

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 17 February 2023, (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 04/33** : **ASSISTANT DIRECTOR: DOD PERFORMANCE INFORMATION MANAGEMENT REF NO: DPSP/05/04/23**
Defence Policy, Strategy & Planning Division
Chief Directorate: Strategic Management
Directorate: Strategy and Plan
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Defence Headquarters Erasmuskloof, Pretoria
: NQF Level 6 (Relevant NQF 6 Tertiary qualification will be preferred). A qualification with specialization in Management science, Strategic studies or related field. A minimum of 3 years direct experience in the development and implementation of corporate strategy, planning, monitoring and evaluation environment is required. Special requirements (Skills needed): The applicant must possess excellent research, writing skills, analytic, communication, report writing and presentation skills. Strong understanding of relevant regulatory frameworks, Acts, Regulations and Policies as well as Government planning frameworks, risk management, and monitoring and evaluation. Proficiency in MS Word, MS Excel, MS PowerPoint is also essential.
- DUTIES** : The successful candidate will be responsible for departmental Performance Information, design, development and administration aligned with prevailing regulatory requirements. Provide a Performance Information technical evaluation function. Facilitate Performance Information Management, training and advice. Assist in ensuring the quality control of performance information indicators within the DOD environment. Administer the Performance Information enabler and the Performance Information Management System

(PIMS) content. In addition to these duties, the Assistant Director will assist in the planning, formulation and evaluation of work-procedures to achieve productivity in support of the Directorate's Operational Plan. Provide internal management support to ensure effectiveness and productivity within the sub-directorate.

ENQUIRIES APPLICATIONS : Ms D. Theledi Tel No: (012) 355 6496
 : Department of Defence, Directorate Integrated management Systems, Private Bag X161, Pretoria, 0001. Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

POST 04/34 : **ORGANISATIONAL RENEWAL AND WORK STUDY OFFICIAL REF NO: ARMYHQ/02/04/23/01**

SALARY CENTRE REQUIREMENTS : R491 403 per annum (Level 10)
 : SA Army Headquarters Unit, Dequar Road, Pretoria
 : Minimum qualification: Degree or National Diploma in Work Study Management Services with Six (6) to eight (8) years' experience in Management and Renewal Services. Special requirements (skills needed): Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Job Evaluation course qualified. Knowledge of DOD. Confidential security clearance.

DUTIES : Construct a recommended process design, support the specific mandate. Determine the inherent work and job requirements needed to deliver the output. Construct the functional structure. Determine the post detail and construct an organisational structure reflecting the aims, functions and post establishment. Post profiles should be included. Determine the structure cost of the proposed organisational structure. Submit a complete report on proposed organisational structure for approval. Monitor implementation to ensure correctness. Prepare Job evaluation (JE) pre-interview questionnaires, moderating forms, etc. Distribute JE pre-interview questionnaires. Compilation of post profiles. Conducting interview. Complete job analysis questionnaires. Capture Job Evaluation data on the EQUATE system or other JE system as prescribed. Presentation to Moderation Committee. Prepare and submit standard reports of job evaluation results. Answering enquiries wrt results. Update JE database and relevant statistics of all job evaluations as completed.

ENQUIRIES APPLICATIONS : WO2 X.M. Mongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
 : Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001

POST 04/35 : **CHIEF LANGUAGE PRACTITIONER REF NO: ARMYHQ/02/04/23/02**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
 : SA Army Headquarters Unit, Dequar Road, Pretoria
 : Minimum qualification: BA degree/NQF Level 7 in applied linguistic/Language/Communication. Special requirements (skills needed): Knowledge of the military. Two (2) Years' experience in the doctrine and policy environment. Preferably accredited with the South African Translators' Institute (SATI). Confidential security clearance.

