

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 05 August 2022. (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 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 Only (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 which should not be older than six months. 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 26/06** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: D HR ACQ/38/26/22**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : D HR Acquisition, Pretoria
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4) with three to five (3 – 5) years' experience in general human resources management, administration and/or recognised human resources courses. A relevant three year academic qualification will be an advantage. Special requirements: Knowledge and understanding of PSAP Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to PSAP appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : Check applications for completeness. Record all applications in a relevant register. Request and collect outstanding documents. Provide support in relation to staffing. Provide salary and personnel practice support service to all services/divisions. Create force numbers on PERSOL system. Compile submissions and activate salaries for new employees. Draft appointment and departmental transfer letters. Liaise with external departments/stakeholders. Ensure compliance with regulating prescripts.
- ENQUIRIES** : Mr L.E. Kgaditsi Tel No: (012) 339 5713/Mr A.P. Sepuru Tel No: (012) 339 5734
- APPLICATIONS** : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered to General Piet Joubert Building, 218 Visagie Streets, Pretoria, 0002.

## INTERNSHIP PROGRAMME 2022/2023

- NOTE** : The Department of Defence (DOD) would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Year 2022/2023. Graduates with Disabilities and those from TVET Colleges are encouraged to apply. Successful applicants will be responsible to arrange their own accommodation and transport to and

from place of work, during the period of the Internship. Applications must be submitted on a prescribed Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As of 1 January 2021 and a detailed Curriculum Vitae Only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. 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. Applicants who participated in any other Government Internship and Learnership Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. 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 2 (two) 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.

#### OTHER POSTS

- POST 26/07** : **SOUTH AFRICAN ARMY REF NO: SAA 01/2022 1 (X3 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: National Diploma/ B Tech/ B Degree in Communication Studies, Media Studies, Journalism, Public Relations Management, Marketing Management, Web Design, Computer Science, Political Science, International Relations, Financial Management, Cost and Management Accounting.
- ENQUIRIES APPLICATIONS** : Major M.M. Chaba Tel No: (012) 355 1660  
: Department of Defence, SA Army Headquarters, Directorate Army Human Resources, Private Bag X981, Pretoria, 0001 or. Hand delivery at South African Army, Dequar Road, Pretoria.
- POST 26/08** : **SOUTH AFRICAN AIR FORCE REF NO: SAAF 02/2022 (X10 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: N6/ National Diploma/ B Tech/ B Degree in Communication Studies, Media Studies, Journalism, Public Relations Management, Marketing Management, Web Design, Computer Science, Political Science, International Relations, Financial Management, Cost and Management Accounting.
- ENQUIRIES APPLICATIONS** : Mr E.M. Rabapane Tel No: (012) 312 1038  
: Department of Defence, SA Air Force Headquarters, Air Command-Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, 1 Dequar Road, Pretoria.
- POST 26/09** : **SOUTH AFRICAN NAVY REF NO: SAN 03/2022 (X2 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: National Diploma/ B Tech/ B Degree in Logistic Management, Supply Chain Management, Human Resource Management, Mechanical Engineering.
- ENQUIRIES** : Capt (SAN) L.H. Machaka Tel No: (012) 339 4460

**APPLICATIONS** : Department of Defence, SA Navy Headquarters, Private Bag X104, Pretoria 0001 or hand delivery at 224 Visagie Str SA Navy Headquarters, Pretoria.

**POST 26/10** : **DEFENCE RESERVES DIVISION REF NO: DRD 04/2022 (X3 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria  
National Diploma/ B Tech/ B Degree in Finance Management, Marketing Management, Human Resource Management.

**ENQUIRIES APPLICATIONS** : Colonel K.G. Mosotho Tel No: (012) 355 5008  
Department of Defence, Defence Reserves, Private Bag X161, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

**POST 26/11** : **DEFENCE MATERIAL DIVISION REF NO: DMD 05/2022 (X5 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria  
National Diploma in Public Management, National Diploma in Logistic or Supply Chain Management.

**ENQUIRIES APPLICATIONS** : Mr K.N. Nkoko Tel No: (012) 355 6299  
Department of Defence, Defence Reserves, Private Bag X910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

**POST 26/12** : **DEFENCE CORPORATE COMMUNICATION REF NO: DCC 06/2022 (X9 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria  
National Diploma/ B Tech/ B Degree in Communication Science, Event Management, Public Relations, Marketing Management, Cameraman, Photography, Photo Journalist, Film & Video Technology, Graphic Design, Layout Artist, Theatre Technology & Entertainment, Sound Engineering, Fine Art, Media.

**ENQUIRIES APPLICATIONS** : Lt Col N.I. Ndesi Tel No: (012) 355 6315  
Department of Defence, Directorate Corporate Communications, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

**POST 26/13** : **DEFENCE INTERNATIONAL AFFAIRS REF NO: DIA 07/2022 (X9 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria  
Degree in International Relations/Political Science, National Diploma in Office Management.

**ENQUIRIES APPLICATIONS** : Mr E. Bogopane Tel No: (012) 355 5435  
Department of Defence, Defence International Affairs , Private Bag X910, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

**POST 26/14** : **INTERNAL AUDIT DIVISION REF NO: IAD 08/2022 (X10 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria  
National Diploma/ B Tech/ B Degree in Finance Management, Marketing Management, Human Resource Management.

