 per annum (Level 07)
CENTRE : 3 Military Hospital, Bloemfontein
REQUIREMENTS : Grade 12. Patient Administration and mainframe experience is a requirement. Special requirements (skill needed): Managerial skills. Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must have previous administrative hospital, medical consulting room or financial management experience. Must be able to obtain security clearance within a year. Must be able to work under pressure. Must be able to work night shifts.

DUTIES : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling Quarterly and monthly statistics for management. Retrieve records for HCP's/management. Problem solving. Supervision. Special Auths, Med Debtors and invoice management.

ENQUIRIES : Major M.M. September Tel No: (051) 402 2355
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324

CLOSING DATE : 22 October 2021

POST 34/12 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 03/21/08 (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Area Military Health Unit Limpopo
REQUIREMENTS : Grade 12. Knowledge of clerical and administration duties, practices as well as the ability to capture data. Skills and competencies: Good written and oral communication skills. Excellent computer skills and knowledge and experience with Microsoft office software. Good typing skills. Attention to detail.

DUTIES : Render data capturing services, filling. Effective use of technology to contribute to organizational efficiency and work distribution. Provide administrative support services. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, competences and consistency. Compile

statistical information/ reports. Receive statistical information for further processing. Capture and update information from manual records to electronic documents. Update and file/ archiving of records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Lieutenant Colonel T.M. Kigozi Tel No: (015) 299 3110/3123/3277
Staff Sergeant N. Muguwelele Tel No: (015) 299 3062

APPLICATIONS : Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane 0700

CLOSING DATE : 22 October 2021

POST 34/13 : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 03/21/09 (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Area Military Health Unit Limpopo
REQUIREMENTS : Grade 12. Experience in Human Resources. Special requirements (Skills needed): Must be computer literate (Ms Word/ Ms Excel/ Ms Power Point and Internet usage) Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

DUTIES : Updating of personnel files. To perform Personnel Officer duties. To assist the unit members with personnel matters. To inform the Personnel Officer and Chief Personnel Clerk of any problems arising of personnel administration. With regards to Personnel administration assist with: Updating personnel files of staff members, Courses, Promotions. Writing signal for remembers who are going for detached duty and Courses. Management info. Military Licenses. Security clearances. Disciplinary System. Spot checks. Handing and taking over. Staffing Administration.

ENQUIRIES : Lieutenant Colonel T.M. Kigozi Tel No: (015) 299 3110/3123/3277
Staff Sergeant N. Muguwelele Tel No: (015) 299 3062

APPLICATIONS : Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane 0700

CLOSING DATE : 22 October 2021

POST 34/14 : **ADMINISTRATION CLER SUPERVISOR REF NO: SG 03/21/10 (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Area Military Health Unit North West, Potchefstroom
REQUIREMENTS : Grade 12 with National Diploma fully professional registered as recognized by SAQA with 3 – 5 years administration experience. Knowledge of the Command and Control channels within DoD, code 8 Drivers License will an advantage (candidate must able to obtain a military license within a period of a year). Special Management skills, verbal and written communication skills, problem solving skills, credibility, analytical thinking, reasoning ability, planning and organizational skills, procurement process, project Management skills, financial management, knowledge and understanding of DoD policy on Transformation Management and Gender Mainstreaming Strategy, No. 1 of 2008.

DUTIES : Execute the Admin Clerk functions for all Command-related and debrief sessions. Compile and maintain records of Command Section activities, and perform a variety of other command-related duties utilizing knowledge of systems and procedures. Prepare stock inventories. Purchase supplies. Support the Command Section with command related activities.

ENQUIRIES : Major S.I. Legoete Tel No: (018) 289 1393
APPLICATIONS : Department of Defence, Area Military Health Unit North West, HR Office, Private Bag X2011, Noordbrug, Potchefstroom, 2531

CLOSING DATE : 22 October 2021

POST 34/15 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 03/21/11 (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Area Military Health Unit North West
REQUIREMENTS : Grade 12, with at least 5 years relevant experience. Special requirements (skills needed): Secretarial, reception and mainframe (medical) experience is a requirement. Managerial skills. Computer literacy (Microsoft Word, Excel, Power point and PERSAL/PERSOL), organising, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven

- ability to communicate effectively (written and verbal in English). Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year.
- DUTIES** : Managing patient health records. The applicant involved in all aspects of the scanning and capturing processes of medical results and medical consultations. Receiving of health records. Rendering a comprehensive reception service. Handle appointment register for HCP's. Ensuring correct referral documentation for referred patients. Handling health record/medical accounts enquiries. Telephonic enquiries. Compiling quarterly and monthly statistics for management. Retrieve records for HCP's/management. Problem solving and supervisory duties. Special auths and medical debtors.
- ENQUIRIES APPLICATIONS** : Major S.I. Legoete Tel No: (018) 289 1393
- CLOSING DATE** : Department of Defence, Area Military Health Unit North West, HR Office, Private Bag X2011, Noordbrug, Potchefstroom, 2531
22 October 2021
- POST 34/16** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 03/21/12**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
Area Military Health Unit Western Cape, Health Centre Wingfield
Grade 12. MS Office training. Special Requirements: Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year. Must have good health. Driver's license. Willingness to attend courses.
- DUTIES** : Maintain administrative function at Health Centre Wingfield: Document control. Receive and relay correspondence to all relevant departments in Health Centre. Recording (registers) and routing incoming and outgoing mail, follow-up on correspondence, Manage, sorting, scanning and filing of documents. Effective office administration: Ensure compliance with office administration by prioritising tasks efficiently, Schedule name lists, Leave administration, Typing and amending of documents, Client surveys, taking minutes of meetings. Support to OIC: Support to OIC wrt adherence to target dates (Diarising of target dates and consolidation of information and forwarding to OIC before target dates). Preparing of presentations. Support to HC Departments: Contract renewals or terminations administration, Verification of qualifications, Ensure that members adhere to the policy and doctrine guidelines pertaining to clearing in and out, leave, resignations, course nominations, studies at state expense, taking over of study loans, renewal of contracts, applications to attend seminars and symposiums.
- ENQUIRIES APPLICATIONS** : Warrant Officer 2 N.P. Matanda Tel No: (021) 799 6893
Department of Defence, SAMHS, Area Military Health Unit Western Cape, HR Department, Private bag X10, Wynberg, 7824
- CLOSING DATE** : 22 October 2021
- POST 34/17** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 03/21/13**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
Military Base Hospital Lohattha (Northern Cape)
Grade 12, with at least 5 years relevant experience. Special requirements (skills needed): Secretarial, reception and mainframe (medical) experience is a requirement. Managerial skills. Computer literacy (Microsoft Word, Excel, Power point and PERSAL/PERSOL), organising, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written and verbal in English). Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year.
- DUTIES** : Managing patient health records. The applicant involved in all aspects of the scanning and capturing processes of medical results and medical consultations. Receiving of health records. Rendering a comprehensive reception service. Handle appointment register for HCP's. Ensuring correct referral documentation for referred patients. Handling health record/medical

accounts enquiries. Telephonic enquiries. Compiling quarterly and monthly statistics for management. Retrieve records for HCP's/management. Problem solving and supervisory duties. Special auths and medical debtors.

ENQUIRIES : Staff Sergeant S.C. van Wyk Tel No: (053) 321 2437

APPLICATIONS : Department of Defence, SAMHS, Military Base Hospital Lohatla, Private Bag X3001, Postmasburg, 8420

CLOSING DATE : 22 October 2021

POST 34/18 : **DENTAL LAB ASSISTANT REF NO: SG 03/21/14**

SALARY : R173 703 per annum (Level 05)

CENTRE : 2 Military Hospital, Dental Laboratory, Cape Town

REQUIREMENTS : Grade 12 with prior experience or exposure. Must be an RSA citizen currently staying in Cape Town area. Special requirements (skills needed): Applicable experience working in production section of a dental laboratory of at least one year. Knowledge of and experience with all dental laboratory equipment, instruments and materials utilised in a dental laboratory production section and plaster room. Knowledge of safety regulations and handling of hazardous materials. Ability to conceptualise and initiate new and innovative approaches to optimise the laboratory assistant service provided to dental technicians and laboratory manager. Planning, organising and problem solving in a dental laboratory production section. Proven ability to persevere despite high work load and difficult circumstances. Able to work together with other dental laboratory assistants and work for dental technicians.

