

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 26 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. **ERRATUM:** Kindly note that the following one post advertised in Public Service Vacancy Circular 28 dated 29 July 2022, Director Communication Strategy and Content with Ref No: SECDEF/39/28/22/02; the post reference number is incorrect. The post of Director Communication Strategy and Content reference number must be SECDEF/39/28/22/03. The three posts of Chief Director Administration; Director Labour and Service Relations; Director Communication Strategy and Content were advertised both incorrectly with the enquiries number 012 355 6209 and closing date 12 August 2022. The correct enquires number is 012 355 6206 and the closing date 26 August 2022.

OTHER POSTS

- POST 29/06** : **SENIOR ADMINISTRATION CLERK REF NO: JOPS/43/28/22/01**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Joint Operations Headquarters, Eco-Park Block B, Centurion
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4). Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide Logistic administration capability to Joint Task Force Support External Operations at Joint Operations. Proper co-ordination of logistic documentation and adherence to processes. Typing of routine notes, memorandums, letters and reports. Ensure control of the work flow of documentations to and from relevant stakeholders. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents.
- ENQUIRIES** : Maj M.U. Mongalo, WO2 M.N. Myeki Tel No: (012) 648 1786/1783

- APPLICATIONS** : Department of Defence, Joint Operations Headquarters, 349 Witch-Hazel Avenue, Block B, Centurion, 0157, Applications must be placed in the boxes provided at J OPS HQ Reception.
- POST 29/07** : **SENIOR SECRETARY GRADE II: REF NO: JOPS/43/28/22/02**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Joint Operations Headquarters, Eco-Park Block B, Centurion
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4). Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide secretarial support capability to the Director Conventional Operations. Typing of routine notes, memorandums, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims of the Director. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Managing the diary of Director Conventional Joint Operations. Ordering of stationary. Manage the entertainment fund as well as the organizing of social functions. General management of the office as well as organized office administration. Handle all bookings and travel arrangement of Director Conventional at Joint Operations Headquarters. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.
- ENQUIRIES APPLICATIONS** : Maj M.U. Mongalo/WO2 M.N. Myeki Tel No: (012) 648 1786/1783
 : Department of Defence, Joint Operations Headquarters, 349 Witch-Hazel Avenue, Block B, Centurion, 0157, Applications must be placed in the boxes provided at J OPS HQ Reception.
- NOTE** : It will be expected of the Candidate to do a practical test to prove his/her computer literacy as part of the selection process.
- POST 29/08** : **SENIOR ADMINISTRATION CLERK REF NO: JTHNW/43/28/22/03**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Joint Tactical Headquarters, (Group 20), North West
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide Logistic administration capability to Joint Task Force Support External Operations at Joint Operations. Proper co-ordination of logistic documentation and adherence to processes. Typing of routine notes, memorandums, letters and reports. Ensure control of the work flow of documentations to and from relevant stakeholders. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents.
- ENQUIRIES APPLICATIONS** : Maj M.U. Mongalo, WO2 M.N. Myeki Tel No: (012) 648 1786/1783
 : Department of Defence, Joint Tactical Headquarters North West, Nelson Mandela Drive or hand deliver to Joint Tactical Headquarters, Private Bag X2074, Mahikeng, 2745.
- POST 29/09** : **SENIOR ADMINISTRATION CLERK REF NO: JTFS/43/28/22/04**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Joint Tactical Headquarters Free State
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide Logistic administration capability to Joint Tactical Headquarters. Proper co-ordination of logistic documentation and adherence to Policies and processes of the DOD. Assist in compiling and typing of routine notes, memorandums, letters and reports to SO2 Log. Ensure control of the work flow

of documentations to and from relevant stakeholders. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Log Section.

ENQUIRIES APPLICATIONS : WO2 M.E Breakfast Tel No: (051) 402 1555
 : Department of Defence, Joint Tactical Headquarters Brandhof Tempe Military Base, Bloemfontein, 9324.

POST 29/10 : **SENIOR ADMINISTRATION CLERK REF NO: JTHKZN/43/28/22/05**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Joint Tactical Headquarters, KwaZulu-Natal
 : A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide Operational administration capability at Joint Tactical headquarters. Assist in compiling and typing of routine notes, memorandums, letters, reports and preparation of Inland Accommodation Expenditure for SO1 Ops Land. Proper adherence to Policies and processes of the DOD. Ensure control of the work flow of documentations to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Operations Section.

ENQUIRIES APPLICATIONS : Maj B.A. Khumalo/WO2 X.B. Mthimkhulu Tel: (031) 451 1026/1040
 : Department of Defence, Joint Tactical Headquarters Kwa-Zulu Natal, Private bag X12, Bluff, 4036 or you may hand deliver to t Joint Tactical Headquarters, Bluff Military Base Cnr of Flight house and marine Drive

POST 29/11 : **SENIOR ADMINISTRATION CLERK REF NO: JTHKZN/43/28/22/06**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Joint Tactical Headquarters KwaZulu-Natal
 : A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide Human Resources administration capability at Joint Tactical Headquarters. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports for SO2 Support. Proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Human Resource Support Section.

ENQUIRIES APPLICATIONS : Maj B.A. Khumalo/WO2 X.B. Mthimkhulu Tel No: (031) 451 1026/1040.
 : Department of Defence, Joint Tactical Headquarters Kwa-Zulu Natal, Private bag X12, Bluff, 4036 or you may hand deliver to t Joint Tactical Headquarters, Bluff Military Base Cnr of Flight house and marine Drive

POST 29/12 : **SENIOR ADMINISTRATION CLERK REF NO: JTHKLM/43/28/22/07**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Joint Tactical Headquarters, Limpopo
 : A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide Human Resources administration capability at Joint Tactical Headquarters. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports for SO2 Support. Proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Human Resource Support Section.

ENQUIRIES : Maj M.M. Madisha/Staff Sgt P.W. Maleka Tel No: (015) 299 3269/3083
APPLICATIONS : Department of Defence, Joint Tactical Headquarters P/Bag X9544, Polokwane, Limpopo, 0700 or you may hand deliver to Joint Tactical Headquarters Limpopo, Cnr Rissks and Derp Street Polokwane.

POST 29/13 : **SENIOR SECRETARY GRADE II: REF NO: JTHKLM/43/28/22/08**

SALARY : R176 310 per annum (Level 05)
CENTRE : Joint Tactical Headquarters, Limpopo
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4).Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide secretarial support capability to the Officer Commanding Joint Tactical Headquarters Limpopo. Typing of routine notes, memorandums, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims of the Director. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Managing the diary of Officer Commanding Joint Tactical Headquarters Limpopo. Ordering of stationary. Manage the entertainment fund as well as the organizing of social functions. General management of the office as well as organized office administration. Handle all bookings and travel arrangement of Officer Commanding Joint Tactical Headquarters Limpopo. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.

ENQUIRIES : Maj M.M. Madisha/Staff Sgt P.W. Maleka Tel No: (015) 299 3269/3083
APPLICATIONS : Department of Defence, Joint Tactical Headquarters P/Bag X9544, Polokwane, Limpopo, 0700 or you may hand deliver to Joint Tactical Headquarters Limpopo, Cnr Rissks and Derp Street Polokwane.

NOTE : It will be expected of the Candidate to do a practical test to prove his/her computer literacy as part of the selection process.

POST 29/14 : **SENIOR ADMINISTRATION CLERK REF NO: JTHKNC/43/28/22/09**

SALARY : R176 310 per annum (Level 05)
CENTRE : Joint Tactical Headquarters, Northern Cape
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4).Special requirements): Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills. Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages.

DUTIES : Provide Human Resources administration capability at Joint Tactical Headquarters. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports for SO2 Support. Proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at Joint Tactical HQ level and Joint Operations HQ. Have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of Human Resource Support Section.

ENQUIRIES : Maj B.V. Lokwe/WO2 G.J. Minnies Tel No: (053) 830 3187/3057

- APPLICATIONS** : Department of Defence, Department of Defence, Joint Tactical Headquarters Northern Cape P/bag X5056, Diskobolos, 8300 or you may hand deliver to Joint Tactical Headquarters Northern Cape, C/O Accomodity Street and Gen Styer, Diskobolos Kimberley.
- POST 29/15** : **SENIOR SECRETARY GRADE II REF NO: JTHKNC/43/28/22/10**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Joint Tactical Headquarters, Northern Cape
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4). Special requirements: Computer literate, organizing, interpersonal relationships, effective communication, mathematical skills, typing (undergo typing test). Have detailed knowledge of the operation/utilization of MS Word, Excel and Power Point, software packages. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Provide secretarial support capability to the Officer Commanding Joint Tactical Headquarters Northern Cape. Typing of routine notes, memorandums, letters and reports. Have the ability to develop new ideas to change existing methods (when/as required). Handle S & T advances and claims of the Officer Commanding. Ability to arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Managing the diary of Officer Commanding Joint Tactical Headquarters Northern Cape. Ordering of stationary. Manage the entertainment fund as well as the organizing of social functions. General management of the office as well as organized office administration. Handle all bookings and travel arrangement of Officer Commanding at Joint Tactical Headquarters Northern Cape. Act as Liaison Officer and arrange for visitors authorization and parking. Deal with classified calls, files/documents.
- ENQUIRIES** : Maj B.V. Lokwe/WO2 G.J. Minnies Tel No: (053) 830 3187/3057
APPLICATIONS : Department of Defence, Department of Defence, Joint Tactical Headquarters Northern Cape P/bag X5056, Diskobolos, 8300 or you may hand deliver to Joint Tactical Headquarters Northern Cape, C/O Accomodity Street and Gen Styer, Diskobolos Kimberley.
- NOTE** : It will be expected of the Candidate to do a practical test to prove his/her computer literacy as part of the selection process.