

## DEPARTMENT OF DEFENCE



**CLOSING DATE** : 17 June 2022 @ 16:00

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 19/29** : **INTAKE OFFICER REF NO: MILOMBUD/24/19/2022 (X2 POSTS)**

**SALARY** : R382 245 per annum (Level 09)

**CENTRE** : Military Ombud Office, Eco Origin Block C4, Highveld, Pretoria.

**REQUIREMENTS** : Grad 12 with an appropriate recognised National Diploma NQF L6. Minimum of 5 years administrative/audit experience at production/team leader level. Investigations experience, dispute resolution and or complaints management experience. A law degree will serve as an added advantage. Special requirements (Skills needed): Interviewing Skills, Language Proficiency, Computer Skills, Analytical and Interpretation Skills, Networking and Communication Skills, Conceptual Thinking and Planning Skills, Organising Skills, the ability to foster good Interpersonal Relationships, Conflict Resolution, Analytical Decision Making, Project Management, Presentation and Facilitation Skills, Leadership Skills, Negotiation, Conciliation and Mediation Skills.

**DUTIES** : The successful candidate will be required to perform the following functions: Receiving and registering of complaints. Assessing complaints to determine whether it is within the mandate. Drafting submissions. Finalising complaints. Basic investigation of complaints. Analysing and recording data for statistical

- purposes. The referral of complaints. Providing inputs to Investigations, procedures and operational planning.
- ENQUIRIES** : Ms N.F. Ntloedibe Tel No: (012) 676 3841/2
- APPLICATIONS** : Military Ombud, Private Bag X163, Centurion, 0046, Pretoria or may be hand delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, 0157, Pretoria.
- POST 19/30** : **PRINCIPAL MILITARY INTELLIGENCE OFFICER (TRAINING) REF NO: SADIC/25/19/22/01**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Defence Intelligence (SA Defence College) SADIC, Monument Park, Pretoria.
- REQUIREMENTS** : BA Degree/Diploma NQF 5/6 in Occupationally Directed Education Training and Development (OD ETD). Applications with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): To facilitate learning for Defence Intelligence practitioners studying at SADIC in the field of functional training. Computer literacy, basic information management skills, financial skills and communication skills, (written and verbal). English language proficiency. Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : The applicant must be able to: Establish and maintain a quality management system at SADIC to ensure continued accreditation as training provider. Manage the accreditation of learning programmes. Establish and maintain a risk management system. Assist in the management of the budgeting and control functions at the college. Provide suitable financial advice for decision-making and action. To be responsible and recommend own personnel for development and functional courses.
- ENQUIRIES** : Ms E. Foster Tel No: (012) 315-0175
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105, Pretoria or may be hand delivered to 0208 Johnn Rissik Drive, Waterkloof Ridge, Pretoria.
- POST 19/31** : **PERSONAL ASSISTANT REF NO: DI/25/19/22/02**  
Directorate: Defence Intelligence Division (C Def Int)
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF L6 Secretary Diploma or any equivalent qualification will be an advantage. Applications with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Detailed knowledge of operation/utilisation of general administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to conceptualise and initiate new innovative approach to optimise the secretarial service provided to the Chief Director. Ability to provide personal assistant services. Computer literacy (Ms Office Suite). Computer literacy, specific software packages I.e. MS Word, MS PowerPoint, Lotus Notes and Internet. Telephone etiquette, Co-ordination and good communication skills, (written and verbal) skills. Good organising and interpersonal relations, analytical, problem solving, good planning organisation administrative and advanced typing skills. Valid code 08 drivers licence. Proficient in English (Read, write and speak). Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : Applicants must be able to: Keep and update Chief Defence Intelligence (CDI)'s dairy. Arranging appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support service to the CDI eg. Taking of minutes, agendas, confirmatory notes, memorandums, letters and the transcription thereof. Set up schedules for meetings and events. Handle classified documents. Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the CDI. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files and documents. Accept and manage incoming, outgoing files and document. Distribute outgoing letters and files from CDI's office. Provide hospitality service to CDI's and guests. Provide an office security service. Assist with funding requirements for the purpose of Medium Term Expenditure Framework (MTEF) submissions. Must be able to check and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Must be familiar with the Public Service Act Regulations

2016. The post incumbent may be allocated ad-hoc tasks related to office management.

**ENQUIRIES**  
**APPLICATIONS**

: Ms E. Foster Tel No: (012) 315-0175  
: Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001 or may be hand delivered to Liberty Life Building, 278 Madiba Street, Pretoria.

**NOTE**

: All applicants will be subjected to security vetting process prior o employment/enrolment into the DOD & MV and Defence Intelligence will not be held liable for any travelling and accommodation arrangements for invited candidates.