

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 November 2022 at 16:00 (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 initialed, 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). In terms of circular no 19 of 2022 on practice notes on the Z83 application for employment and other related matters the following must be considered in relation to the completion of the new Z83 form by applicants: Part A all fields must be completed. Part B all fields must be completed in full except when passport number: South African applicants need not provide passport numbers, applicant has responded "no" to the question are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State. If yes, "(provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C all fields must be completed. Part D all fields must be completed. Part E, F and G: noting that there is limited space provided often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Only the shortlisted candidates will be required to bring certified documents (i.e. Educational qualifications, ID Copy and Driver s license etc) 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) only when shortlisted. All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. 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 regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

#### **OTHER POSTS**

- POST 40/09** : **DEPUTY DIRECTOR OPERATIONAL SUPPORT REF NO: DFSC/54/40/22**
- SALARY** : R744 255 per annum (Level 11)  
**CENTRE** : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.  
**REQUIREMENTS** : A recognized Bachelor's Degree/ National Diploma. (NQF 6 level). Post-graduate Degree/Diploma, a minimum of three (3) to five (5) years' relevant experience, possession of a Driver's license will be an added advantage. The successful candidate must be willing to travel locally and abroad, as directed by the commission. Special requirements (Skills needed): Understanding of legislative framework applicable to the DFSC. Strong analytical and problem solving skills, good communication, presentation and writing skills. Research and report writing skills, computer skills. Ability to network. Organizational and planning skills. Good interpersonal skills.
- DUTIES** : The successful candidate will be required to perform the following core functions: Facilitate research and the analysis on pay and service benefits for members of the SANDF. Facilitate research and analysis on policies regarding Conditions of Service. Identify and draft relevant measures and standards to ensure the implementation of recommendations regarding policies on conditions of service. Compile compulsory and required DFSC reports. Facilitate strategic alliance and relationships to support the execution of the mandate of the DFSC. Ensure the identification of priority areas in relation to Pay and Service Benefits and Policy Review. Report and update on the recommendations tabled to the MOD&MV. Compile and submit timeously Annual Activity Report and Quarterly Performance against Plan. Facilitate the publication of findings and recommendation in the Government Gazette. Ensure efficient and effective management of resources within the operational support.
- ENQUIRIES** : Mr Z.R. Munyai Tel No: 012 367 9340  
**APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.
- NOTE** : All the short-listed candidates will undergo a competency test.
- POST 40/10** : **ASSISTANT DIRECTOR REF NO: DINSP/45/40/22/01**  
 Defence Inspectorate Division (Directorate Regulatory Audit)
- SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : KZN Regional Office  
**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Auditing (NQF level 5/6). A minimum of six (6) years' experience in auditing and three (3) of those years as Senior Internal Auditor (Level 8). Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. Special requirements (Skills needed): Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
- DUTIES** : Evaluate the internal control systems, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and. provide supporting evidence; compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit

		engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<b><u>ENQUIRIES</u></b>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383 or WO1 E.E.B. kaptein, Tel No: (012) 649 7384.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
<b><u>CLOSING DATE</u></b>	:	11 November 2022 at 16:00
<b><u>POST 40/11</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: DINSP/42/40/22/02</u></b> Defence Inspectorate Division (Directorate Regulatory Audit)
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Gqeberha Regional Office.
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Auditing (NQF level 5/6). A minimum of six (6) years' experience in auditing and three (3) of those years as Senior Internal Auditor (Level 8). Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. Special requirements (Skills needed): Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<b><u>DUTIES</u></b>	:	Evaluate the internal control systems, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<b><u>ENQUIRIES</u></b>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383 or WO1 E.E.B. kaptein Tel No: (012) 649 7384.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
<b><u>CLOSING DATE</u></b>	:	11 November 2022 at 16:00
<b><u>POST 40/12</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: CFO 22/8/1</u></b> Financial Management Division Chief Directorate: Accounting Directorate: Stores, Services and Related Payments (DSSRP), Regional Accounting Manager
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal Region (Durban)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Successful completion of the DSSRP Accounting Courses or any accounting courses would serve as a strong recommendation. Understanding/interpretation/application of Financial policies (e.g. Public Finance Management Act, Treasury Regulations, State Tender Board regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL or any other financial System will serve as strong recommendation Being in a position of a valid vehicle driver's license. Willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering in respect of task finalisation.

**DUTIES** : Manage all Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs) within his/her area of responsibility, i.e. KWA Zulu Natal Region. Manage of all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously.

**ENQUIRIES APPLICATIONS** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892  
Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

**NOTE** : Preference will be given to African Females and People with disability.

**POST 40/13** : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/8/2**  
Finance Management Division  
Chief Directorate: Financial Services  
Directorate: Financial Control Services  
Sub Directorate: Loss Administration

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Pretoria  
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting/Internal Audit with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 Certificate with Finance/Accounting related subjects and a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver's license or Military drivers licence and willing and able to travel as and when required.

**DUTIES** : Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, ect, to Assistant

Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.