DUTIES : The principal duty is to undertake dental laboratory preparation work. These duties include but are not limited to all plaster work in connection with artificial denture or dental appliances, flasking and deflasking of dental prosthesis or appliances using either plaster or stone, the separating of dental flasks and the boiling out of wax contents, the polishing only of plastic and metal dentures, the packing of acrylic dentures and the manufacturing of record blocks and special trays. The main product of this function is to relieve the dental technician from the tasks of preparatory work, to enable the technician to concentrate on the production and finishing of prosthetic appliances. Additional duties include infection control management in the lab, lab practice administration, lab reception work, capturing data on a computer or in a register and mentorship of junior dental laboratory assistants.

ENQUIRIES : Major N.E.D. Parring Tel No: (021) 799 6654

APPLICATIONS : Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.

CLOSING DATE : 22 October 2021

POST 34/19 : **DENTAL LAB ASSISTANT REF NO: SG 03/21/15**

SALARY : R173 703 per annum (Level 05)

CENTRE : Area Military Health Unit Kwa-Zulu Natal

REQUIREMENTS : Grade 12 with prior experience or exposure. Special requirements (skills needed): Applicable experience working in production section of a dental laboratory of at least one year. Knowledge of and experience with all dental laboratory equipment, instruments and materials utilised in a dental laboratory production section and plaster room. Knowledge of safety regulations and handling of hazardous materials. Ability to conceptualise and initiate new and innovative approaches to optimise the laboratory assistant service provided to dental technicians and laboratory manager. Planning, organising and problem solving in a dental laboratory production section. Proven ability to persevere despite high work load and difficult circumstances. Able to work together with other dental laboratory assistants and work for dental technicians.

DUTIES : The principal duty is to undertake dental laboratory preparation work. These duties include but are not limited to all plaster work in connection with artificial denture or dental appliances, flasking and deflasking of dental prosthesis or appliances using either plaster or stone, the separating of dental flasks and the boiling out of wax contents, the polishing only of plastic and metal dentures, the packing of acrylic dentures and the manufacturing of record blocks and special trays. The main product of this function is to relieve the dental technician from the tasks of preparatory work, to enable the technician to concentrate on the production and finishing of prosthetic appliances. Additional duties include infection control management in the lab, lab practice

administration, lab reception work, capturing data on a computer or in a register and mentorship of junior dental laboratory assistants.

ENQUIRIES APPLICATIONS : Doctor A. Jamuna Tel No: (031) 305 6790/1/2/3

CLOSING DATE : Department of Defence, Area Military Health Unit Kwa-Zulu Natal, Dental Department, 21 Joe Slovo Road, Zumaysha House, 4th Floor, Durban, 4001
22 October 2021

POST 34/20 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): PRODUCTION REF NO: SG 03/21/16 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
1 Military Hospital, Thaba Tshwane, Pretoria
Grade 12. Special requirements (skill needed): Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organizational skills, ability to work with the medical (Patient Admin) database, good telephone etiquette and customer care. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year. Typing test will be taken during selection board to determine the fast typing skills of applicants (average of 25 words per minutes).

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and /providing information. Capture patient health data. Routine administrative output control statistics. Retrieve records for HCP's/management.

ENQUIRIES APPLICATIONS : Captain S.M. Sekonyela Tel No: (012) 314 0308/0309

CLOSING DATE : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voorstrekker Road, Thaba Tshwane, Pretoria.
22 October 2021

POST 34/21 : **PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 03/21/17**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
Area Military Health North West, Potchefstroom
Grade 12 (NQF Level 4). Previous experience will be advantage and ability to communicate.

DUTIES : Perform Human Resource administration functions from recruitment to termination of services. Process the following matters regarding service benefits: housing allowance, health retirement, leave, leave audit, injury on duty, pension funds queries, process PERSOL transaction, collect and issue pay slips and compilation of payroll certificates. Implement recruitment and selection policies and procedures. Compiling of submissions and verify qualifications.