DUTIES : Plan and give guidance as Chief Language Practitioner (1st leg) (SO2 Editing). Give language advice to D Army Doc & Policy wrt doctrine and policy. Submit required inputs for AMC stats, quarterly status reports and annual status reports to D Army Doc & Policy. Represent the SA Army at Language Services Unit meetings in own capacity as language practitioner when required to do so. Receive and answer enquiries on compiling communications, suitable linguistic choices, correct register, layout and terminology in support of C Army and staff. Analyse and improve language usage by editing high profile Army HQ communications for correctness and successful communication. Analyse and interpret the DOD Language Policy. Perform the editing and proofreading function. Participate in translation tasks. Standardise administrative, operating and technical (AOT) policy issuances, technical publications, instructions and orders from the chief directorates and SA Army Infantry, Support, Artillery, Air Defence Artillery, Armour, Engineer, Intelligence, Signal and Training Formations. Liaise with internal and external language specialists to benchmark the SA Army processing activities in order to achieve professionalism and efficiency. Coordinate the lexicographical/linguistic aspects of systemisation and standardisation of SA Army terminology. Assist

SSO Dev & Maint in integrating specialist terminology lists compiled by the SA Army formations and the Army HQ in the application of processing activities. Benchmark SA Army terminology with NATO, US and UK terminology. Answer all internal and external enquiries on SA Army terminology. Conduct the processing function in accordance with the internal work procedures of C Dir Army F Prep and Dir Army Doc & Policy and the objective work programme of Dir Army Doc & Policy. Research, compile, update and review SWPs on the processing function. Conduct logistical administration and assist the administration clerk as inventory holder for the offices of the Processing Section.

ENQUIRIES : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
APPLICATIONS : Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001

POST 04/36 : **ASSISTANT DIRECTOR: PERSONNEL MANAGEMENT REF NO: ARMYHQ/02/04/23/03**

SALARY : R393 711 per annum (Level 09)
CENTRE : SA Army Headquarters Unit, Dequar Road, Pretoria
REQUIREMENTS : Diploma/Advanced Certificate/Bachelor's Degree/NQF Level 6 in Human Resource Management. Minimum three (3) years' experience as a supervisor (Senior Personnel Officer) in Human Resource environment. Special requirements (skills needed): Interpretation, Act on Labour Relations. The Constitution of the Republic of South Africa, 1996, Public Service Regulation, 2016, Public Service Act, 1994, Labour Relations Act, 1995, Employment Equity Act, 1998, Basic Conditions of Employment Act, 1997, Public Finance Management Act, 1999, Policy on Management of Public Service Act Personnel (PSAP) Probationers in the Department of Defence (DOD), DODI/POL & PLAN/00051/2001 (Ed 1), Process and Procedures on the Management of Public Service Act Personnel (PSAP) Probationers in the Department of Defence, DODD/POL & PLAN/00030/2008 (Ed 1), Standard Operational Procedure (SOP) CD HRM/DCM/01/2012: The verification of credentials of recommended candidates before appointment in vacant Public Service Act posts on level 1-12 *vide* letter CD HR M/DCM/R/101/1 dated 9 May 2012, Public Service Commission Toolkit on Recruitment and Selection in the Public Service Delegation of Appointment of Level 1 -10 *vide* letter DS/HR/R/501/6 dated 31 March 2009, Promotion & Implementation of Batho Pele Principles in the Department of Defence, DODI POL & PLAN/00092/2005 (Ed 2), Immigration Act, 2022. Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Knowledge of DOD. Confidential security clearance.

DUTIES : Planning and Management of Performants Assessment for SA Army. Manage and control the advertisement and staffing processes Co-ordinate. Control and effect promotions on system after approvals. Manage and dysfunctions, including overpayment and under achievers. Career discussions with direct subordinates and direct (those who are at formations) on annual basis. Ensure that development addressed. Manage Probation process. Manage detached duties within SA Army and inter Arms service/Divisions. Attend the DOD BC and DCM Forum at DCD, Army HR Forum, Career Management Forum and other meetings on monthly basis. Manage the Acting Allowance system. Manage members at closing down Units. Manage the Empowerment Program in the SA Army.