**ENQUIRIES** : Ms M.L. Mabasa Tel No: (012) 355-2672

**APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

**NOTES** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.

**POST 40/14** : **INTERNAL AUDITOR REF NO: DINSP/42/40/22/04**  
Defence Inspectorate Division

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : MP Regional Office

**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma NQF level 5/6 or equivalent qualification in Auditing and one (1) year auditing experience as assistant Internal Auditor. Possession of Internal Audit Technician (IAT) will be an added advantage. Special requirements: Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES** : Evaluate the internal control systems, risk management and governance processes of the department. Gather relevant legislations, acts, policies; develop audit programme, execute the audits based on audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do file referencing. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.

**ENQUIRIES** : Lt Col N.J. Kekana Tel No: (012) 649 7383/WO1 E.E.B. Kaptein Tel No: (012) 649 7384.

**APPLICATIONS** : Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144

**CLOSING DATE** : 11 November 2022 at 16:00

**POST 40/15** : **INTERNAL AUDITOR REF NO: DINSP/42/40/22/05**  
Defence Inspectorate Division

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Ggeberha Regional Office (PE)

**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma NQF level 5/6 or equivalent qualification in Auditing and one (1) year auditing experience as assistant Internal Auditor. Possession of Internal Audit Technician (IAT) will be an added advantage. Special requirements: Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES** : Evaluate the internal control systems, risk management and governance processes of the department. Gather relevant legislations, acts, policies, execute the audits based on audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do file referencing. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.

**ENQUIRIES** : Lt Col N.J. Kekana Tel No: (012) 649 7383/WO1 E.E.B. Kaptein Tel No: (012) 649 7384.

- APPLICATIONS** : Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144
- CLOSING DATE** : 11 November 2022 at 16:00
- POST 40/16** : **ASSISTANT INTERNAL AUDIT REF NO: DINSP/42/40/22/06**
- SALARY** : R211 713 per annum (Level 06)
- CENTRE** : Defence Inspectorate Division Corporate Section Pretoria.
- REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma or equivalent qualification in Auditing (NQF Level 5/6). Experience of Internship Programme in auditing will be an added advantage. Special requirements: Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
- DUTIES** : Coordinate internal audit activities, arrange monthly and quarterly audit meeting and take minutes thereof, evaluate the internal control systems, risk management and governance processes of the department. Execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit working paper files and do file referencing. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
- ENQUIRIES** : Lt Col N.J. Kekana Tel No: (012) 649 7383/WO1 E.E.B. Kaptein Tel No: (012) 649 7384.
- APPLICATIONS** : Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
- CLOSING DATE** : 11 November 2022 at 16:00
- POST 40/17** : **FINANCE CLERK REF NO: CFO 22/8/3 (X3 POSTS)**  
Finance Management Division  
Chief Directorate: Accounting  
Directorate: Personnel Payments (S & T sub-section)
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 Certificate with Finance/Accounting subjects. Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in the relevant field. A valid RSA or Military driver's licence. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES** : Ms T. Tshioma Tel No: (012) 392 2245
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

- NOTE** : Preference will be given to African males, African females, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.
- POST 40/18** : **FINANCE CLERK REF NO: CFO 22/8/4**  
Finance Management Division  
Chief Directorate: Accounting  
Directorate: Personnel Payments (Salaries)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Pretoria  
: Minimum requirements: Grade 12 Certificate with Finance/ Accounting subjects. Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance field. A minimum of one year relevant experience in the relevant field. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems. In the possession of a valid RSA or Military driver's licence.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES APPLICATIONS** : Ms T.Tshioma Tel No: (012) 392 2245  
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Preference will be given to African males, African females, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.
- POST 40/19** : **SECRETARY REF NO: SADIC/58/40/22 (X7 POSTS)**  
Directorate: Defence Intelligence Division
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Pretoria  
: NQF 4 (Grade 12) Secretarial experience will be an advantage. Special requirements (skills needed): Proficient in English (read, write, speak). Knowledge of general office administration and ability to operate an efficient an organised office. Strong interpersonal skills. Computer literacy (Ms Office). Co-ordination and good typing and communication skills, (written and verbal). Must be able to obtain a Secret and Top Secret Security Clearance within a year.
- DUTIES** : The applicant must be able to: Type routine notes, memo's and reports. Detail knowledge of the operation/utilization of specific software packages. Ability to develop new ideas to change existing methods. Ability to handle S&T claims. Ability to handle petty cash payments. The ability to compile agendas and take notes during meetings. Ordering and purchasing of stationery. Organising social and operational functions for the Director. Receiving and dispatching of all files and documents circulated to the Director and keeping a register to control documents flow up to date. Arrange for visitors authorization and parking. Handling of inquiries to satisfy the clients. Projecting a professional image. Making and answering calls.
- ENQUIRIES APPLICATIONS** : Ms T.C. Nkopane Tel No: (012) 315-0508  
: Department of Defence, Defence Intelligence Division, Private Bag X 367, Pretoria, 0001. 278 Madiba (Old Vermeulen) Street, Liberty Building).
- NOTE** : All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV. Defence Intelligence Division will

not be held liable for any accommodation or travel arrangement of selected candidates.