ENQUIRIES APPLICATIONS : Major S.I. Legoete Tel No: (018) 289 1393

CLOSING DATE : Area Military Health North West, HR Office, Private Bag X2011, Noordbrug, Potchefstroom, 2531.
22 October 2021

POST 34/22 : **SENIOR SECRETARY GRADE II REF NO: SG 03/21/18**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
SAMHS HQ, Directorate Social Work, Erasmuskloof, Pretoria
Grade 12. Two (2) years' experience as a Secretary. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the

travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES : Ms T.T. Monaiwa Tel No: (012) 671 5099
APPLICATIONS : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
CLOSING DATE : 22 October 2021

POST 34/23 : **CLEANER GENERAL SUPPORT FOREMAN SENIOR REF NO: SG 03/21/19**

SALARY : R145 281 per annum (Level 04)
CENTRE : 3 Military Hospital, Bloemfontein, Tempe
REQUIREMENTS : NQF Level 4 with relevant experience. Prior experience as a cleaner will be an advantage. Special requirements (skills needed): Supervisor experience. Communicate effectively. Must be physically healthy. Background of cleaning in a hospital environment will be an advantage. Computer literate. No criminal record. Will be required from applicant to work with chemicals. Must be willing to work shifts.

DUTIES : Do inspection of the hospital. Compiling Duty Sheets of members. Work out shift roaster for members. Motivate and budget of cleaning material. Write progress reports of members. Complete PMDS'e once a year of members under your command. Order cleaning material and issue to the cleaners. Ensure that towels, soap and similar items are placed in public and staff toilets. To ensure a high standard of cleaning and hygiene service in and around the hospital including outside areas. Duties includes dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floors, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Cleaning of infections room after discharging of patient. Cleaning of 'she' bins.

ENQUIRIES : Major H.M. Breitenbach Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 22 October 2021

POST 34/24 : **CLEANER GENERAL SUPPORT FOREMAN SENIOR REF NO: SG 03/21/20**

SALARY : R145 281 per annum (Level 04)
CENTRE : 3 Military Hospital, Bloemfontein, Tempe
REQUIREMENTS : NQF Level 4 with relevant experience. Prior experience as a cleaner will be an advantage. Special requirements (skills needed): Supervisor experience. Communicate effectively. Must be physically healthy. Background of cleaning in a hospital environment will be an advantage. Computer literate. No criminal record. Will be required from applicant to work with chemicals. Must be willing to work shifts.

DUTIES : Do inspection of the hospital. Compiling Duty Sheets of members. Work out shift roaster for members. Motivate and budget of cleaning material. Write progress reports of members. Complete PMDS'e once a year of members under your command. Order cleaning material and issue to the cleaners. Ensure that towels, soap and similar items are placed in public and staff toilets. To ensure a high standard of cleaning and hygiene service in and around the hospital including outside areas. Duties includes dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floors, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Cleaning of infections room after discharging of patient. Cleaning of 'she' bins.

ENQUIRIES : Major H.M. Breitenbach Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or

maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 22 October 2021

POST 34/25 : **SENIOR OPERATOR REF NO: SG 03/21/21 (X3 POSTS)**

SALARY : R122 595 per annum (Level 03)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 1 – 4. Grade 12 will be an advantage. Must be an RSA citizen currently staying in Cape Town area. Work experience: Minimum of 2 years in a hospital and/or military environment. Basic Foundation Course in Sterilization. Male. Must be physically healthy. Must be able to communicate effectively in English. Advanced Sterilization Course will be optional.

DUTIES : Maintain a high standard of cleaning, disinfecting, packing and sterilizing of packs, medical consumables, instruments and medical equipment. Control, pack and sterilize surgical instruments and loose medical consumables. Distribute sterilized packs and instruments to the wards and the Operating Theatre. Operate the instrument washers and sterilizers.

ENQUIRIES : Major R. van Zyl Tel No: (021) 799 6511 Captain C.M. Theron Tel No: (021) 799 6242

APPLICATIONS : Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.

CLOSING DATE : 22 October 2021

POST 34/26 : **FOOD SERVICE SUPERVISOR REF NO: SG 03/21/22**

SALARY : R122 595 per annum (Level 03)
CENTRE : 3 Military Hospital, Bloemfontein, Tempe
REQUIREMENTS : NQF Level 1-4 Preferable. Experience in handling of food and cleaning. Managerial skills will be an advantage. Must be able to obtain a confidential security clearance within a year. No criminal record.

