

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 30 July 2021 (Applications received after the closing date and faxed copies will not be considered).
- 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 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.

## OTHER POSTS

- POST 25/09** : **ARCHIVIST: REGISTRY CLERK SUPERVISOR REF NO: CMIS/08/21/01**  
(Re-advertised)
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : CMIS Division, Documentation Centre (DOD Archive), Irene, Centurion.
- REQUIREMENTS** : Diploma or Degree in Records and Archive Management/Information Management/Information Science. At least three (3) years functional experience in record office/ registry/ archive/ information management/ information science environment. Fair knowledge of record office procedures, records and archive management procedures, especially storage and maintenance of records. Accredited courses wrt records/ archive/ information management/ 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** : 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 1458.
- APPLICATIONS** : Department of Defence, CMIS Division Private Bag X161, Pretoria 0001 or hand deliver at Department of Defence, CMIS Division Eco-Glades 1, Block C 70 Ribbon Grass Street Eco-Park, Centurion 0144.

**POST 25/10** : **SENIOR SECRETARY GRADE II REF NO: SG 02/21/01**

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

**DUTIES** : Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

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

**POST 25/11** : **SENIOR SECRETARY GRADE II REF NO: SG 02/21/02**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : SAMHS HQ, Directorate Medicine, Erasmuskloof, Pretoria  
**REQUIREMENTS** : Grade 12. Experience in secretarial or related occupation may be a recommendation. Special requirements (Skills needed): Must be computer literate and have knowledge of the operational and utilisation of the specific computer software and database packages (Microsoft Word, Excel, and PowerPoint). Must have training on the patient administration database and health informatics system. Must obtain confidential security clearance within 12 months after appointment. Must have organising events management and good interpersonal skills as well as problem solving and analytic skills. Must be able to work independently. Telephone etiquette and people management abilities must be in place. High standards of professional conduct, tact, courtesy, neatness (including office tidiness) and loyalty at all times. Service keeping with the Public Service Act (PSA) and PSA employee Code of Conduct.

**DUTIES** : Responsible to the Directorate Medicine (D Med) for typing, execution of general receptionist and office assistant duties (faxes and photocopies). Write routine notes, memos, letters and reports. Compile agendas for D Med Forum meetings and take accurate notes during meeting. Responsible for computing, extracting and manipulating of data for and dissemination of management information. D Med dairy management, telephone messages, organizing internal functions. Receive visitors and organize refreshments when necessary and as supplied by D Med. Arrangement of authorization and parking for visitors. Be a team member in the execution of D Med responsibilities. Process the travel and subsistence claims for the Director.

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**POST 25/12** : **SENIOR SECRETARY GRADE II REF NO: SG 02/21/03**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Military Health Training Formation HQ, Thaba Tshwane, Pretoria  
**REQUIREMENTS** : Grade 12. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written

& verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

**DUTIES**

: Provide a secretarial support service. Record appointments and events and manage the Officer Commanding's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, Memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the OC. Process the travel and subsistence claims for the OC. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the OC as required. Keep a filing system Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

**ENQUIRIES**

**APPLICATIONS**

: Maj A. Jikela Tel No: (012) 674 6133 Capt B.P. Bokolo Tel No: (012) 674 6063  
: Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria