

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 23 December 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 on or before the day of the interview. 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 46/06** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SASF/46/62/22/01**  
Joint Operations, SA Special Forces, Special Forces Supply Unit
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 06)  
: Wallmansthal  
: NQF 4 (Grade 12 or equivalent). Special requirements/skills needed: Knowledge of typing rules, Computer literacy (Word, Excel and PowerPoint). Analytical and innovative thinking ability, Problem solving skills, working under pressure.
- DUTIES** : Ensure that the correct procedure is executed with the detaining of tenders and quotations. Evaluate and facilitate approval on all purchase orders and coordinate with assistants and buyers to ensure accuracy of all deliveries. Identify priorities in the procurement plan and attending to the highest priority first. Ensure effective communication with product and system managers. Evaluate the procedures and regulations related to the procurement of all commercial items. Ensure procurement instructions received from State Tender Board are adhered to.
- ENQUIRIES** : Lt K.O. Bulanga Tel No: (012) 529 1404/WO2 M.J. Tladi Tel No: (012) 529 1434.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid, 0120 or May be hand delivered at Special Forces Supply Unit, Wallmansthal

**POST 46/07** : **GROUNDSMAN: REF NO: SASF/46/62/22/02**

**SALARY** : R107 192 per annum (Level 02)

**CENTRE** : Joint Operations, SA Special Forces, 5 Special Forces Regiment Phalaborwa (Limpopo)

**REQUIREMENTS** : ABET Level 1 – 4 or equivalent) Special requirements/skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

**DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.

**ENQUIRIES** : WO1 L. Fourie Tel No: (015)780 4601

**APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390