

## DEPARTMENT OF DEFENCE



**NOTE** : 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 original 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 (Applications received after the closing date and faxed copies will not be considered).

## OTHER POSTS

**POST 37/07** : **CHIEF AUXILIARY SERVICES OFFICER (USAGE 2684) REF NO: SG 08/19/01**

**SALARY** : R208 584 per annum (Level 06)  
**CENTRE** : 3 Military Hospital, Tempe, Bloemfontein  
**REQUIREMENTS** : NQF Level 4 with relevant experience Applicants with prior learning either by means of experience or alternative courses may also apply Special requirements (skills needed): Computer literate detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excell, MS Power Point and Lotus Notes) Communication (verbal & written) Good telephone etiquette must be bilingual. Supervisor experience will be an advance, must be able to work under pressure and adhere to strict time frames.

**DUTIES** : Manage general office administration controlling of maintenance, cleaning and functioning of living in quarters make bookings at Melita house and VIP accommodation. Handle incoming and outgoing telephone calls Assist with budgeting. Order and manage of cleaning material. Ensure that accommodation areas are clean and neat at all-time. Controlling of accommodation inventory clearing in/out of living in members. Preparation

of rooms. Receiving of guests receiving of money for bookings. Inspections of rooms must be able to work long hours.

**ENQUIRIES** : Maj 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** : 01 November 2019

**POST 37/08** : **SECRETARY REF NO: MA/63/19/**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Military Academy, Saldanha  
**REQUIREMENTS** : A minimum of Grade 12 or equivalent An additional Higher Certificate in Secretarial course will be an added advantage Special requirements (skills needed): Computer literacy including MS Word, Excel and Power Point Knowledge of bookkeeping a valid driver's license will be advantage Office Management Personal Service Office Security Strong written and verbal communication skills.

**DUTIES** : Communication Service wrt making and receiving of calls. Taking messages when necessary. Ensure the manning of the telephone on continuous basis Reception of all visitors to the Commandant of the Military Academy. Typing of all correspondence. Taking minutes or confirmatory notes, memo's, letters and transcript thereof as needed Sending and receiving of faxes. Ensure that documents are forwarded for registration and filing and distribution Office Administration keeping and updating of the computerised diary for the Commandant. Arrange appointment for staff members and visitors to the Commandant. Handling of invitations for events for the Commandant Personal Service arrange and confirm air transport and accommodation reservations for the Commandant Arrangement of meetings between the Commandant and members outside the Unit Arrangement of tea and edibles for visitors and during meetings if necessary. Prepare of advances and completion of S&T, vehicle allowance claims Office Security: ensure all confidential documents are handled according to policy. Ensure that both the Commandant and Secretary's office are always manned.

**APPLICATIONS** : Department of Defence, Military Academy, Frans Erasmus Drive, Saldanha, 7395.

**ENQUIRIES** : Capt R.C Selomo, Tel No: (022) 702 3023  
**CLOSING DATE** : 08 November 2019

**POST 37/09** : **SENIOR FOOD SERVICE SUPERVISOR REF NO: SG 08/19/02 (X2 POSTS)**

**SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : 3 Military Hospital, Tempe, Bloemfontein  
**REQUIREMENTS** : NQF level 2 - 4. Experience in handling of food and cleaning Managerial skills will be an advantage. Computer skills (MS Word, Excel). Must be able to obtain a confidential security clearance within a year. No criminal record.

**DUTIES** : Function as supervisor Supervise neatness and hygiene of the food preparation area Works out shift roster with sift leaders. Do leave planning with members. Complete duty sheets and PMDS's for sub-ordinates 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. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Must be able to work on computer. Train sub-ordinates on appropriate cooking methods Plan for budget purposes.

**ENQUIRIES** : Maj H.M Breitenbach Tel No: (051) 4022213  
**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** : 01 November 2019

**POST 37/10** : **CLEANER REF NO: SG 08/19/03 (X11 POSTS)**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : 3 Military Hospital, Tempe, Bloemfontein  
**REQUIREMENTS** : NQF Level 1 – 4 with relevant experience. Must be an RSA citizen currently staying in Bloemfontein area. Prior experience as a cleaner will be an advantage. Special requirements (skills needed): Communicate effectively. Must be physically healthy. Background on cleaning in a hospital environment will be an advantage. No criminal record will be required from applicant to work with chemicals.

**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** : Maj H.M Breitenbach Tel No: (051) 4022213  
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