

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 03 May 2021 (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).

MANAGEMENT ECHELON

- POST 13/01** : **DIRECTOR: FINANCIAL GOVERNANCE AND SUPPORT REF NO: CFO 21/4/1**
- SALARY** : R1 057 326 per annum (Level 13), all-inclusive remuneration salary package
- CENTRE** : Finance Management Division, C Fin FMO SANDF, Pretoria
- REQUIREMENTS** : Minimum Requirements: Grade 12 certificate plus three year Degree in a field related to the post plus a minimum of five (5) years relevant experience and exposure at Deputy Director or equivalent level. Knowledge: Public Management and Administration, the Public Finance Management Act (PFMA), Treasury Instruction and related circulars, Public Service financial processes and

procedures, Public Services Strategic Planning Process, Resource Control Processes, Compliance and Risk Management, Commercial Contract management, HR management, management of Public Entities, strong problem-solving and organisational skills. Knowledge of MS Office. Project Management, Knowledge of contact management. Knowledge of processes and procedures to detect irregularities. Well-developed Financial Management and leadership skills as well as good strategic capabilities. Bedrock integrity, excellence, innovative, excellent communications skills (written and verbal) sound judgement, coping under pressure, strongly oriented towards rendering effective, efficient service and striving towards zero defect. Added Advantage: Honours-and/or Master's Degree. Preparation of internal strategic Business plan for FMO SANDF. Execution of Strategic Business Plan. Compilation of HR, ICT, ETD, Log plan for the office of the FMO SANDF. Maintenance of assets register, finance risk register, skill development plan for FMO staff and finance risk management plans for the SANDF. Provision of a finance GRC service in the SANDF. Manage service delivery all the risk management activities related to the Finance Management Division. Provide direction and guidance for financial management policy in the SANDF. Co-ordination of the training finance, non-finance officials and defence reserve members. Administration of losses and damages in the SANDF. Provision of a NPF advisory service in the SANDF. Co-ordination of incidents of financial misconduct reported in the SANDF. Insurance of adequately staffed and maintained FMO establishment. Administration of Contracts within the SANDF. Provision of internal support to the FMO office. Controlling of face value documents.

DUTIES

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**ENQUIRIES
APPLICATIONS**

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Mr E.S. Sokhela
Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

OTHER POSTS

POST 13/02

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LIBRARIAN REF NO: JOPS/34/21/23

This post is being advertised in the DOD, broader public service.

**SALARY
CENTRE
REQUIREMENTS**

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R257 508 per annum (Level 07)
Special Forces School (Pretoria) Murray Hill Wallmansthal.
A minimum of Grade 12 /NQF Level 3 Preferable applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): computer literacy, communication skills, supply support, problem solving and decision making, language proficiency, initiative and reasoning, and effective planning.

DUTIES

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Maintain archive series (DOD libraries). To circulate magazine contents to other DOD libraries. To identify pamphlets, control storage of pamphlet (need and orderly). To indicate usage in register, to train in use of machine, to control usage of machine, register new library user, inform users about library rules, user fill in loan cards, stamp books, control cards and accession number with each other. The rendering and assist of electronic searches (Internet, Sabinet and Sinet) Handling of library stock take, controlling of library stationery, assisting of the librarian with monthly payment of telephone accounts, input for the budget and also in marketing plan. Manage and control of library of the furniture, list the furniture of central library on the inventory list, control outgoing and incoming furniture.

**ENQUIRIES
APPLICATIONS
NOTE**

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Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742.
Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
SMS appointments are subjected to SMS competency assessment as DPSA requirement. Prior to appointment been made to any SMS post, the appointee to such a post must have completed PRE-ENTRY certificate, and must be in a position of such prior to taking up the post. Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males and People with disability.

POST 13/03 : **ADMINISTRATION CLERK: PRODUCTION REF NO: CMIS/10/21/01 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : CMIS Division, Documentation Centre (DOD Archive), Irene, Centurion.
REQUIREMENTS : Grade 12 certificate with at least two years functional experience in record office /registry /archive environment. Fair knowledge of record office procedures, records and archive management procedures, especially storage and maintenance of records. Accredited courses wrt records/ archive/ information /knowledge management; management and developmental training will be a recommendation. Special requirements (Skills needed): Problem solving skills, ability to physically manage the processing and storage of records; communicate effectively verbally and in writing; proficiency in English and Afrikaans; planning and organising skills; computer skills (proficient in MS Word and Excel); understanding of archival and information related legislation (specifically the National Archives of South Africa Act, Act 43 of 1996 and the Promotion of Access to Information Act, Act 02 of 2002).

