

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 07 October 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. Certified documents which should not be older than six months on or before the day of the interview. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. 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, qualification and employment verification including social media profiles). Successful candidates will also be subjected to security clearance processes. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The incumbent must be able to obtain a Top Secret clearance within a year after being appointed subject to positive results of the security clearance process. 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.

## OTHER POSTS

- POST 35/09** : **PRIVATE AND APPOINTMENT SECRETARY REF NO: MOD/54/35/22**
- SALARY** : R882 042 per annum (Level 12), all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Defence Head Quarters (Pretoria)
- REQUIREMENTS** : Grade 12 and a recognised three (3) years' Bachelor degree or National Diploma in Office Management/Public Administration or related qualification (NQF level 6 as recognised by SAQA). Minimum of four (4) years' experience which two (2) years should be involve in administration. A valid driver's license. Skills and Competencies: Well- developed communication (written and verbal skills. Problem solving skills. Financial Administration and Networking skills. Organisational skills. Good inter-personal relation skills. Stakeholder Liaison skills. Digital Space Literacy. Computer Literacy. Presentation Communication (written and verbal). Client Orientation. Customer Focus. Functional requirement: Knowledge and good understanding of Labour Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity

		Act 1998, Basic Conditions of Employment Act 1997, Defence Act 2002, Treasury Regulations, Public Financial Management Act.
<b><u>DUTIES</u></b>	:	Provide secretarial and frontline service to the Deputy Minister. Manage and coordinate the diary of the Deputy Minister. Receive stakeholder to the Office of the Deputy Minister. Direct enquiries to the relevant institution. Coordinate support staff in the Office of the Deputy Minister. Remain abreast with the procedures and processes applicable to the Office of the Deputy Minister.
<b><u>ENQUIRIES</u></b>	:	Ms J. Maubane Tel No: 012 355 6126
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Office of the Deputy Minister, Private Bag X159, Pretoria, 0001 or you may hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001.
<b><u>NOTE</u></b>	:	The post is linked to the political term of the Office of the Deputy Minister.
<b><u>POST 35/10</u></b>	:	<b><u>SENIOR FOOD SERVICE SUPERVISOR REF NO: SG 04/22/01</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	:	2 Military Hospital, Western Cape, Wynberg
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 – 4. Special requirements (skills needed): Ability to stand long hours. Ability to work independently. Organizing and writing skills. Must be able and prepared to work under pressure. Must be committed to sign a document to comply with medical confidentiality in the hospital.
<b><u>DUTIES</u></b>	:	Function as supervisor under command of Caterer and Chief Chef. Work out a shift roster with shift leaders. Do leave planning with members. Complete PMDS booklets for sub-ordinates. Compile duty sheets for sub-ordinates. Assist when supplies are delivered. Assist with stock taking. Ensure that all damages and losses of equipment are reported. Operate kitchen appliances. Prepare meals and snacks according to rations scale and dietetics guidelines. Assist with food preparation. Assist with dishing up of meals. Supervise the neatness and hygiene of the food preparation area. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Calculate the preparation time of menus. Supervise and train sub-ordinates. In post training sessions to be attended when necessary.
<b><u>ENQUIRIES</u></b>	:	Major F.C. Richards Tel No: (021) 799 6577 / 6911/Captain L.M. Thebe Tel No: (021) 799 6202
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.
<b><u>POST 35/11</u></b>	:	<b><u>FOOD SERVICE AID REF NO: SG 04/22/02 (X37 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	2 Military Hospital, Western Cape, Wynberg
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 – 4. Special requirements (skills needed): Ability to stand long hours. Ability to work independently. Organizing and writing skills. Duties includes kneeling, picking up boxes, bending, walking up and down the stairs, walking and pushing trolleys. Must be able and prepared to work under pressure. Must be committed to sign a document to comply with medical confidentiality in the hospital.
<b><u>DUTIES</u></b>	:	Cleaning of kitchen utensils and equipment, Provide catering support services, Keep stock of kitchen utensils and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal, Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), Setup and convey crockery, cutlery and equipment to dining areas, Serve food and beverages, Responsible for food supplies and report waste and losses, Removing of refuse and Assisting with food preparation for Hospital and other occasions.
<b><u>ENQUIRIES</u></b>	:	Major F.C. Richards Tel No: (021) 799 6577 / 6911/Captain L.M. Thebe Tel No: (021) 799 6202
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.
<b><u>POST 35/12</u></b>	:	<b><u>CLEANER REF NO: SG 04/22/03 (X12 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	2 Military Hospital, Western Cape, Wynberg

- REQUIREMENTS** : NQF Level 2 – 4. Special requirements (skills needed): Ability to stand long hours. Ability to work independently. Organizing and writing skills. Duties includes kneeling, picking up boxes, bending, walking up and down the stairs, walking and pushing trolleys. Must be able and prepared to work under pressure. Must be committed to sign a document to comply with medical confidentiality in the hospital.
- DUTIES** : The cleaning of kitchens, accommodation rooms and ration stores. Dishwashing tasks. Preparing and serving of food, tea, ect. Removing of refuse. Assisting with food preparation for Hospital and other occasions.
- ENQUIRIES** : Major F.C. Richards Tel No: (021) 799 6577 / 6911/Captain L.M. Thebe Tel No: (021) 799 6202
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