

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 25 February 2022, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : This is a permanent position. It is the Military Ombud's intention to promote equity through filling of posts, according to the set Employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process shortlisted candidates will be subjected to a competency assessment to determine their suitability for the post, personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. Successful candidate will be required to enter into an employment contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable, will also be done annually. The successful candidate will be expected to obtain an appropriate security clearance. Applications must be submitted on the prescribed new Z83 form (available on www.dpsa.gov.za), which must be fully completed and signed. A detailed CV indicating contactable referees, copies of qualifications, copy of grade 12 certificate, driver's license and an ID document must be attached. (Only shortlisted candidates will be required to submit certified copies on or before the interview). Foreign qualification must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply will be disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Applicants who have not been contacted within three (3) months of the closing date of the advertisement must accept that their application was unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job requirements) please contact the person indicated in the post details. People with Disability is welcome to apply

MANAGEMENT ECHELON

- POST 05/02** : **CHIEF DIRECTOR OPERATIONS REF NO: CDOPS/MO/01/2022**
- SALARY** : R1 251 183 – R1 495 956 (Level 14), all-inclusive salary package
- CENTRE** : Military Ombud Office, Eco Origin Block C4, Highveld
- REQUIREMENTS** : A Master's Degree in Law at (NQF level 9) as recognised by SAQA. A certificate for SMS pre-entry program is a requirement for all SMS appointments and must accompany the application for the post. Experience: Applicants must have functioned at a Director or equivalent level for a period not less than five (5) years at a strategic level in a Government/Corporate environment. Applicant must also have extensive Case Management and Dispute resolution experience. Working knowledge of the Military Environment will be an added advantage. Competencies: Conciliation, Mediation and Negotiation, Analytical and Interpretation, Written and Oral Communication, Facilitation, Presentation, Report Writing, Networking, Conceptual Thinking, Computer Literacy, Strong Leadership Skills, Policy Analysis and Formulation, Good Interpersonal Relationships, Language Proficiency, Purpose Driven, Team Player, Adaptable. The successful candidate will be required to perform the following core functions.
- DUTIES** : Provide strategic direction to the Operations Division. Direct the functions of the Chief Directorate in ensuring the effective and efficient resolution of complaints. Take responsibility of and direct the intake, analysis, investigations and the research and development environments within the Chief Directorate. Ensure that the assessment and determination of jurisdiction is done in accordance with service standards. Facilitate early dispute resolution. Facilitate expeditious and economical investigation of complaints lodged with the Office and represent the interests of the Chief Directorate at a strategic level. Direct planning, budgeting and expenditure of the Chief Directorate. Direct drafting, implementation and review of strategy,

policies and procedures that govern the functions of the Chief Directorate. Ensure good governance, integrity in managing the Chief Directorate. Lead and manage the staff in the Chief Directorate.

ENQUIRIES : Ms N.F. Ntloedibe Tel No: (012) 676 3841
APPLICATIONS : Military Ombud, Private Bag X163, Centurion, 0046, or may be hand delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, 0157.
CLOSING DATE : 25 February 2022

OTHER POSTS

POST 05/03 : **ADMINISTRATION OFFICER REF NO: LOG/01/01/22**

SALARY : R321 543 per annum (Level 08)
CENTRE : DOD School of Logistic Training (Cape Town)
REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) degree /NQF Level 6 with experience in supervisory capabilities and 2 years' experience in the training environment, driving skills 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 training. 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 : Obtain milqual printout (course dates). Supply support training, log computer system courses. Write routine notes, memo's, letters iro Education Training and Development. Provide support to the members at Human Resource 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 Resource. 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 Resource administration.