DUTIES : The duties of this post is to receive records transferred to the DOD Archive; process transferred records according to archival standards and procedures; retrieve archival records from storage areas for use by requesters; return retrieved archival records to correct storage areas; maintain prescribed control registers; compile monthly reports.

ENQUIRIES : Maj S.M.P. Maloka Tel No: (012) 649 1540 or WO1 S.A. McMaster Tel No: (012) 649 1548.

APPLICATIONS : Department of Defence, CMIS Division Eco-Glades 1, Block C 70 Ribbon Grass Street Eco-Park, Centurion 0144.

NOTE : This post is advertised internally and broader Public Service Circular

POST 13/04 : **ACCOMODATION CLERK REF NO: JOPS/34/21/01**

SALARY : R173 703 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, Special Forces Supply Unit (Satellite Phalaborwa), Limpopo

REQUIREMENTS : Grade 12 or equivalent. Administrative experience will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Must be able to obtain a confidential security clearance within a year.

DUTIES : Responsible for the allocating and vacating of Single Quarters and Standard Accommodation Quarters. Administrate the booking of all Club facilities. Inspections on a day to day basis of all the available accommodation with regard to neatness and serviceability. Supervise the cleaning of all the accommodation facilities. Reporting of all breakages. Administrate the Boarding and Lodging of all applications. Ensure that all payments for accommodation and functions are done. Assist with the requirements for work sessions or any unit function.

APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/05 : **ADMINISTRATION CLERK REF NO: JOPS/34/21/02**

SALARY : R173 703 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa.

REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Education Training and Development and Human Resources will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal).

Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

DUTIES : Write routine notes, memo's, letters iro Education Training and Development. Provide support to the members at Human Resources with the main focus on the handling and processing of the finalisation of course administration and administrative aspects as delegated by the Officer Commanding and Second in Command. Ensure that all administration is done according to Conventions of Service Writing (CSW) and the correct storage (including back-up system) of data. Ensure proper Information Systems Security is applied. Assist with the planning, monitoring and finalisation of Human Resources projects such as medals and decorations, Inland Accommodation Expenditure administration and course admin. Assist with the correct and effective administrative management of the Human Resources. Assist the HR, OC and Second in Command with regards to the collation and provision of statistics and management information and with all other administrative tasks that may be delegated. Liaison with other Arms of Service and state departments iro Human Resources administration.

ENQUIRIES APPLICATIONS : Maj C.J. Baloyi Tel No: 015 780 4601
 : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/06 : **SENIOR TRANSPORT ADMINISTRATION CLERK REF NO: JOPS/34/21/03**

SALARY CENTRE : R173 703 per annum (Level 05)
 : Joint Operations, SA Special Forces, Special Forces Supply Unit (Satellite Phalaborwa), Limpopo.

REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent), experience in the administration will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to do research and analyses documents and situations.

DUTIES : Ensure that all vehicles are indicated on the movement board and that the board is updated on a daily basis to ensure the location of the vehicles. All new vehicles issued to the Regiment must be indicated on the board. Ensure that all vehicles under a service contract is send for service and that every service or repair is indicated in the vehicle history file. The booking for service must be done in time, also ensure that the vehicle is returned to Transport prior to the booking. All information regarding service or repairs must be kept for audit purposes. Schedule all trip authorities on CALMIS. All trip authorities must be booked back on CALMIS when the vehicle return. Complete all work requisitions for service or repairs. Ensure that the Regiment's policy pertaining to transport is strictly adhered to. Ensure that a stabling authority is obtained if a Regiment vehicle is parked at a private residence at night. Ensure that a first parade form is completed prior to the issuing of a trip authority and that the last parade is completed when the vehicle is returned. All toll gate forms must be approved before issue.