ENQUIRIES : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
APPLICATIONS : Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001

POST 04/37 : **SENIOR ETD LANGUAGE PRACTITIONER REF NO: COLLET/04/04/23/01**
 Directorate: Training Command

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) Certificate or equivalent with National Diploma/Degree in Language/Applied Linguistics, Communication, Education, Training and Development (ETD) and Project Management qualification/ B Tech related qualification. Minimum of three (3) or more years' experience in language related field. Special requirements (Skills needed): Computer literacy (MS

Word, MS Excel and MS PowerPoint). Sufficient knowledge and understanding departmental processes within the DOD. Qualified in PERSOL system and remain abreast with relevant departmental policies. Good communication skills (Verbal and Written). Ability to work under pressure and client orientated. Good interpersonal relationship and problem solving skills. Maintain self-discipline and able to interpret policy directives.

DUTIES : Manage the SANDF COLET Language Section, including the attendance of internal and external meetings, as well as subject specialist meetings and workshops. Provide and on-request ETD language and effective communication consultation service (editing, translation, proof-reading, re4writing, advice, etc.) to COLET and DOD ETD clients. Liaise and interact within the DOD, government and private institutions on ETD language communication-related services and products as the need arise. Evaluate and improve the instructional communication effectiveness of COLET's professional output (instruction, instructional designs and educational media). Design and develop, improve the design and development and/or provide consultation on design and development of language and communication-related programs. Guest lecture, facilitate, coach, assess, moderate and/or quality assure on language and communication-related programs. Maintain the SANDF COLET ETD Glossary. Promote language and communication-related development by publishing (as editor) a language newsletter.

ENQUIRIES : Lt Col N.L. Sawall, Dr A. Voges and Ms S. Santhu Tel No: (012) 654 3248.

APPLICATIONS : Department of Defence, SANDF COLET, 20 Driver Avenue, Club view, Centurion, 0014 or hand delivered to South African National Defence Force College of Educational Technology, Corner, Driver and Golf Avenues, Club view, Centurion, 0137

FOR ATTENTION : Human Resource Management

POST 04/38 : **ASSISTANT DIRECTOR: LEARNING MEDIA DEVELOPMENT REF NO: COLLET/04/04/23/03**

Directorate: Training Command

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 (NQF Level 4) Certificate or equivalent with National Diploma/Degree in Learning Media Development, Communication, Education, Training and Development (ETD) and Project Management qualification/ B Tech related qualification. Minimum three (3) or more years' experience in learning media related field. Special requirements (Skills needed): Knowledge and experience in graphic design, computer skills; Understanding and knowledge of video graphics; Initiative; Creativity; Language proficiency; Great interpersonal skills; Adaptability and problem solving skills; Basic photographic skills. Experience in the layout of training (educational) material will serve as an added advantage. Financial Planning, Project Design, and Monitoring and Evaluation (M&E) processes. Understanding of the PFMA, SAQA (NQF), Defence Review 2015; Presentation and stakeholder consultation skills; Networking, Change Management, Risk and Media Liaison skills; People management skills. Ability to think independently; Self-driven, and deliver on objectives as planned. Compliance with the Department of Defence Command and Control processes. Willingness to travel/relocate. In possession of a valid RSA passport and driver's license. Strategic leadership and management capability. Ability to analyze, develop and implement high level management reports for various stakeholders. Problem solving and analysis; Data management; Conflict management and negotiation skills.

DUTIES : Manage all phases relating to production of learning media, as well as Project Closure. Evaluate media during the various production phases and the effectiveness when used during the learning process. Design/develop, plan and produce educational media according to a written job card or story board. Collect reference material and compile concepts. Design interactive computer graphic work, as well as paper-based art. Basic photographic in support of the unit and training as per requirements. Administer and maintain product development. Conduct overall quality assurance of work/media. Facilitate or provide in-post training of all media related learning content when required. Facilitate brainstorming sessions with regard to media learning content when required.

ENQUIRIES : Lt Col N.L. Sawall, Dr A. Voges and Ms S. Santhu Tel No: (012) 654 3248

APPLICATIONS : Department of Defence, SANDF COLET, 20 Driver Avenue, Clubview, Centurion, 0014 or hand delivered to South African National Defence Force College of Educational Technology, Corner, Driver and Golf Avenues, Clubview, Centurion, 0137

FOR ATTENTION : Human Resource Management

POST 04/39 : **SENIOR WORK STUDY OFFICER: ORGANISATION AND WORK STUDY REF NO: ARMYHQ/02/04/23/04**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: SA Army Headquarters Unit, Dequar Road, Pretoria
: Minimum qualification: NQF Level 4, Certificate in Management Services or Work Study. EQUATE JE course (analyst and panel) qualified. Special requirements (skills needed): Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Knowledge of JE. Knowledge of DOD. Confidential security clearance.

DUTIES : Construct a recommended process design, support the specific mandate. Determine the inherent work and job requirements needed to deliver the output. Construct the functional structure. Determine the post detail and construct an organisational structure reflecting the aims, functions and post establishment. Post profiles should be included. Determine the structure cost of the proposed organisational structure. Submit a complete report on proposed organisational structure for approval. Monitor implementation to ensure correctness. Prepare job evaluation JE pre-interview questionnaires, moderating forms, etc. Distribute JE pre-interview questionnaires. Compilation of post profiles. Conducting interview. Complete job analysis questionnaires. Capture Job Evaluation data on the EQUATE system or other JE system as prescribed. Presentation to Moderation Committee. Prepare and submit standard reports of job evaluation results. Answering enquiries wrt results. Update JE database and relevant statistics of all job evaluations as completed.

ENQUIRIES APPLICATIONS : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
: Department of Defence, SA Army Headquarters Unit (Army Headquarters). Dequar Road, Private Bag X981, Pretoria, 0001

POST 04/40 : **SENIOR ADMINISTRATION OFFICIAL: JOB EVALUTION REF NO: ARMYHQ/02/04/23/05**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: SA Army Headquarters Unit, Dequar Road, Pretoria
: Minimum qualification: Grade 12/ NQF Level 4. Certificate in Management Services with 3 years' experience. EQUATE JE (analyst and panel) qualified. Special requirements (skills needed): Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Knowledge of JE. Knowledge of DOD. Confidential security clearance.

DUTIES : Prepare JE pre-interview questionnaires, moderating forms, etc. Distribute JE pre-interview questionnaires. Compile job descriptions. Conduct interviews. Complete job analysis questionnaires (analysts). Capture data on JE and EQUATE systems (or other JE systems, as prescribed). Give presentations to the moderating committee. Prepare standard reports on JE results. Answer queries wrt results. Maintain and update the database and statistics of all completed JEs. Ensure that evaluated posts are filed in clearly labelled files that are easily accessible for benchmarking and reference purposes. Administrate the SA Army JE database. Create databases in accordance with DIMS guidelines. Allocate unique numbers to all posts on the approved SA Army establishment. Provide statistical data on evaluated jobs. Ensure the capturing of SA Army data on the DOD database at DIMS on a monthly basis. Administrate the SA Army EQUATE database. Administrate the SA Army EQUATE docking station. Update the SA Army EQUATE database. Render a comprehensive Management and Renewal Service advisory service wrt JE.