DUTIES : Function as shift leader. Work out shift roster. Do leave planning with members. Assist with receiving of rations. Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Assist with food preparation during field exercises. Cleaning of trays in wards. Lay out bed table for patients. Fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Serve tea or coffee. Collect dishes after meals. Take trolleys back to the kitchen after using. Wash patients' water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly. Ensure that the diet lists are taken in time to the kitchen.

ENQUIRIES : Major H.M. Breitenbach Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 22 October 2021

POST 34/27 : **CLEANER REF NO: SG 03/21/23 (X9 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : 3 Military Hospital, Bloemfontein, Tempe
REQUIREMENTS : NQF Level 1 – 4. Special requirements (skills needed): Communicate effectively. Must be physically healthy. No criminal record. Will be required from applicant to work with chemicals. Age group: 18 - 40 years of age. Must be willing to work shifts.

DUTIES : To ensure a high standard of cleaning and hygiene service in and around the hospital including outside areas. Duties includes dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floors, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Cleaning of infections room after discharging of patient. Cleaning of 'she' bins.

ENQUIRIES : Major H.M. Breitenbach Tel No: (051) 402 2213

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 22 October 2021

POST 34/28 : **FOOD SERVICE AID REF NO: SG 03/21/24 (X4 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : 3 Military Hospital, Bloemfontein, Tempe

REQUIREMENTS : NQF Level 1-4 Preferable. Experience in handling of food and cleaning. Must be able to obtain a confidential security clearance within a year. No criminal record.

DUTIES : Operating kitchen appliances. Cleaning of vegetables and making salads and also support with making desert baking. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Cleaning of trays in wards. Lay out bed table for patients. Fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Serve tea or coffee. Collect dishes after meals. Take trolleys back to the kitchen after using. Wash patients' water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly. Ensure that the diet lists are taken in time to the kitchen.

ENQUIRIES : Major H.M. Breitenbach Tel No: (051) 402 2213

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 22 October 2021

POST 34/29 : **SENIOR PORTER REF NO: SG 03/21/25**

SALARY : R102 534 per annum (Level 02)

CENTRE : 3 Military Hospital, Bloemfontein, Tempe

REQUIREMENTS : Grade 10. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skill needed): Organizing, interpersonal relationship skills. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Must be able to obtain security clearance within a year. Must be able to work under pressure. Applicant must be in good health to be able to transport patient on wheelchairs and on hospital beds.

DUTIES : Transporting of patients between various departments within the hospital. Transporting of patients from vehicles/ambulances to hospital and back. Transporting of documents, packages and equipment between various departments within the hospital. Telephonic enquiries. Problem solving.

ENQUIRIES : Major H.M. Breitenbach Tel No: (051) 402 2213

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 22 October 2021

POST 34/30 : **GROUNDSMAN II REF NO: SG 03/21/26**

SALARY : R102 534 per annum (Level 02)

CENTRE : 8 Medical Battalion Group, Tek-Base, Lyttelton, Pretoria

REQUIREMENTS : NQF Level 1 – 4. Special requirements: Must be a RSA citizen and physically fit. Must be able to work in the sun and be conversant with gardening and related tools. Must be able to communicate effectively with unit personnel, visitors and clientele. Must be physically healthy. Age group between 18 and 35 years.

DUTIES : Perform routine and prescriptive work such as maintenance of established gardens. Preparation of soil for planting. Planting trees, flowers, grass etc. Mowing of lawns and cutting of edges. Irrigation. Removal of refuse. Loading and unloading of refuse. Keeping other structures clean and tidy eg barbeque facilities, parking areas and gutters. Daily removal of garden refusal waste

upkeep and maintenance of the selected gardens. Report any faults. Check serviceability of equipment.

ENQUIRIES : Major B.A. Aphane Tel No: (012) 671 6450

APPLICATIONS : Department of Defence, South African Military Health Service, HR Section, 8 Medical Battalion Group, Private Bag X1019, Centurion, 0046 or may be hand delivered to 8 Medical Battalion Group, Grunberg Leon Street, Tek-Base, Lyttelton, Pretoria

CLOSING DATE : 22 October 2021

POST 34/31 : **CLEANER REF NO: SG 03/21/27**

SALARY : R102 534 per annum (Level 02)

CENTRE : Area Military Health Unit Limpopo

REQUIREMENTS : NQF Level 1 – 4. Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors) clean ablution facilities. Report and defects in the work place to immediate supervisor.

ENQUIRIES : Lieutenant Colonel T.M. Kigozi Tel No: (015) 299 3110/3123/3277

APPLICATIONS : Staff Sergeant N. Muguwelele Tel No: (015) 299 3062

CLOSING DATE : Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700

CLOSING DATE : 22 October 2021

POST 34/32 : **CLEANER REF NO: SG 03/21/28**

SALARY : R102 534 per annum (Level 02)

CENTRE : Area Military Health North West

REQUIREMENTS : NQF Level 1 – 4. Previous experience will be advantage. Ability to communicate.

DUTIES : Perform cleaning-related duties in the offices and other facilities as determined by the supervisor (i.e. sweeping, vacuuming. Window cleaning, dusting, polishing Furniture and floors). Cleaning of ablution facilities. Report any defects in the Workplace to the immediate supervisor.

ENQUIRIES : Major S.I. Legoete Tel No: (018) 289 1393

APPLICATIONS : Area Military Health North West, HR Office, Private Bag X2011, Noordbrug, Potchefstroom, 2531.

CLOSING DATE : 22 October 2021

POST 34/33 : **GROUNDSMAN REF NO: SG 03/21/29 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : Area Military Health North West

REQUIREMENTS : NQF Level 1 – 4. Previous experience will be advantage. Ability to communicate.

DUTIES : Cultivate garden area and prepare the soil for planting of plants. Maintain flowers and other beds by fertilizing, irrigating, weeding, and pruning. Mow lawn and cut edges. Load and unload various articles and equipment needed on the ground. Irrigate lawn. Remove refuge dumps from the terrain and load the refuge on truck for transportation to refuge dumping sites or burn them. Maintain the neatness of the unit area.

ENQUIRIES : Major S.I. Legoete Tel No: (018) 289 1393

APPLICATIONS : Area Military Health North West, HR Office, Private Bag X2011, Noordbrug, Potchefstroom, 2531.

CLOSING DATE : 22 October 2021

POST 34/34 : **CLEANER REF NO: SG 03/21/30 (X2 POSTS)**

SALARY : R102 534 per annum (Level 2)

CENTRE : Military Health Support Formation Head Quarters, Pretoria

REQUIREMENTS : Abet/Grade 10 and 2 years' experience as a cleaner. Special requirement (skills needed): Physically able to clean on a daily basis.

DUTIES : Cleaning of offices, hallways, hallways, passages and all other types of rooms. Cleaning of ablution facilities. Sweeping of verandas and pathways. Refuse removal out of the building and cleaning of windows.

ENQUIRIES : Warrant Officer Class 1 M.E. Khasi Tel No: (012) 671 5403

APPLICATIONS : Department of Defence, Military Health Support Formation Head Quarters,
Private Bag X1019, Lyttleton, 0140

CLOSING DATE : 22 October 2021

POST 34/35 : **GROUNDSMAN REF NO: SG 03/21/31**

SALARY : R102 534 per annum (Level 02)

CENTRE : Military Health Support Formation Head Quarters, Pretoria

REQUIREMENTS : Abet/Gr 10 and 2 years' experience as a groundsman. Special requirement (skills needed): The effectiveness of the unit and other areas of responsibility.

DUTIES : Removing of branches. Load and dump garden refuse at dumping, cutting and trimming of lawn in the premises, Watering the garden around the structures, and maintaining flower beddings.

ENQUIRIES : Warrant Officer Class 1 M.E. Khasi Tel No: (012) 671 5403

APPLICATIONS : Department of Defence, Military Health Support Formation Head Quarters,
Private Bag X1019, Lyttleton, 0140

CLOSING DATE : 22 October 2021

POST 34/36 : **GROUNDSMAN REF NO: ARMY/29/21/01 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : JSB Wonderboom, Pretoria.

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1-4/ Grade 3 – 9 / Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.