ENQUIRIES APPLICATIONS : Maj C.J. Baloyi Tel No: 015 780 4601
 : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/07 : **HR SUP CLERK REF NO: JOPS/34/21/08 (X2 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
 : Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa)

REQUIREMENTS : NQF 4 (Grade 12 or equivalent) Preferable experience in HR Management. Special requirements (Skills needed): Member must be computer literate. The ability to function independently. Ability to communicate effectively in English

(written and verbal). Knowledge of all required policies and procedures. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : The execution and co-ordination of the Substance and Travel (S&T) and Leave Administration. Auditing of leave files in cases of termination of service. Capturing of leave applications on PERSOL system. Printing of leave certificates. Submission of discounting of leave. Preparing leave registers for monthly controls. The handling of leave enquiries. To render a service to the unit members regarding the issuing of leave forms and the approval/ non approval thereof. The update keeping of leave statistics. The performing of a leave audit on a monthly basis. Efficient management of Substance and Travel administration. Providing members with advances and to assist with the counter claims. Update of Management Reports with regards to outstanding S&T claims. Assist the HR manager with other HR related tasks.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/08 : **JOURNAL CLERK REF NO: JOPS/34/21/09**

SALARY : R173 703 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa)
REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Logistics. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

DUTIES : Ensure that job cards are completed and the time sheet corresponds with the job card. The information must be fed into the computer network. Withdraw information from the computer network on a monthly basis and compile the management information accordingly. Compiling of records, planning data, statistics and technical history of equipment. Filling and recording of all technical and repair tasks completed on all technical equipment on their history files.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/09 : **PERSONNEL CLERK REF NO: JOPS/34/21/10**

SALARY : R173 703 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa).
REQUIREMENTS : NQF 4 (Grade 12 or equivalent) Preferable experience in HR Management Special requirements (Skills needed): Member must be computer literate. The ability to function independently. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : The execution and co-ordination Contract Renewals and Medal Administration. To ensure that all CSS contracts are renewed according the Officer Commanding's guidelines and SANDF policies. Application of all medals. To ensure that these medals are safe kept and that they are issued on the Regiment medal parades. Ensure record keeping of applications and the issuing of medals. Assist the HR manager with other HR related tasks.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/10 : **PROVISIONAL ADMINISTRATION CLERK REF NO: JOPS/34/21/11**

SALARY CENTRE : R173 703 per annum (Level 05)
: Joint Operations, SA Special Forces, Special Forces Supply Unit (Satellite Phalaborwa), Limpopo.

REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Logistics. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

DUTIES : Assist Accounting Clerk with the internal management and administration of the accounting department. Assist with the printing of discrepancy vouchers, under management of the Verification Officer, for the accounting of differences in stores received. Inspect accounting procedures of equipment and stock. Inspect the filing of vouchers to ensure compliance to policy and procedure. Ensure vouchers are filed according to voucher series. Finalise all RV's. Execute bin maintenance. Summary of all items on loan/laundry services Accounting section voucher series complete and correctly filed.

ENQUIRIES APPLICATIONS : Maj C.J. Baloyi Tel No: 015 780 4601
: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/11 : **SENIOR ADMINISTRATION CLERK REF NO: JOPS/34/21/12**

SALARY CENTRE : R173 703 per annum (Level 05)
: Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa).

REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Logistics. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

DUTIES : Write routine notes, memo's, letters iro Education Training and Development. Provide support to the members at the Training Commando with the main focus on the handling and processing of all typing, assisting with the finalisation of course administration and administrative aspects as delegated by the Commander and Second in Command of the Training Commando. Ensure that all typing is done according to Conventions of Service Writing (CSW) and the correct storage (including back-up system) of data. Ensure proper Information Systems Security is applied. Assist with the planning, monitoring and finalisation of HR projects such as skills development, updating of post profiles, duty sheets, annual Commando History Report, in post training and provide inputs. Assist with the correct and effective administrative management of the Commando. Assist respective Course Leaders with the finalisation of their course administration. Assist the Training Commando Commander and Second In Command with regards to the collation and provision of statistics and management information and with all other administrative tasks that may be delegated. Liaison with other Arms of Service and state departments iro training requirements and the coordination of training. The management and scheduling of the training facilities of Spec Forces School. The effective management of training administration of the Special Forces Qualification (National Certificate on Special Combat capability of Special Forces) presented by the Spec Forces School. The coordination of learner admin iro POEs. The capturing of Learner program results. The administration of the Learner Data Base of potential Spec Forces Operators according to the guidelines.

ENQUIRIES APPLICATIONS : Maj C.J. Baloyi Tel No: 015 780 4601
: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390

NOTE : This post is being advertised in the DOD, broader public service.

- POST 13/12** : **PROVISIONING ADMIN OFFICER REF NO: OPS/34/21/13**
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Joint Operations, SA Special Forces, Special Forces Supply Unit – 4 Special Forces Regiment Satellite, Langebaan (Western Cape).
- REQUIREMENTS** : NQF Level 2 – 4 (Minimum Qualification). Applicants with prior learning, either by means of experience or alternative courses may also apply. Please note that proof of Recognition of Prior Learning (RPL) results must accompany each application for a post. Extensive experience in the Logistical environment is a prerequisite. Special requirements (Skills needed): Computer literate (MS Word, Presentations and Excel). Preference will be given to Candidates who are already CALMIS qualified. Have detailed knowledge of the operation and utilization of specific software packages. Organizing, interpersonal relationships and typing skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : To ensure an accounting service wrt Logistical Support Services to enable Special Forces Capability at unit level by means of sound management and administration. Assist Accounting Clerk with the internal management and administration of the accounting department: Inspect accounting procedures of equipment and stock. Inspect the filing of vouchers to ensure compliance to policy and procedure: Ensure vouchers are filed according to voucher series. Ensure all relevant signatures are present on vouchers. Ensure all voucher are finalised according to policy. Ensure adequate control over vouchers wrt movement (registers). Ensure implementation of corrective actions where identified. Assist with the verification of stock and the submission of the prescribed documentation. Facilitate accountability and responsibility of stores and equipment. Prepare documentation for handing and taking over. Assist with verification of stocktaking for handing and taking over. Investigate discrepancies: Ensure signing of both parties. Assist with key control according to policy and procedure. Assist the Verification Officer with the management of the annual stock take. Assist with the printing of discrepancy vouchers, under management of the Verification Officer, for the accounting of differences in stores received. Finalise all RV's. Fin all IV's. Execute bin maintenance. Summary of all items on loan/laundry services. Accounting section voucher series complete and correctly filed. All disposed stock written off main account. Assist with the receiving of stores by printing, managing, finalisation and filing of Receipt Voucher. Assist with the issuing of stores by printing, managing, finalisation and filing of Issue Voucher. Assist with Bin Maintenance on ledgers when effectuating vouchers. Assist with the accounting of ammunition according to policy and procedure: Print issue voucher. Print expense certificate. Ensure unit part 1 order attached to voucher. Ensure Batch and RAIN number printed and confirmed on voucher before finalisation. Finalization of voucher. Manage Personal Equipment Registers of all members: Voucher filing. Summaries. Execute Quality Control over the execution of accounting log support activities and tasks. Ensure preparation of allocated Log Pers. Monitor quality standard of documentation. Internal management of the departmental staff. Assist with the establishment and maintenance of a quality management system. Conduct HR admin for subordinates.
- ENQUIRIES APPLICATIONS** : Maj C.J. Baloyi Tel No: 015 780 4601
: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.
- NOTE** : This post is being advertised in the DOD, broader public service
- POST 13/13** : **SENIOR ADMINISTRATION CLERK (HR) REF NO: JOPS/34/21/25**
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Special Forces School (Pretoria) Murray Hill Wallmansthal
- REQUIREMENTS** : A minimum of Grade12 /NQF Level 4, experience in HR will be an advantage. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage).Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

DUTIES : HR movements. Provide travel support services, receive movement request, and activate movement, book ticket for members. Transfer of personnel, register request of transfer, follow up the request and update management information. Furniture removal, obtain approval for quotation and update register. Detached duty of members, received application for detached duty and distribute to SF HQ. Medical administration, administer medical continuation fund contribution, Injury document and confirm NOTICAS was send. Personnel losses, administrate the funeral arrangements, next of kin must complete the booklet and send it to Bank of Lisbon, and check phase III is done. Include dependent for medical benefits, received application for inclusion of dependents, verify the information, send documents to Bank of Lisbon. Group Life Insurance Scheme, obtain complete document by the relevant members, verify correctness and submit to Bank of Lisbon.

ENQUIRIES : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.
NOTE : This post is being advertised in the DOD, broader public service

POST 13/14 : **SENIOR ADMINISTRATION CLERK (TRAINING) REF NO: JOPS/34/21/26**

SALARY : R173 703 per annum (Level 05)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS : A minimum of Grade12 /NQF Level 4 Ability to communicate effectively (written and verbally) in English. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage). Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

DUTIES : Maintaining a database wrt the ETD policies /assessments. Developing a Quality Management system, Training Policy Plan and a Work Skills Plan for the unit. Assisting in the compilation of Standard Operating Procedures. Controlling and issuing of Assessment instruments. Give feedback about training and challenges and be able to solve the problems also update the unit with new instructions about training. Plan meetings and take details of the minutes. Schedule appointments and update calendar. Assist in the preparation of regularly scheduled reports.