**ENQUIRIES APPLICATIONS** : Mrs J.S. Nkosi/Me N. Bhese Tel No: (012) 649 1031/1051  
Department of Defence, Internal Audit Division, Private Bag X1910, Pretoria, 0001 or hand delivery at 70 Ribbon Grass Road, Eco Glades 1, Eco Park Highveld, Pretoria 0001.

**POST 26/15** : **CHAPLAIN SERVICE DIVISION REF NO: CPLN 09/2022 (X2 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria

**ENQUIRIES** : Degree in Communications, Degree in HR, Degree in Training and Development

**APPLICATIONS** : Col (PAST) E. Francis Tel No: (012) 990 3706  
Department of Defence, Chaplain General Division, Private Bag X479, Pretoria, 0001 or hand delivery at Department of Defence, SA Army College, Cnr van Riebeck & Andries Pretorius Str, Thaba Tshwane Pretoria.

**POST 26/16** : **MINISTRY OF DEFENCE AND MILITARY VETERANS REF NO: MDMV 10/2022 (X2 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria

**ENQUIRIES** : National Diploma in Public Finance and Accounting/ N6 Certificate in Financial Management

**APPLICATIONS** : Mr J. Molatlheki/ Mr M Kgoedi Tel No: (012) 765 9406/9428  
Department of Military Veterans, Private Bag X943, Hatfield Pretoria, 0001 or hand delivery at 328 Festival Street, Hatfield, Pretoria 0028

**POST 26/17** : **COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF NO: CMIS 11/2022 (X7 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria

**ENQUIRIES** : National Diploma/ B Tech/ B Degree in Information Technology, Computer Science, Human Resource Management, Project Management.

**APPLICATIONS** : Mr Y.M. Many/ WO S.A. McMaster Tel No: (012) 649 1462/1458.  
Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

**POST 26/18** : **DOD HEADQUARTERS UNIT REF NO: DHQU 12/2022 (X10 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria

**ENQUIRIES** : National Diploma/ B Tech/ B Degree in Human Resource Management, Logistic Management, Supply Chain Management, Communication Studies, Financial Management.

**APPLICATIONS** : Captain I.E. Chake Tel No: (012) 355 5526  
Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

**POST 26/19** : **OFFICE OF THE MILITARY OMBUD REF NO: OMO 13/2022 (X6 INTERNS)**

**STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).

**CENTRE REQUIREMENTS** : Pretoria

**ENQUIRIES** : N6, National Diploma/ B Tech/ B Degree in LLB, Legal, Supply Chain Management, Logistics, Communication, Public Relations, HR Management

**APPLICATIONS** : Mr B.C. Radebe Tel No: (012) 676 3842.  
Department of Defence, Military Ombud, Private Bag x163, Centurion,0046, or hand delivery at Department of Defence, Military Ombud, Block C4, 349 Witch Hazel Ave Eco Origin, Highveld, Centurion.

- POST 26/20** : **HUMAN RESOURCES DIVISIONAL STAFF REF NO: HRDS 14/2022 (X2 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: National Diploma/ B Tech/ B Degree in Human Resource Management, Marketing Management.
- ENQUIRIES APPLICATIONS** : Major C. Mjikelu Tel No: (012) 355 5646  
: Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
- POST 26/21** : **TRAINING COMMAND REF NO: TRG COMD 15/2022 (X8 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: National Diploma/ B Tech/ B Degree in Human Resource Development, Management of Training, International Relations and Diplomacy, Information Technology.
- ENQUIRIES APPLICATIONS** : Ms E. du Preez Tel No: (012) 674 .4767  
: Department of Defence, Training Command HQ (PS School), Private Bag X1024, Thaba Tshwane, 0143 or hand delivery at Department of Defence, PS School, 7 Johannes Pretorius Str, Thaba Tshwane 0143.
- POST 26/22** : **DIRECTORATE LANGUAGES REF NO: DLANG 16/2022 (X5 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Training Command (Pretoria)  
: National Diploma/ B Degree in Degree in Language Practice, English Studies, Applied Linguistic.
- ENQUIRIES APPLICATIONS** : Mr D. Smit Tel No: (012) 355 5311  
: Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
- POST 26/23** : **DIRECTORATE PHYSICAL TRAINING SPORTS & RECREATION REF NO: DPTSR 17/2022 (X3 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: National Diploma/ B Tech/ B Degree in Public Management, Human Resource Management, Sport Management
- ENQUIRIES APPLICATIONS** : Captain C.B. Mehlo Tel No: (012) 392 5825  
: Department of Defence, Human Resources Division, Directorate Physical Training Sport & Recreation, Private Bag X159 Pretoria, 0001 or hand delivery at Department of Defence, 195 Poyntons building, Cnr Bosman and W.K. Nkomo Street, Pretoria.
- POST 26/24** : **LABOUR RELATIONS REF NO: LR18/2022 (X3 INTERNS)**
- STIPEND** : A stipend will be paid according to proof of relevant qualification and it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma and Degree-R5000, Honours and Master's-R7000 PM).
- CENTRE REQUIREMENTS** : Pretoria  
: National Diploma/ B Tech/ B Degree in Labour Relations, Labour Law, Industrial Relations.
- ENQUIRIES APPLICATIONS** : Ms D. Monaga Tel No: (012) 355 5074  
: Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmus