

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 26 April 2019 (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 13/08** : **ARCHIVE CLERK REF NO: CMIS/21/19 (X2 POSTS)**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Documentation Centre. Pretoria
- REQUIREMENTS** : A minimum of Grade 12 (NQF 3). An Archive and Records Management Qualification will be an added advantage. Knowledge and understanding of archival and information related legislated (specifically the National Archives of South Africa Act, 1996 (Act 43 of 1996) and the Promotion of Access to Information Act, 2000 (Act of 2000). At least one (1) year experience in records/registry/archive environment. Training with regards to the handling of archives and the processing of archives. Special requirements (Skills needed): Good interpersonal skills, good communication skills (Verbal and Written), problem solving skills, planning and organising skills, computer literacy relating to the use of Ms Office applications (MS Word, MS Excel, Ms PowerPoint, Ms Outlook).
- DUTIES** : Receive archives transferred from Force Structure Elements (FSE's) to the DOD. Process transferred archives according to prescribed procedures. Updated archival index list. Control use of archival records by verifying all requested records are available and provided as per archival index list. Retrieve archives requested for research by keeping records of records retrieved according to prescribed procedures. Store and maintain supplemental archives. Report on

execution of activities by compiling and submitting monthly, quarterly and annual reports.

ENQUIRIES : Maj S.M.P. Maloka Tel No: (012) 355 5116 or WO1 S.A. McMaster Tel No: (012) 355 5670

APPLICATIONS : Department of Defence, CMIS Division Private Bag X161. Pretoria, 001

POST 13/09 : **ADMINISTRATION CLERK REF NO: CIMS/21/02**

SALARY : R163 563 per annum (Level 05)

CENTRE : Documentation Centre. Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF 3). At least one year relevant experience in administrative support/office management/administration/personal assistant/secretarial /receptionist environment/and in records management. Administration Qualification will be an added advantage previous experience will be an advantage. Special requirements (Skills needed): Good interpersonal skills, good communication skills (Verbal and Written), problem solving skills, planning and organising skills, computer literacy relating to the use of Ms Office applications(MS Word, MS Excel, Ms PowerPoint, Ms Outlook).

DUTIES : Provide reception service by receiving visitors and /or clients to Doc C. Administer payment of accounts within Doc C. Assist with HR Administration by keeping and maintaining Personnel Records of Doc C members. Provide Supply Chain Administrative support by liaising with internal and external stakeholders in relation to procurement of goods and services. Provide Office Administration support by writing routine letters and/or other correspondence when required. Provide secretarial support to Doc C coordinating meeting. Report on execution of activities by compiling and submitting monthly, quarterly and annual reports.

ENQUIRIES : Maj S.M.P. Maloka Tel No: (012) 355 5116 or WO1 S.A. McMaster Tel No: (012) 355 5670

APPLICATIONS : Department of Defence, CMIS Division Private Bag X161. Pretoria, 001

POST 13/10 : **CLEANER II REF NO: JOPS/15/01 (X2 POSTS)**

SALARY : R96 549 per annum (Level 02)

CENTRE : Joint Operations, SA Special Forces, Special Forces Headquarters Unit. Pretoria.

REQUIREMENTS : ABET (L1-4). Previous experience will be an advantage. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically healthy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the work place by cleaning offices, rest rooms, lounge, bars, vehicles, dining halls. Dusting and polishing tv rooms, vacuuming carpets, washing windows, sweeping floors, removing refuse and sweeping sidewalks. Forward requests for chemicals and cleaning materials to be used for execution of functions. Maintain all equipment and machinery used and report any defects.

ENQUIRIES : Maj N.J. Mokhitlanyane Tel No: (012) 674 5822

APPLICATIONS : Department of Defence, Special Forces Headquarters Private Bag X888, Pretoria, 0185

POST 13/11 : **CLEANER II REF NO: JOPS/15/02 (X2 POSTS)**

SALARY : R96 549 per annum (Level 02)

CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan. Western Cape.

REQUIREMENTS : ABET (L1-4). Previous experience will be an advantage. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically healthy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the work place by cleaning offices, rest rooms, lounge, bars, vehicles, dining halls. Dusting and polishing tv rooms, vacuuming carpets, washing

windows, sweeping floors, removing refuse and sweeping sidewalks. Forward requests for chemicals and cleaning materials to be used for execution of functions. Maintain all equipment and machinery used and report any defects.

ENQUIRIES : WO2 G.M. Engelbrecht Tel No: (022) 707 4515 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357. Western Cape

POST 13/12 : **CLEANER II REF NO: JOPS/15/03 (X6 POSTS)**

SALARY : R96 549 per annum (Level 02)

CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa. Limpopo.

REQUIREMENTS : ABET (L1-4). Previous experience will be an advantage. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically healthy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the work place by cleaning offices, rest rooms, lounge, bars, vehicles, dining halls. Dusting and polishing tv rooms, vacuuming carpets, washing windows, sweeping floors, removing refuse and sweeping sidewalks. Forward requests for chemicals and cleaning materials to be used for execution of functions. Maintain all equipment and machinery used and report any defects.

ENQUIRIES : Maj C.J. Baloyi Tel No: (015) 780 4601 or WO1 Fourie Tel No: (015) 780 4610

APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390. Limpopo.