ENQUIRIES : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.
NOTE : This post is being advertised in the DOD, broader public service

POST 13/15 : **PURCHASING CLERK REF NO: JOPS/34/21/27**

SALARY : R173 703 per annum (Level 05)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal.
REQUIREMENTS : A minimum of Grade 12. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge and experience in finance will be an advantage. Special requirements (Skills needed): computer literacy, communication skills, supply support, problem solving and decision making, language proficiency, initiative and reasoning, and effective planning.

DUTIES : Evaluate and facilitate approval on all purchase orders and coordinate with assistants and buyers to ensure accuracy of all deliveries. Monitor and evaluate all purchase order claims. Design all purchasing contracts and associate procedures and policies. Review all purchase specifications and issue appropriate bids to all suppliers, organise and participate in various meetings and prepare required feedback to identify appropriate purchasing requirements.

ENQUIRIES : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service

POST 13/16 : **SENIOR PROVISIONING CLERK REF NO: JOPS/34/21/33**

SALARY : R173 703 per annum (Level 05)
CENTRE : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
REQUIREMENTS : Grade 12 certificate with a minimum of one year relevant experience. A post matric qualification in Logistics will be an added advantage. Special requirements (Skills needed): Computer literate (MS Word, Presentations and Excel). Preference will

- be given to Candidates who are already CALMIS qualified. Have detailed knowledge of the operation and utilization of specific software packages. Organizing, interpersonal relationships and typing skills. Communication efficiency (verbal and written) in English. Ability to work independently.
- DUTIES** : Ensure that provisioning advices are submitted in time for the placements of demands. Liaison with relative Depots and Commodity managers to ensure timely processing of demands. Co - ordinate all management reports wrt outstanding stores. Generate receipt vouchers on the SANDF Stores Instructions.
- ENQUIRIES** : Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/17** : **PURCHASING CLERK REF NO: JOPS/34/21/34**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
- REQUIREMENTS** : A minimum of Grade12 /NQF Level with atleast one year related experience. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage).Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.
- DUTIES** : Ensure that the correct procedure is executed with the detaining of tenders and quotations. Evaluate and facilitate approval on all purchase orders and coordinate with assistants and buyers to ensure accuracy of all deliveries. Identify priorities in the procurement plan and attending to the highest priority first. Ensure effective communication with product and system managers. Evaluate the procedures and regulations related to the procurement of all commercial items. Ensure procurement instructions received from State Tender Board are adhered to.
- ENQUIRIES** : Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/18** : **HR PERSONNEL CLERK REF NO: JOPS/34/21/35**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
- REQUIREMENTS** : Grade 12 or equivalent. Experience in management and general support Personnel or providing personnel related support will be an advantage. Special requirements (Skills needed): Member must be computer literate. The ability to function independently. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Effective Management of civilian member's Duty Sheets, Leave Plans, PMDS, Performance Incentives, Career Questionnaire, Studies at State Expenses, Commendation Certificates, SASSETA Studies, Impost training and on-the- job training, Personal Files of members to be checked and updated. Recommendation of new HR Policy prescripts and its revisions well as the improvement of performance of civilian members in a work place. Provide HR management training on issues relating to conflict resolution, employee relations and performance, grievance procedures as well as interpretation of policy prescripts and compliance. Management of salary queries and work attendance register. Maintain affirmative mediation program as well as labour relations procedures of the civilian members.
- ENQUIRIES** : Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012) 529 1434.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.

- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/19** : **PRE-ORDER ADMIN CLERK REF NO: JOPS/34/21/36**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
REQUIREMENTS : A minimum of Grade12 with atleast one year relevant experience. A post matric qualification in Logistic/Supply chain Management will be an added advantage. Special requirements (Skills needed): Knowledge of typing rules, Computer literacy (Word, Excel, and Power point). Analytical and innovative thinking ability, Problem solving skills, working under pressure.
- DUTIES** : Ensure implementation of corrective actions. Assist the Procurement NCO with the providing of direction to unit Supply Support Services wrt Procurement of SFSU Assets. Verify adherence to legislative prescripts wrt the obtaining of equipment and stock. Assist with the compiling of the quarterly and annual reports.
- ENQUIRIES** : Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/20** : **SENIOR RECORD ADMIN REF NO: JOPS/34/21/37**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
REQUIREMENTS : Grade 12 certificate with a minimum of one year experience working in registry. A post matric qualification in Records Management will be an added advantage. Special requirements (Skills needed): Knowledge of filing system, Computer literacy (Word, Excel, and PowerPoint). Communication skills, Analytical and innovative thinking ability, Problem solving skills, working under pressure.
- DUTIES** : Ensure that incoming and outgoing correspondence are registered and filed in correct files for the Officer Commanding to control. Book the files with control cards and keep the record of booked files. To keep record of all telephone bills and payments.
- ENQUIRIES** : Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/21** : **BASE REPAIR TRADESMAN AID REF NO: JOPS/34/21/14**
This post is being advertised in the DOD, broader public service.
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Joint Operations, SA Special Forces, Special Forces Supply Unit, 4 Special Forces Regiment Satellite, Langebaan (Western Cape).
REQUIREMENTS : NQF Level 2 – 4 (Minimum Qualification). Applicants with prior learning, either by means of experience or alternative courses may also apply. Please note that proof of Recognition of Prior Learning (RPL) results must accompany each application for a post. Extensive experience in the Logistical environment is a prerequisite. Special requirements (Skills needed): Sound technical background. Must be physically fit and healthy as the work is of physically demanding nature. Organizing skills, interpersonal relationships skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain secret security clearance within a year.
- DUTIES** : Repair/replace all defective components according to technical inspection. Execute maintenance schedules according to program. Assist with the manufacturing of components. Execute tool checks on both personal tools as well as workshop tools. Ensure that no unauthorized jobs are undertaken in the Work shop. Ensure that the time limits according to the technical inspection are not

acceded. Execute maintenance on facilities and machines. Ensure the upkeep of equipment readiness according to the determined standard. Provide technical support in emergency situations. Initiate civilian repair tasks. The management of quality- and configuration control: Ensure that the quality of workmanship is competent and reliable. Complete rejects after hours if traceable to poor workmanship. Ensure the quality of components is up to standard. Assist with quality control on items purchased or manufactured. Ensure only the highest standard of craftsmanship is accepted. The compiling of records, planning data, statistics and history. Assist with completing of all statistics wrt management information on a monthly basis. Assist with emergency situations when required. Attend technical order groups. Render technical support to other sections. Assist with launch and recovery of boats and equipment. Handling of security aspects wrt the technical section. Ensure that physical-/personnel- and security documentation is carried out within the technical section. Execute proper security measures on all equipment in your area of responsibility. Ensure the necessary key control is practiced in the technical section.

ENQUIRIES : Maj H.P. Kortje Tel No: 022 707 4519) or Ms M. Labuschagne Tel No: 022 707 4503).

APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE : It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process. This post is being advertised in the DOD, broader public service.

POST 13/22 : **GROUNDSMAN III REF NO: JOPS/34/21/15 (X2 POSTS)**

SALARY : R122 595 per annum (Level 03)
CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape)

REQUIREMENTS : ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES : Supervise job output of Groundsman, divide the work between work teams and individuals, serve as team leader of work teams and divide equipment amongst work teams and individuals. Assist in the training of Groundsman iro the usage of machines. Assist in the completion of performance assessments forms and performance incentives of subordinates. Work with the team by performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the general condition of machines weekly and report faults where equipment is not up to standard. Reporting any defaults on the terrain to Base Maint Warrant Officer. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Maj H.P. Kortje Tel No: 022 707 4519) or Ms M. Labuschagne Tel No: 022 707 4503).

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

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/23 : **CLEANER II REF NO: JOPS/34/21/04 (X3 POSTS)**

SALARY : R122 595 per annum (Level 03)

- CENTRE** : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).
- REQUIREMENTS** : Grade 10/N1, N2/NQF Level 2 – 4. 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, organising and literacy. Must be physically fit and healthy.
- DUTIES** : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj C.J. Baloyi Tel No: 015 780 4601
- APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/24** : **GROUNDSMAN FOREMAN REF NO: JOPS/34/21/21**
- SALARY** : R122 595 per annum (Level 03)
- CENTRE** : Special Forces School (Pretoria) Murray Hill Wallmansthal.
- REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
- APPLICATIONS** : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/25** : **CLEANER FOREMAN REF NO: JOPS/34/21/29 (X2 POSTS)**
- SALARY** : R122 595 per annum (Level 03)
- CENTRE** : Special Forces School (Pretoria) Murray Hill Wallmansthal
- REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Ability to communicate effectively (Verbal) in English, must be physical healthy. Maintaining Performance of the Cleaners making sure related duties in offices and other facilities done properly (i.e. Sweep, vacuum, clean ablution facilities, kitchens and utensils, the work place). Focuses on the performance in terms of standards of cleanliness and their behaviour on duty ordering of cleaning material.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen's: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning

where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/26 : **GROUNDSMAN FOREMAN REF NO: JOPS/34/21/30**

SALARY : R122 595 per annum (Level 03)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS : ABET Level 1– 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen's: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742.
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/27 : **DRIVER REF NO: JOPS/34/21/31**

SALARY : R122 595 per annum (Level 03)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS : Grade 10/N1, N2/NQF Level 2 with 3 – 4 years' experience in driving as a general worker. A military driver's license will be an advantage. Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES : Completion of first parade on vehicle to be used. Loading and securing of cargo according to manifest. Ensure non-military personnel sign an indemnity form before commencing with the journey. Ensure seatbelts are worn at all times. Daily inspection of allocated vehicles and reporting of defects to the Snr Tpt NCO. Cleaning, refueling and completion of last parade. Regular maintenance runs of vehicles stored for long periods. Ensure you only undertake trips on instructions from -the Tpt Officer/NCO. Ensure that the vehicle is never overloaded. Adhere to the speed limits. Ensure that vehicles are clean and neat in – and outside. Ensure that the vehicle you are driving is serviceable. Never deviate from your route. Report all defects experienced during a trip. In case of an incident, you must stop

	:	immediately and attend to injured members Determine damage to the vehicle and notify the unit. Inform the SAPS, MPA and/or traffic official.
<u>ENQUIRIES</u>	:	Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
<u>APPLICATIONS</u>	:	Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.
<u>NOTE</u>	:	This post is being advertised in the DOD, broader public service.
<u>POST 13/28</u>	:	<u>DRIVER REF NO: JOPS/34/21/38</u>
<u>SALARY</u>	:	R122 595 per annum (Level 03)
<u>CENTRE</u>	:	Special Forces Supply Unit (Satellite Wallmansthal), Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with 3 – 4 years' experience in driving as a general worker. A military driver's license will be an advantage. Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.
<u>DUTIES</u>	:	Completion of first parade on vehicle to be used. Loading and securing of cargo according to manifest. Ensure non-military personnel sign an indemnity form before commencing with the journey. Ensure seatbelts are worn at all times. Daily inspection of allocated vehicles and reporting of defects to the Snr Tpt NCO. Cleaning, refueling and completion of last parade. Regular maintenance runs of vehicles stored for long periods. Ensure you only undertake trips on instructions from -the Tpt Officer/NCO. Ensure that the vehicle is never overloaded. Adhere to the speed limits. Ensure that vehicles are clean and neat in – and outside. Ensure that the vehicle you are driving is serviceable. Never deviate from your route. Report all defects experienced during a trip. In case of an incident, you must stop immediately and attend to injured members Determine damage to the vehicle and notify the unit. Inform the SAPS, MPA and/or traffic official.
<u>ENQUIRIES</u>	:	Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
<u>APPLICATIONS</u>	:	Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
<u>NOTE</u>	:	This post is being advertised in the DOD, broader public service.
<u>POST 13/29</u>	:	<u>CLEANERS II REF NO: JOPS/34/21/17 (X4 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).
<u>REQUIREMENTS</u>	:	ABET Level 1 – 4 (Grade 10 - 12 or equivalent). 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, organising and literacy. Must be physically fit and healthy. Communication efficiency (verbal and written).
<u>DUTIES</u>	:	Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.
<u>ENQUIRIES</u>	:	Maj H.P. Kortje Tel No: 022 707 4519 or Ms M. Labuschagne Tel No: 022 707 4503
<u>APPLICATIONS</u>	:	Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
<u>NOTE</u>	:	This post is being advertised in the DOD, broader public service.