DUTIES : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Alien vegetation removal. Irrigation and mowing of lawns and trimming of hedges. Removing of refuse. Cleaning swimming pools and treating with chemicals. Maintaining fences and practicing pest control. Assist with preparing grounds for functions and parades. Handle weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Check serviceability of equipment and machinery and report defects on terrain.

ENQUIRIES : Capt L.K. Mnisi Tel No: (012) 529 0440.

APPLICATIONS : Department of Defence, JSB Wonderboom, Private Bag X 01, Doornpoort,
1700.

CLOSING DATE : 15 October 2021

POST 34/37 : **MESSENGER REF NO: ARMY/29/21/02 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : SA Army Signal Formation, Northern Cape Signal Unit, Kimberley

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

ENQUIRIES : WO1 P.E. Van Schalkwyk Tel No: (053) 830 3131.

APPLICATIONS : Department of Defence, SA Army Signal Formation, Northern Cape Signal Unit, Private Bag X 5056, Kimberley, 8300.

CLOSING DATE : 15 October 2021

POST 34/38 : **MESSENGER REF NO: ARMY/29/21/03 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : SA Army Signal Formation, Limpopo Signal Unit, and Polokwane. Geo Location: Louis Trichardt, Thoyandou.

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative

- courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
- DUTIES** : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.
- ENQUIRIES** : WO1 M. Naude Tel No: (015) 299-3617
WO 2 M.F. Dibete Tel No: (015) 299-3619
- APPLICATIONS** : Department of Defence, Limpopo Signal Unit, Private Bag X 9304, Polokwane, 0700.
- CLOSING DATE** : 15 October 2021
- POST 34/39** : **FOOD SERVICE AID REF NO: ARMY/29/21/04**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, Lohattha Signal Unit, Postmasburg.
REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (Including decoration thereof), Waiting on tables. Ensure only authorized personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work
- ENQUIRIES** : Ms A.S. Myburgh Tel No: (053) 321 2223.
APPLICATIONS : Department of Defence, SA Army Signal Formation, Lohattha Signal Unit, Private Bag X 3001, Postmasburg, 8420.
- CLOSING DATE** : 15 October 2021
- POST 34/40** : **MESSENGER REF NO: ARMY/29/21/05**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, Lohattha Signal Unit, Postmasburg.
REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
- DUTIES** : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.
- APPLICATIONS** : Department of Defence, SA Army Signal Formation, Lohattha Signal Unit, Private Bag X 3001, Postmasburg, 8420.
- ENQUIRIES** : Ms A.S. Myburgh Tel No: (053) 321 2223
CLOSING DATE : 15 October 2021
- POST 34/41** : **MESSENGER REF NO: ARMY//29/21/06 (X6 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation MOD Signal Unit, Pretoria. Geo Location: Armscor, Visagie Street, Lyttelton and Rietondale.
REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

ENQUIRIES APPLICATIONS : S Sgt S. Baloyi Tel No: (012) 355-5271
Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X 161, Pretoria, 0001.

CLOSING DATE : 15 October 2021

POST 34/42 : **MESSANGER REF NO: ARMY/29/21/07 (X3 POSTS)**

SALARY CENTRE : R102 534 per annum (Level 02)
SA Army Signal Formation Dequar Signal Unit (SA Army Headquarters) Pretoria.

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

ENQUIRIES APPLICATIONS : WO1 N.C. Josephs Tel No: (012) 355-2123.
Department of Defence, Dequar Road Signal Unit, Army Headquarters, Private Bag X 172, Pretoria, 0001.

CLOSING DATE : 15 October 2021

POST 34/43 : **MESSANGER REF NO: ARMY/29/21/08 (X2 POSTS)**

SALARY CENTRE : R102 534 per annum (Level 02)
SA Army Signal Formation Gauteng Signal Unit. Thaba Tshwane. Geo Location: Garrison.

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

ENQUIRIES APPLICATIONS : WO2 S.T. Vuma Tel No: (012) 674-4804.
Department of Defence, Gauteng Signal Unit, Private Bag X 1038, Thaba Tshwane, 0143.

CLOSING DATE : 15 October 2021

POST 34/44 : **FOOD SERVICE AID REF NO: ARMY/29/21/09 (X2 POSTS)**

SALARY CENTRE : R102 534 per annum (Level 02)
SA Army Signal Formation, 5 Signal Regiment, Geo Location: Wonderboom 524 SQN and Phalaborwa.

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1-4. Special requirements (skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (Including decoration thereof), Waiting on tables. Ensure only authorized personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and

report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work

ENQUIRIES : WO2 E. Jordan Tel: (012) 529 0553.
APPLICATIONS : Department of Defence, SA Army Signal Formation, 5 Signal Regiment, Private Bag X01, Doornpoort, Pretoria, 0017.
CLOSING DATE : 15 October 2021

POST 34/45 : **GROUNDSMAN REF NO: ARMY/29/21/10 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, 5 Signal Regiment. Pretoria, Boekenhoutskloof.
REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1-4/ Grade 3 – 9 / Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.

DUTIES : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Alien vegetation removal. Irrigation and mowing of lawns and trimming of hedges. Removing of refuse. Cleaning swimming pools and treating with chemicals. Maintaining fences and practicing pest control. Assist with preparing grounds for functions and parades. Handle weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Check serviceability of equipment and machinery and report defects on terrain.

ENQUIRIES : WO2 E.B. Jordan Tel No: (012) 529 0553.
APPLICATIONS : Department of Defence, SA Army Signal Formation, 5 Signal Regiment, Private Bag X01, Doornpoort, Pretoria, 0017.
CLOSING DATE : 15 October 2021

POST 34/46 : **MESSENGER REF NO: ARMY/29/21/11 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, Free State Signal Unit, Geo Location: Bloemfontein and Kroonstad.
REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

APPLICATIONS : Department of Defence, SA Army Signal Formation, Free State Signal Unit, Tempe Military Base X 40011, Bloemfontein, 0106.

ENQUIRIES : Maj J. Cloete Tel No: (051) 402 1983.
CLOSING DATE : 15 October 2021

POST 34/47 : **GROUNDSMAN REF NO: ARMY/29/21/12**

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, Eastern Cape Signal Unit, and Port Elizabeth.
REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1-4/ Grade 3 – 9 / Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.

DUTIES : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Alien vegetation removal. Irrigation and mowing of lawns and trimming of hedges. Removing of refuse. Cleaning swimming pools and treating with chemicals. Maintaining fences and practicing pest control. Assist with preparing grounds for functions and parades. Handle weed eaters, chainsaws, lawnmowers, pole pruners, hand

tools etc. Check serviceability of equipment and machinery and report defects on terrain.

APPLICATIONS : Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013.

ENQUIRIES : Ms C.W. Turner Tel No: (041) 505 1186.

CLOSING DATE : 15 October 2021

POST 34/48 : **MESSENGER REF NO: ARMY/29/21/13 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : SA Army Signal Formation, Eastern Cape Signal Unit, and Port Elizabeth. Geo location: Port Elizabeth and Oudtshoorn.

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

ENQUIRIES : Ms C.W. Turner Tel No: (041) 505 1186.

APPLICATIONS : Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013.

CLOSING DATE : 15 October 2021

POST 34/49 : **CLEANER REF NO: ARMY/29/21/14**

SALARY : R102 534 per annum (Level 02)

CENTRE : JSB Wonderboom, Pretoria.

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1-4/Grade 3 – 9/Standard 1 - 7).Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.

APPLICATIONS : Department of Defence, JSB Wonderboom, Private Bag X 01, Doornpoort, 1700.

ENQUIRIES : Capt L.K. Mnisi Tel No: (012) 529 0440.

CLOSING DATE : 15 October 2021

POST 34/50 : **MESSENGER REF NO: ARMY/29/21/15**

SALARY : R102 534 per annum (Level 02)

CENTRE : SA Army Signal Formation, North West Signal Unit, Potchefstroom

REQUIREMENTS : A minimum of NQF Level 1 (ABET Level 1 – 4/Grade 3 – 9/Standard 1 – 7). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received. The routing, pending, closing and opening and maintenance of files to clients; the sending and receiving of faxes.

ENQUIRIES : S Sgt M.G. Meletse Tel No: (018) 289 3205.

APPLICATIONS : Department of Defence, SA Army Signal Formation, North West Signal Unit , Private Bag X2012, Noordbrug, Potchefstroom, 2531

CLOSING DATE : 15 October 2021