

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 06 October 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 office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 33/07** : **DEPUTY DIRECTOR: AUDIT MANAGER REF NO: IAD/26/21/01**
This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement REF: IAD/13/20/01 are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12), (All-inclusive salary package)
: Pretoria
: Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of financial statements in Private and Public Sector. Three (3) years management experience of which it should have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, Extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.
- DUTIES** : The successful incumbent will amongst others be responsible for the following:
Review of financial statements, documents, data and accounting entries. Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating

manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Participate in the development of a risk register. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

ENQUIRIES : Mrs Adri Rocher Tel No: (012) 649 1065 OR Mrs Siphwe Nkosi Tel No: (012) 643 1031.

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria.

POST 33/08 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: MO/21/01**

SALARY : R470 040 per annum (Level 10)
CENTRE : Office of the Military Ombud, Pretoria.

REQUIREMENTS : Bachelor's Degree or equivalent qualification in Logistics/Supply Chain Management/Logistics Management/Public Management and Administration. A Minimum of three years experiences in providing Supply Chain Management/Logistical Support. Knowledge of relevant legislation. Special requirements (Skills needed): Logistic / Supply Chain Management experience, OHS, Planning Skills, Computer Skills, and Project Management Skills.

DUTIES : Demand Management. Procurement Management. Logistic Management including transport management. Inventory and Asset Management. Disposal Management. Facility Management. Strategic Management with the SCM environment. Compilation of a Supply Chain Management and related elements Regulatory Framework.

ENQUIRIES : Mr BC Radebe/ Ms J Dicker Tel No: (012) 676 3842/41

APPLICATIONS : Department of Defence, Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

POST 33/09 : **INVESTIGATOR REF NO: MO/21/02**

SALARY : R470 040 per annum (Level 10)
CENTRE : Office of the Military Ombud, Pretoria

REQUIREMENTS : A relevant Bachelor's Degree or equivalent qualification. Minimum of 5 years in Administrative, Audit experience at Middle Management or equivalent level. Investigations, Dispute Resolution and Complaints Management or legal experience. Possession of a code 8 Driver's licence will be an added advantage. Special requirements (Skills needed): Conciliation, mediation and negotiation skills Computer Literacy (essential), Alternative Dispute Resolution Skills, Research Skills, Case Management Skills, Report Writing, Language Proficiency, Interviewing Skills, Analytical and Interpretation Skills, Networking and Communication Skills, Conceptual Thinking and Problem Solving Skills, , Planning Skills, Organizing Skills, the ability to foster Interpersonal Relationships, Conflict Resolution, Analytical Thinking, and Decision Making Skills, Case Management, Written and Oral Communication skills, Report

writing, Facilitation, Network and Interpersonal Relationships, Leadership, Policy Analysis and Formulation, Impartial, Incisive and Decisive, Team Player, Adaptability. Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including the Military Ombud Act, Constitution and other enabling legislation, and Public Finance Management Act. The candidate must be able to work under pressure.

DUTIES : Investigation and resolution of Complaints. Writing of reports upon conclusion of investigation. Presentation of reports during Quality Assurance. Adherence to Complaints Handling Manual. Maximize customer care satisfaction. Compliance with Managerial and Administrative responsibilities. Adherence to the Public Finance Management Act.

ENQUIRIES : Mr BC Radebe/ Ms J Dicker Tel No: (012) 676 3842/41
APPLICATIONS : Department of Defence, Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

POST 33/10 : **ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/23/21/01**
Defence Policy, Strategy & Planning Division, Chief Directorate Strategic Management (Directorate Strategy and Plan),

SALARY : R470 040 per annum (Level 10)
CENTRE : Defence Headquarters, Erasmuskloof, Pretoria
REQUIREMENTS : NQF Level 6-7 (Diploma/Advanced Certificate or Bachelor's Degree/Advanced Diploma): A qualification related to management science, strategic studies or related field is required. A relevant post graduate NQF 7 tertiary qualification will be preferred. A minimum of two (2) years' experience in the environment of corporate strategy, planning, monitoring and evaluation is required. Five to ten (5 – 10) years related working experience is preferred. Special requirements (Skills needed): Good research, writing skills, analytical, communication, report writing and presentation skills. Understanding and interpretation of relevant Regulatory Frameworks, Acts, Regulations and Policies. Sound understanding of planning, risk management, monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines. Experience in dealing with planning, monitoring and evaluation at least at Divisional level or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.

DUTIES : Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic Guidelines for Planning. Development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact the DOD.

ENQUIRIES : Mr P. Ramsing Tel No: (012) 355-5967
APPLICATIONS : Department of Defence, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, DOD HQ Reception Area, Corner of Nossob and Boeing Street, Erasmuskloof, Pretoria 0001.

NOTE : Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.

POST 33/11 : **FOREMAN CLEANER REF NO: HQ/22/21/04 (X2 POSTS)**

SALARY : R122 595 per annum (Level 03)
CENTRE : DOD HQ Unit, Armscor Building, Pretoria
REQUIREMENTS : Grade 10 or ABET level 4. A minimum of 2 years' experience in cleaning services environment. Previous cleaning supervisory experience would be an advantage. Special Requirement (skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety procedures and regulations. Knowledge of special cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Ability to work in a team and individually. Basic numeracy and literacy skills.

- DUTIES** : Managing and ensuring maintenance of cleaning materials and equipment. Performing basic administrative and related functions. Providing guidance, advice to cleaners. Updating of the cleaning roster on a monthly basis. Operating cleaning machines, basic hand tools and to perform routine tasks. Ensuring maintenance and replacement of cleaning machines and equipment.
- ENQUIRIES** : Maj I.E. Chake Tel No: (012) 355 5258 and WO2 F.F. Sibubulume Tel No: (012) 355 5666.
- APPLICATIONS** : Department of Defence Headquarters Unit, Private bag X 161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.
- POST 33/12** : **HANDYMAN REF NO: OMBUD/21/21/01**
SA Defence Intelligence College (SADIC)
- SALARY** : R122 595 per annum
CENTRE : Monument Park Pretoria
REQUIREMENTS : Grade 10 or ABET Levels 1-4. Applicants with prior handyman or general working experience in repair works will be an advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be Creative. Basic literacy. Ability to perform routine tasks.
- DUTIES** : Attend to minor maintenance and repairs to facilities and equipment. Conduct regular inspections throughout the college and compile maintenance programme. Compile list of equipment required and hand it at QM. Execute the maintenance task per priority and requirements. Compile a report and hand in at QM. Create a maintenance register and keep up to date.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Water kloof Ridge).
- POST 33/13** : **GROUNDSMAN REF NO: SADIC/28/21/02**
- SALARY** : R122 595 per annum
CENTRE : SA Defence Intelligence College (SADIC), Monument Park Pretoria.
REQUIREMENTS : Grade 10 or ABET Levels 1-4. Applicants with appropriate experience in general garden maintenance will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy.
- DUTIES** : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, watering, mowing and cut the grass. Remove all tree branches, as well as all garden waste from the street, sidewalks, open areas and general cleaning and sweeping of the sidewalk in the Unit. Remove garden refuse and Guesthouses refuse and load onto truck to be transported to dumping site. To assist your supervisor with general preparations of all regimental tasks that needs your assistance, functions parade that my take place inside the Unit or outside the Unit lines.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- POST 33/14** : **DRIVER REF NO: SADIC/28/21/03**
SA Defence Intelligence College (SADIC)
- SALARY** : R122 595 per annum
CENTRE : Monument Park Pretoria
REQUIREMENTS : Grade 10 or ABET Levels 1-4. Applicants with prior driving experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy. Valid code 14 driver's licence as well as a valid military licence will be an advantage.
- DUTIES** : Conduct the 10-task maintenance on the vehicles. Ensure that vehicles are clean and roadworthy. Utilise the vehicles according to prescripts and rules. Keep record of trips regularly and exact. Collect stores at the line warehouses. Ensure that freight is safe and secure on vehicles. Arrange for tollgate documentation when required. Transport personnel and students to and from base / port of 25 to 45 seated buses safely.

- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- POST 33/15** : **ACCOMODATION CLEANER REF NO: SADIC/28/21/04**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : SA Defence Intelligence College (SADIC), Monument Park Pretoria
- REQUIREMENTS** : Grade 10 or ABET Levels 1-4. Applicants with prior driving experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy.
- DUTIES** : Provide cleaning services at the Unit. Cleaning of restrooms. Cleaning of kitchens and tea rooms. Cleaning of office, conference rooms, waiting rooms and cleaner rooms including store rooms. Cleaning of passages, fire escapes, entrance area and reception area of the building. Cleaning the area of the waste and shredded papers. Daily removal of rubbish bins from the offices.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- POST 33/16** : **FOOD SERVICE AID REF NO: SADIC/28/21/05**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : SA Defence Intelligence College (SADIC), Monument Park Pretoria.
- REQUIREMENTS** : Grade 10 or ABET Levels 1-4. Applicants with prior cooking experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy.
- DUTIES** : Provide food handling and cleaning services to the guest housing section. Must be able to keep kitchens in a hygienic condition and ensure that all utensils and equipment are clean and food ready to be cooked. Must have the knowledge regarding laying up of tables according to protocol. Must be able to prepare food on a large scale. Ensure safety awareness with the use of all electrical equipment on all tasks. To assist in setting up functions. Help with the off-loading of rotations. Execute all ad hoc kitchen tasks as issued by order.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- POST 33/17** : **CLEARNER REF NO: HQ/22/21/05 (X13 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : DOD HQ Unit, Armscor Building, Pretoria
- REQUIREMENTS** : A minimum of grade 10 or ABET 1-4. Previous cleaning experience would be advantage. Special Requirement (skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of special cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines and to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physical fit to perform cleaning duties.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : Maj I E Chake Tel No: 012 355 5666
- APPLICATIONS** : Department of Defence Headquarters Unit, Private bag X 161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.

POST 33/18 : **TEA MAKER REF NO: HQ/22/21/06 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : DOD HQ Unit, Armscor Building, Pretoria.

REQUIREMENTS : A minimum of Grade 10 or ABET 1-4. Previous experience will serve as an advantage. Special Requirement (skills needed): Communication skills (write and verbal ability) and must be physically healthy.

DUTIES : Ensure that kitchen utilised is at all times clean, no dirty dishes, cups, saucers and others thereof are lying around. Report any losses, damages and theft observed. Ensure safekeeping of cupboard keys for control of dish soap and other material used.

APPLICATIONS : Department of Defence Headquarters Unit, Private bag X 161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.

ENQUIRIES : Maj I.E. Chake Tel No: (012) 355 5258 and WO2 F.F. Sibubulume Tel No: (012) 355 5666.