

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 30 September 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), 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference.

OTHER POSTS

- POST 34/09** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG 01/21/01 (X3 POSTS)
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Tertiary Military Health Formation -1 Military Hospital
- REQUIREMENTS** : Grade 12 with minimum of three (3) years' experience strictly in patient administration, secretarial, reception and PERSOL/PERSAL mainframe. Applicants should not be older than 40 years of age. Higher learning and geographical location (preferably within Gauteng Province) will be an added advantage. Special requirements (skill needed): Managerial skills. Computer literacy (Microsoft Word, Excel and PowerPoint and PERSOL/PERSAL), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year.
- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception services. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties. Working daily/night shift hours.
- ENQUIRIES** : Major S.M. Sekonyela Tel No: (012) 314-0308/0309
- APPLICATIONS** : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.

POST 34/10 : **DENTAL LAB ASSISTANT REF NO: SG 03/22/02**

SALARY : R176 310 per annum (Level 05)
CENTRE : Area Military Health Unit Kwa-Zulu Natal
REQUIREMENTS : Grade 12. Experience/exposure on the environment will be an added advantage. Special requirements (skills needed): Applicable experience working in production section of a dental laboratory of at least one year. Knowledge of and experience with all dental laboratory equipment, instruments and materials utilised in a dental laboratory production section and plaster room. Knowledge of safety regulations and handling of hazardous materials. Ability to conceptualise and initiate new and innovative approaches to optimise the laboratory assistant service provided to dental technicians and laboratory manager. Planning, organising and problem solving in a dental laboratory production section. Proven ability to persevere despite high work load and difficult circumstances. Able to work together with other dental laboratory assistants and work for dental technicians.

DUTIES : The principal duty is to undertake dental laboratory preparation work. These duties include but are not limited to all plaster work in connection with artificial denture or dental appliances, flasking and deflasking of dental prosthesis or appliances using either plaster or stone, the separating of dental flasks and the boiling out of wax contents, the polishing only of plastic and metal dentures, the packing of acrylic dentures and the manufacturing of record blocks and special trays. The main product of this function is to relieve the dental technician from the tasks of preparatory work, to enable the technician to concentrate on the production and finishing of prosthetic appliances. Additional duties include infection control management in the lab, lab practice administration, lab reception work, capturing data on a computer or in a register and mentorship of junior dental laboratory assistants.

ENQUIRIES : Doctor A. Jamuna Tel No: (031) 305 6790/1/2/3
APPLICATIONS : Department of Defence, Area Military Health Unit Kwa-Zulu Natal, Dental Department, 21 Joe Slovo Road, Zumaysha House, 4th Floor, Durban, 4001

POST 34/11 : **SENIOR SECRETARY GRADE II: REF NO: SG 03/22/03**

SALARY : R176 310 per annum (Level 05)
CENTRE : SAMHS HQ, Directorate Logistics, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12. Secretarial/ Admin practices experience will be an advantage. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES : Ms M.M.I. Smit Tel No: (012) 671 5097
APPLICATIONS : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.

POST 34/12 : **SENIOR SECRETARY GRADE II: REF NO: SG 03/22/04**

SALARY : R176 310 per annum (Level 05)
CENTRE : Military Psychological Institute, Pretoria
REQUIREMENTS : Grade 12. Secretarial/ Admin practices experience will be an advantage. Special requirements (skills needed): Knowledge and experience in executing

secretarial duties. Computer literate. Knowledge of Word, Excel and Power Point. Language proficiency in English (written & verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organisational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

DUTIES : Provide a secretarial support service. Type routine notes, letters and reports. Receive telephone calls and refer to the correct role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Officer Commanding and assist in the management of his/her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES : Staff Sergeant F.M. Skosana Tel No: (012) 319 3179
APPLICATIONS : Department of Defence, South African Military Health Service, Military Psychological Institute, Private Bag X02, Gezina, Pretoria, 0031 or maybe hand delivered to Military Psychological Institute, 185 Rose Street, Riviera, Pretoria

POST 34/13 : **DRIVER OPERATOR GRADE II REF NO: SG 03/22/05 (X6 POSTS)**

SALARY : R124 434 per annum (Level 03)
CENTRE : Military Health Training Formation (Training Centre Lephalale)
REQUIREMENTS : Grade 10 (NQF Level 2/ABET Level 4) with a valid code 10 driver's license. Experience in Messenger/Driver with Public Driver's Permit (PDP) will be an added advantage. Special requirements (skills needed): Communication and inter personal skills. Knowledge of transport processes and procedures. Time management skills, ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.

DUTIES : Perform driving/messenger duties. Manage the receipts and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regards to the vehicle and the goods handled.

ENQUIRIES : Colonel M.R. Mphashi Tel No: (015) 299 3701/Warrant Officer Class 1 L.A. Alberts, Tel No: (015) 299 3743

APPLICATIONS : Department of Defence, Training Centre Lephalale, Private Bag X7503, Onverwacht, 0557

POST 34/14 : **CLEANER REF NO: SG 03/22/06 (X50 POSTS)**

SALARY : R104 073 per annum (Level 02)
CENTRE : 1 Military Hospital, Thaba Tshwane, Pretoria
REQUIREMENTS : NQF Level 1 – 4. Special requirements (skills needed): Must be an RSA citizen preferably with cleaning experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.

DUTIES : Perform the following tasks: sweep floors, vacuum carpets, clean windows, dust off and polish furniture, buff floors, clean ablution facilities, clean kitchen utensils and crockery, clean workshops, and remove and dispose of medical and general waste. Operate cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.

ENQUIRIES : Staff Sergeant M.J. Nkhumane Tel No: (012) 314 0817

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.

POST 34/15 : **LINEN STORE ASSISTANT REF NO: SG 03/22/07 (X11 POSTS)**

SALARY : R104 073 per annum (Level 02)

CENTRE : 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS : NQF Level 1 – 4. Special requirements (skills needed): Must be an RSA citizen preferably with linen store assistance experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.

DUTIES : Perform the following tasks: Taking of soiled/clean linen from the wards and clinics by soiled/clean linen personnel. Ensure that stock is counted from the wards and clinics on a daily basis. Monitor DD90. Pack stock on the shelves in the linen store. Assist with spot checks. Assist on stock taking monthly, quarterly and annually.

ENQUIRIES : Staff Sergeant M.J. Nkhumane Tel No: (012) 314 0817

APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.

POST 34/16 : **GROUNDSMAN REF NO: SG 03/22/08**

SALARY : R104 073 per annum (Level 02)

CENTRE : Military Veterinary Institute, (Utilized at TMHF HQ, Pretoria)

REQUIREMENTS : NQF Level 1 – 4. Relevant experience will be an added advantage. Special requirements (skills needed): Experience in gardening and cleaning. Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.

DUTIES : Maintenance of established gardens. Creation of gardens. Preparation of soil for planting. Planting of trees, flowers, grass etc. Mowing of lawns and cutting of edges. Irrigation of lawns. Removal of refuse. Loading and unloading of refuse. Keeping other structures clean and tidy eg braai facilities, parking areas and gutters. Maintenance of fences. Assist with preparation of grounds for functions.

ENQUIRIES : Lieutenant Colonel M.E. Goqwana Tel No: (012) 671-5492

APPLICATIONS : Department of Defence, Tertiary Military Health Formation Headquarters, Private Bag X102, Centurion, 0046, or may be hand delivered to Denel Complex, Gate B, Selborne Avenue, Lyttelton