ENQUIRIES : Maj F.P. Prins / Sgt G.N. Jacobs Tel No: 021 787 1454/1476
APPLICATIONS : Department of Defence, School of Logistics Training, Private bag X2, Young field Army Base, Wetton Road, Kenwyn, Wynberg, 7824.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/04 : **ADMINISTRATION CLERK REF NO: LOG/01/02/22**

SALARY : R176 310 per annum (Level 05)

CENTRE : SAFI, Pretoria

REQUIREMENTS : Grade 12 with a minimum of one (1) year experience in the Office administration, logistics management and Development or Human Resource will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

DUTIES : Assist with the HR administration of DOD personnel (example leave, contract renewals, transfers, detached duty, salary enquiries, etc.) Assist with HR monthly reports and all SAFI HR administrations. Assist with the control, safekeeping, maintenance and administration of stock taking equipment, vehicles, buildings any other state asset. Ensure branched weekly purchase requisitions and received in time. Submit weekly purchase budget, weekly requisitions and RM documentation needed to complete monthly income statements of retained branches. Place orders, confirm deliveries, ensure in time payments and liaise with suppliers. Placing of orders and assisting in stocktaking management of retained branches. Manage leased equipment and labour savings devices. Execute retail administration function. Ensure banking of branches is done twice a week and daily sales documentation is submitted to HO daily petty cash returns and assist with the submitting of petty cash reconciliation to HO at end of every month.

ENQUIRIES : Lt Col B. Ntshakisang Tel No: 012 674 4639, Tel No: (012) 651 4716.

APPLICATIONS : Department of Defence, SAFI, PO Box913009, Thaba Tshwane, Pretoria.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/05 : **ADMINISTRATION CLERK REF NO: WMUGP/01/03/22 (X7 POSTS)**

SALARY : R176 310 per annum (Level 05)

CENTRE : WMU Gauteng, Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent with a minimum of one (1) year experience in the administration support will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

DUTIES : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

ENQUIRIES : WO1 S.B. Lefakane Tel No: 012 674 6718.

APPLICATIONS : Department of Defence, Logistics Division, Defence Works Formation, RWU Gauteng, Private Bag X914065, Thaba Tshwane, 0143, Pretoria.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/06 : **ADMINISTRATION CLERK REF NO: WMUMP/01/04/22**

SALARY : R176 310 per annum (Level 05)

CENTRE : WMU Mpumalanga, Nelspruit

REQUIREMENTS : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

- DUTIES** : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.
- ENQUIRIES** : WO1 A.P. Badenhorst Tel No: 013 756 2286
- APPLICATIONS** : Department of Defence, Logistics Division, Defence Works Formation, RWU Mpumalanga, Private Bag X1124, Nelspruit, 1200.
- 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.
- CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
- POST 05/07** : **ADMINISTRATION CLERK REF NO: WMUKZN/01/05/22**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : WMU KZN, Durban
- REQUIREMENTS** : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
- DUTIES** : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

- ENQUIRIES APPLICATIONS** : Maj V.P. Mbatha Tel No: 031 451 0117
 : Department of Defence, Logistics Division, Defence Works Formation, Regional Works Unit KZN, Private Bag X3893, Durban, 4000.
- 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.
- CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
- POST 05/08** : **ADMINISTRATION CLERK REF NO: WMUFS/01/06/22 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : WMU Free State, Bloemfontein
 : Grade 12 or equivalent. Experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
- DUTIES** : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the
- ENQUIRIES APPLICATIONS** : Maj de Klerk and WO1 J. Loft Tel No: 051 402 2006
 : Department of Defence, Logistics Division, Defence Works Formation, RWU Free State, P.O. Box 11921. Universitas, Bloemfontein, 9321.
- 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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/09 : **ADMINISTRATION CLERK REF NO: WMUEC/01/07/22 (X2 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : WMU EC, Port Elizabeth

REQUIREMENTS : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

DUTIES : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

ENQUIRIES : WO1 M.S. Thys Tel No: 041 581 7855
APPLICATIONS : Department of Defence, Logistics Division, Defence Works Formation, RWU Eastern Cape, P. O Box 338, Port Elizabeth, 6000.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/10 : **ADMINISTRATION CLERK REF NO: WMUWC/01/08/22**

SALARY : R176 310 per annum (Level 05)

CENTRE : WMU WC, Cape Town

REQUIREMENTS : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

DUTIES : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

ENQUIRIES : WO1 K. Steenhuis Tel No: 021 764 1806.

APPLICATIONS : Department of Defence, Logistics Division, Private bag X2, Defence Works Formation, Reginal Works Unit, WC, Kenwyn. 7790.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

- POST 05/11** : **ADMINISTRATION CLERK REF NO: CONSUNIT/01/09/22 (X4 POSTS)**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Construction Unit, Pretoria
- REQUIREMENTS** : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
- DUTIES** : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.
- ENQUIRIES** : Maj S.C.B. Ndamase Tel No: 012 651 9125
- APPLICATIONS** : Department of Defence, Logistics Division, Defence Works Formation, Construction Unit, Private Bag X319. Thaba Tshwane, 0143.
- 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.
- CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
- POST 05/12** : **SECRETARY II REF NO: WMUGP/01/10/22**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : WMU, Gauteng
- REQUIREMENTS** : Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability.

		Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.
<u>DUTIES</u>	:	Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made.
<u>ENQUIRIES</u>	:	WO1 S.B. Lefakane Tel No: (012) 674 6718
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, Defence Works Formation, RWU GP, Private Bag X914065, Thaba Tshwane, 0143.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<u>POST 05/13</u>	:	<u>SECRETARY II REF NO: WMUFS/01/11/22</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	WMU, Free State, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.
<u>DUTIES</u>	:	Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and

documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made.

ENQUIRIES
APPLICATIONS

: Maj de Klerk Tel No: (051) 40202006 or WO1 J. Loft Tel No: (012) 355 5859.
: Department of Defence, Logistics Division, Defence Works Formation, RWU Free State, P.O. Box 11921, Universitas, Bloemfontein, 9321.

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.

CLOSING DATE

: 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/14

: **SECRETARY II REF NO: WMUNW/01/12/22**

SALARY
CENTRE
REQUIREMENTS

: R176 310 per annum (Level 05)
: WMU, NW, Potchefstroom
: Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.

DUTIES

: Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made

- ENQUIRIES APPLICATIONS** : Maj A.R. Aplon Tel No: (018) 289 3358
 : Department of Defence, Logistics Division, Defence Works Formation, Reginal Works Potchefstroom, Private Bag X2004, Potchefstroom, 2522.
- 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.
- CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
- POST 05/15** : **SECRETARY II REF NO: CONSUNIT/01/13/22**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Construction Unit, Pretoria
 : Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.
- DUTIES** : Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made
- ENQUIRIES APPLICATIONS** : Maj S.C.B. Ndamase Tel No: (012) 355 651 9125
 : Department of Defence, Logistics Division, Defence Works Formation, Construction Unit, Private Bag X319, Thaba Tshwane, 0143.
- 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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/16 : **PROCUREMENT CLERK REF NO: 93AMMU/01/14/22**

SALARY : R176 310 per annum (Level 05)
CENTRE : DOD Ammu Sub Depot, Naboomspruit (X3 Posts)
 93 Ammu Depot. Jan Kempdorp (X2 Posts)
 DOD Ammu Depot School of Mun, De Aar (X3 Posts)

REQUIREMENTS : Grade 12 certificate or equivalent. Relevant experience in Logistics/ Procurement. Possession of a driver's license will be an added advantage. Special requirements (Skills needed): Planning and Organizational skills, Basic Communication skills, Basic computer skills, Basic problem solving skills, Record keeping skills and Basic Report writing skills.

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 : DOD School of Catering, Private bag X1027, Thaba Tshwane Pretoria, Lt J.T. Madie Tel No: 012 674 5099 / 674 5102.

APPLICATIONS : Department of Defence, 93 Ammu Depot Quarters, Private bag X1, Jan Kempdorp, 8550. Capt M.D.R. Phakalasang Tel No: 053 830 9650 / 053 830 9737

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/17 : **HEAVY DUTY DRIVER REF NO: DODAMMU/01/15/22**

SALARY : R147 459 per annum (Level 04)

CENTRE : DOD Ammu Sub Depot, Naboomspruit

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. One to Two (1-2) years' experience in driving. A valid and relevant driver's license will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy. Problem solving and inter personal relations skills. Time management skills. Ability to work independently.

DUTIES : Drive and maintain the heavy duty vehicle as part of facility management packet for internal movement of refusal and the mowing of lawns from the unit line, outside of the ammunition stores, messes QM and all over in the unit. Assist in the diving and maintenance duties.

ENQUIRIES : Lt P.P. Kekana Tel No: 014 743 9504/ 014 743 9517

APPLICATIONS : Department of Defence, ASN Naboomspruit Private Bag X 91 0560.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/18 : **TRACTOR DRIVER REF NO: DODAMMU/01/16/22**

SALARY : R147 459 per annum (Level 04)
CENTRE : DOD Ammu Sub Depot, Naboomspruit
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Relevant documents and license will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy. Problem solving and interpersonal relations skills. Time management skills. Ability to work independently.

DUTIES : Drive and maintain a tractor as part of facility management packet for internal movement of refusal and the mowing of lawns from the unit line, outside of the ammunition stores, messes QM and all over in the unit. Assist in the diving and maintenance duties.

ENQUIRIES : Lt P.P. Kekana Tel No: 014 743 9504/ 014 743 9517.
APPLICATIONS : Department of Defence, ASN Naboomspruit Private Bag X 91 0560.
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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/19 : **HANDY MAN REF NO: DODAMMU/01/17/22 (X8 POSTS)**

SALARY : R124 434 per annum (Level 03)
CENTRE : DOD Ammu Sub Depot, Naboomspruit (X3 Posts)
93 Ammu Depot. Jan Kempdorp (X2 Posts)
DOD Ammu Depot School of Mun, De Aar (X3 Posts)

REQUIREMENTS : Grade 10 or ABET Levels 1-4. One to Two (1-2) years general working experience in repair works. A driver's licence will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be Creative. Basic literacy. Ability to perform routine tasks.

DUTIES : Conduct regular inspections in the Base/Unit. Attend to minor repairs of facilities. Repair taps and water leaks. Repair locks and doors. Repair of broken windows (fitting of new glass). Assist with the daily inspection of ablution facilities and living-in quarters. Assist with the inspection for visible damages to offices. Assists with the inspection of faults in the combined club areas.

ENQUIRIES : Capt M.D.R. Pkakalasangane Tel No: (053) 830 9650 (Jan Kempdorp)
Lt P.P. Kekana Tel No: (014) 743 9504/ 014 743 9517 (Naboomspruit)
WO L.F. Plaatjies Tel No: (053) 830 9780 (De Aar).

APPLICATIONS : Department of Defence, 93 Ammu Depot, Private bag X1, Quarters Jan Kempdorp, 8550.

Department of Defence, ASD, Private Bag X91, Naboomspruit, 0560.
Department of Defence, DOD Ammunition Depot & School of Munitions Private Bag X1011 De Aar, 7000.

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.

CLOSING DATE : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

POST 05/20 : **GENERAL STORE ASSISTANT REF NO: DODAMMU/01/18/22**

SALARY : R104 073 per annum (Level 02)
CENTRE : 93 Ammu Depot. DOD School of Catering, 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. 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** : Capt M.D.R. Phakalasangane Tel No: (053) 830 9650
- APPLICATIONS** : Department of Defence, 93 Ammu Depot, Private bag X1, Quarters Jan Kempdorp, 8550
- 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.
- CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
- POST 05/21** : **CLEANER II REF NO: DODAMMU/ 01/19/22 (X2 POSTS)**
- SALARY** : R104 073 per annum (Level 02)
- CENTRE** : DOD Ammu Sub Depot, Naboomspruit
- REQUIREMENTS** : Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- 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** : Lt P.P. Kekana Tel No: (014) 743 9504/ 014 743 9517
- APPLICATIONS** : Department of Defence, ASN Naboomspruit Private Bag X 91 0560.
- 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.

CLOSING DATE

: 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).