- POST 13/30** : **FOOD SERVICE AID II REF NO: JOPS/34/21/18 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces Headquarters.
REQUIREMENTS : ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, finance, computers and preparation of Kosher, Halaal and diabetic foods. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie 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 authorised personnel have access to 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 environment.
- ENQUIRIES** : Maj S.D. Mabaya Tel No: 012 674 5822 or WO2 M.W. Moremi Tel No: 012 674 5845
- APPLICATIONS** : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/31** : **GROUNDSMAN II REF NO: JOPS/34/21/19 (X6 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces Headquarters
REQUIREMENTS : ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj S.D. Mabaya Tel No: 012 674 5822 for WO2 M.W. Moremi Tel No: 0126745845
- APPLICATIONS** : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/32** : **GENERAL STORE ASSISTANT REF NO: JOPS/34/21/20**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS : ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Assistant Storeman work in the retail unit where they complete tasks such as receiving and delivering equipment, moving equipment, loading and unloading vehicle, moving equipment, stocking shelves, handling the correspondences, opening packages, answering to

- clients enquiries and doing any other related activities as required by the supervisor.
- DUTIES** : Planning and organise stock and inventory, is responsible for keeping track of what is available in the stores and inventory is updated. Must also monitor current stock level to decide if more should be ordered, as well as it is easy and safety accessible. To also see the daily operation of the store, make sure it runs smoothly and effectively.
- ENQUIRIES** : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.
- POST 13/33** : **GROUNDSMAN REF NO: JOPS/34/21/22 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.
- DUTIES** : Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate Lawns. Remove refuse from the terrain. Load refuse. Maintain neatness of unit areas.
- ENQUIRIES** : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.
- POST 13/34** : **FOOD SERVICE AID REF NO: JOPS/34/21/24**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal.
REQUIREMENTS : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Ability to communicate effectively (written and verbally) in English .Basic knowledge of health and safety. Physical strength and fitness. Food preparation and serving .Ability to perform routine tasks. Ability to operate kitchen equipment /machinery. Interpersonal skills.
- DUTIES** : Prepare and serve of food and light refreshments. Make of salads and assist in the preparation of snacks and sweets (desserts). Packing of suppliers received in food storage areas. Clear. Designated areas to ensure high standard of hygiene. Wash of cutlery and crockery .Perform tasks of a routine nature. Act as a team leader.
- ENQUIRIES** : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.
- POST 13/35** : **CLEANERS II REF NO: JOPS/34/21/28 (X4 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmansthal.
REQUIREMENTS : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Ability to communicate effectively (Verbal) in English, must be physical healthy. Perform Cleaning related duties in offices and other facilities determined by Supervisor (i.e. Sweep, vacuum, clean ablution facilities, kitchens and utensils, the work place.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsman's: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for

transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/36 : **FOOD SERVICE WORKER AID II REF NO: JOPS/34/21/32**

SALARY : R102 534 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).

REQUIREMENTS : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). 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, organising and literacy. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie 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 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 environment.

ENQUIRIES : Maj H.P. Kortje Tel No: 022 707 4519 or Ms M. Labuschagne Tel No: 022 707 4503

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

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/37 : **GROUNDSMAN REF NO: JOPS/34/21/39 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
REQUIREMENTS : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES : The upkeep of all gardens and facilities in the Unit, Neatness of working areas, Maintenance of machinery, adherence to OHS Act and prescript. Administer compost on lawns, Daily removal of garden refuse, sweeping trenches and roads, cutting grass, planting of flowers and trees.

ENQUIRIES : Lt K.O. Bulanga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.

APPLICATIONS : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.

NOTE : This post is being advertised in the DOD, broader public service.

POST 13/38 : **CLEANER II REF NO: JOPS/34/21/05 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).

- REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). 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, organising and literacy. Must be physically fit and healthy.
- DUTIES** : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj C.J. Baloyi Tel No: 015 780 4601
- APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/39** : **FOOD SERVICE WORKER AID II REF NO: JOPS/34/21/06 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).
- REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). 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, organising and literacy. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie 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 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 environment.
- ENQUIRIES** : Maj C.J. Baloyi Tel No: 015 780 4601
- APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/40** : **GROUNDSMAN II REF NO: JOPS/34/21/07 (X4 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).
- REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with

- preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj C.J. Baloyi Tel No: 015 780 4601
- APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.
- NOTE** : This post is being advertised in the DOD, broader public service.
- POST 13/41** : **GROUNDSMAN II REF NO: JOPS/34/21/16 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape)
- REQUIREMENTS** : ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj H.P. Kortje Tel No: 022 707 4519 or Ms M. Labuschagne Tel No: 022 707 4503
- APPLICATIONS** : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357
- NOTE** : It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process. This post is being advertised in the DOD, broader public service.