ENQUIRIES APPLICATIONS : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
: Department of Defence, SA Army Headquarters Unit (Army Headquarters). Dequar Road, Private Bag X981, Pretoria, 0001

<u>POST 04/41</u>	:	<u>SENIOR TRAINING OFFICER REF NO: ARMYCOMTRG/02/04/23/06</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	SA Army Combat Training Centre, Lohatla
<u>REQUIREMENTS</u>	:	Teachers diploma, Degree (NQF Level 5) with 8 year experience of ETD. Must be computer literate (MS Word, MS Excel and MS PowerPoint). Special requirements (Skills needed): Have a thorough understanding of technical aspects of ETD. Good Communication skills (Verbal and Written), Interpersonal relationship and problem solving skills, Analytical skills. Quality Assurance. Numerical and literacy skills.
<u>DUTIES</u>	:	Coordinating the design of a variety of training material. Design conducting and coordinating research in ETD. Facilitating skills development of learners. Designing integrated assessment for a learning programme. Guiding and counselling learners. Managing a curriculum and a learning system. Evaluating learning programs. Liaison with tertiary institutions. Coordinating transport facilities. Training officer support.
<u>ENQUIRIES</u>	:	Maj A.B. Moratiwa Tel No: 053 321 2067/8/9, WO2 S.N. de Beer Tel No: 053 321 2115
<u>APPLICATIONS</u>	:	Department of Defence. SA Army Combat Centre, Private Bag x3001, Postmasburg, 8420
<u>POST 04/42</u>	:	<u>PRINCIPAL LANGUAGE PRACTITIONER REF NO: ARMYHQ/02/04/23/07</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	SA Army Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	Minimum qualification: BA degree/NQF Level 7 in applied linguistic/Language/Communication. Two (2) years' experience in the doctrine and policy environment. Special requirements (skills needed): Knowledge of the military preferably accredited with the South African Translators' Institute (SATI). Confidential security clearance.
<u>DUTIES</u>	:	Plan and give guidance as Chief Language Practitioner (1st leg) (SO2 Editing). Give language advice to D Army Doc & Policy wrt doctrine and policy. Submit required inputs for AMC stats, quarterly status reports and annual status reports to D Army Doc & Policy. Represent the SA Army at Language Services Unit meetings in own capacity as language practitioner when required to do so. Receive and answer enquiries on compiling communications, suitable linguistic choices, correct register, layout and terminology in support of C Army and staff. Analyse and improve language usage by editing high profile Army HQ communications for correctness and successful communication. Analyse and interpret the DOD Language Policy. Perform the editing and proofreading function. Participate in translation tasks. Standardise administrative, operating and technical (AOT) policy issuances, technical publications, instructions and orders from the chief directorates and SA Army Infantry, Support, Artillery, Air Defence Artillery, Armour, Engineer, Intelligence, Signal and Training Formations. Liaise with internal and external language specialists to benchmark the SA Army processing activities in order to achieve professionalism and efficiency. Coordinate the lexicographical/linguistic aspects of systemisation and standardisation of SA Army terminology. Assist SSO Dev & Maint in integrating specialist terminology lists compiled by the SA Army formations and the Army HQ in the application of processing activities. Benchmark SA Army terminology with NATO, US and UK terminology. Answer all internal and external enquiries on SA Army terminology. Conduct the processing function in accordance with the internal work procedures of C Dir Army F Prep and Dir Army Doc & Policy and the objective work programme of Dir Army Doc & Policy. Research, compile, update and review SWPs on the processing function. Conduct logistical administration and assist the administration clerk as inventory holder for the offices of the Processing Section.
<u>ENQUIRIES</u>	:	WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001.
<u>POST 04/43</u>	:	<u>DESKTOP PUBLISHER REF NO: COLLET/04/04/23/03</u>
		Directorate: Training Command
<u>SALARY</u>	:	R218 064 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : Grade 12 (NQF Level 4) Certificate or equivalent and a minimum of one (1) year experience in desktop publishing. Job related knowledge: Excellent typing skills (at least 35 words per minute). Special requirements (Skills needed): Computer desktop publishing skills with up to date MS Office knowledge and experience (course results to serve as proof). Excellent interpersonal skills are essential. Experience in the layout of training (educational) material will be relevant, as well as experience in basic graphic design. Prolonged use of a computer is one of the physical demands of the post.
- DUTIES** : Design paper-based and electronic (digital) desktop publishing work (drafts/planning according to a job card which is a written task description with target dates). Develop (compile and produce) paper-based and electronic (digital) desktop publishing work. Quality assure own work. Management of own office area (doing and checking of inventory; planning of stationery office purchases, etc.), and administering of own work (save and back-ups).
- ENQUIRIES** : Lt Col N.L. Sawall, Dr A. Voges and Ms S. Santh Tel No: (012) 654 3248
- APPLICATIONS** : Department of Defence, SANDF COLET, 20 Driver Avenue, Clubview, Centurion, 0014 or hand delivered to South African National Defence Force College of Educational Technology, Corner, Driver and Golf Avenues, Clubview, Centurion, 0137 for attention Human Resource Management.
- POST 04/44** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SIGFMN/02/04/23/08**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : SA Army Signal Formation, School of Signals, Wonderboom
- REQUIREMENTS** : A minimum of Grade 12/NQF Level 4: Special requirements (skills needed): Computer literate, ability to interpret relevant directives and instructions/ guidelines, problem solving and reasoning, good office management skills and communication (written and verbal) skills. Must be able to obtain a confidential clearance within a year.
- DUTIES** : Perform general clerical duties. Update registers and statistics. Handle routine and enquiries. Make photocopies and receive/send facsimiles. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver documents and collect to and collect them from areas surrounding the HQ. Keep and maintain the filing system. Type letters and other correspondence, when required. Keep and maintain the incoming and outgoing register. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation and complete requirement forms for purchasing of standard office equipment. Maintain the effective logistical support, functioning and management, by conducting monthly equipment control. Update the inventory. Do annual, quarterly and biannual stocktaking. Manage and be responsible for safekeeping of equipment and stores. Attend weekly coordinating and communication meetings. Control office stationery. Maintain leave register. Maintain attendance register. Keep and maintain personnel record. Arrange travelling and accommodation. Check correctness of substance and travel claims of officials and submit to management for approvals. Handle telephone accounts and petty cash.
- ENQUIRIES** : Enquiries/Attention: Mrs A. Carstens Tel No: (012) 529- 0385.
- APPLICATIONS** : Department of Defence, SA Army Signal Formation, School of Signal, Private Bag X01, Doornpoort, Pretoria, 0017.
- POST 04/45** : **REGISTRY CLERK: PRODUCTION REF NO: SIGFMN/02/04/23/09**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : SA Army Signal Formation, Free State Signal Unit, Bloemfontein.
- REQUIREMENTS** : A minimum of Grade 12 NQF Level 4. Special requirements (skills needed): Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
- DUTIES** : The successful candidate will be expected to perform the following duties: The receipt and dispatching of mail/ documentation; The receipt and dispatch of confidential and secret mail/ documentation; The classification and filing of documentation onto files; The provision of files/ information on request; The routing, pending, closing and opening and maintenance of files to clients; The sending and receiving of faxes; The advising of clients wrt the classification of records; The keeping of finding aids (inventories, lists) to enable the retrieval of records; The assisting of the Chief Records Administrator; The first line

supervision over Records Administrator/s and Messenger; The transferring of closed records to the record center at the Signal Unit and preparation of records for disposal; The ability to render a Record Management service independently; The providing of inputs wrt Record Management to the Signal Unit; The answering of enquiries wrt Record Management; The regular liaison with client and interpretation of client requirements; The training of subordinates.

ENQUIRIES : SSgt S.B. Sibaca Tel No: (051) 402 1992.
APPLICATIONS : Department of Defence, SA Army Signal Formation, Free State Signal Unit, Tempe Military Base X 40011, Bloemfontein, Tempe, 0106.

POST 04/46 : **REGISTRY CLERK: PRODUCTION REF NO: SIGFMN/02/04/23/10**

SALARY : R181 599 per annum (Level 06)
CENTRE : SA Army Signal Formation Gauteng Signal Unit, Geo Location: Heidelberg.
REQUIREMENTS : A minimum of Grade 12 NQF Level 4. Special requirements (skills needed): Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.

DUTIES : The successful candidate will be expected to perform the following duties: The receipt and dispatching of mail/ documentation; The receipt and dispatch of confidential and secret mail/ documentation; The classification and filing of documentation onto files; The provision of files/ information on request; The routing, pending, closing and opening and maintenance of files to clients; The sending and receiving of faxes; The advising of clients wrt the classification of records; The keeping of finding aids (inventories, lists) to enable the retrieval of records; The assisting of the Chief Records Administrator; The first line supervision over Records Administrator/s and Messenger; The transferring of closed records to the record center at the Signal Unit and preparation of records for disposal; The ability to render a Record Management service independently; The providing of inputs wrt Record Management to the Signal Unit; The answering of enquiries wrt Record Management; The regular liaison with client and interpretation of client requirements; The training of subordinates.

ENQUIRIES : Enquiries/Attention: WO2 S. Vuma Tel No: (012) 674-4819
APPLICATIONS : Department of Defence, Gauteng Signal Unit, Private Bag X 1038, Thaba Tshwane, 0143.

POST 04/47 : **TRADESMAN AID REF NO: ARMYHQ/02/04/23/11 (X2 POSTS)**

SALARY : R151 884 per annum (Level 04)
CENTRE : SA Army Headquarters, Dequar Road, Pretoria
REQUIREMENTS : A minimum requirements of Grade 10 or any relevant equivalent certificate
Special requirements (skills needed): Basic planning and organising skills. Be able to work independently and team work, good communication skills, and basic literacy.

DUTIES : Operate cleaning machinery and equipment. Provide a high standard of cleaning of offices ablation facilities. Ensure general hygiene, floor cleaning, washing of floor, scrubbing and polishing floors, windows, walls, carpets, furniture's, vacuuming of carpets removing of garbage from dustbin on the daily basis. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Cleaners will be utilised either at the offices or at mess.

ENQUIRIES : Major J. Manaka or Ms E.T. Nyakhulalini Tel No: 012 355 1516/1602.
APPLICATIONS : Department of Defence, SA Army Headquarter, Private bag X 982, Pretoria, 0001 or may be hand delivered at SA Army Headquarters Unit Dequar Road.

POST 04/48 : **MESSENGER REF NO: ARMRFMN/02/04/23/12**

SALARY : R128 166 per annum (Level 03)
CENTRE : SA Army Armour Fmn HQ, Pretoria.
REQUIREMENTS : A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic Numeracy, basic interpersonal relationship, interpersonal skills, organising skills, basic literacy and computer skills. Must have a valid South African Code 8 (EB) driving license, with 0 (zero) restrictions.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver post, packages, files and submissions to and from pre-

identified addresses. Deliver and collect files and documents within the directorate. Distribute and collect documents/articles within the directorate/unit. Update and maintain the register iro documents delivered/received. Travel to delivery destinations on foot, by bicycle or car. Assist from time to time with the execution of filing functions attached to the registry office. Assist with functions in the registry environment. Keep a register of files/documents/letters delivered and received.

ENQUIRIES : Ms S.B. Bambo Tel No: 012 355 2891
APPLICATIONS : Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or hand deliver to Corner of Patriot and Koraalboom Str, Sebokeng Building, Pretoria, 0001.

POST 04/49 : **MESSENGER REF NO: ARTYFMN/02/04/23/13**

SALARY : R128 166 per annum (Level 03)
CENTRE : SA Army Arty Fmn HQ
REQUIREMENTS : A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic Numeracy, basic interpersonal relationship, interpersonal skills, organising skills, basic literacy and computer skills. Must have a valid South African Code 8 (EB) driving license, with 0 (zero) restrictions.

DUTIES : The successful candidate will be expected to perform the following duties: Fetch and deliver post, packages, files and submissions to and from pre-identified addresses. Deliver and collect files and documents within the directorate. Distribute and collect documents/articles within the directorate/unit. Update and maintain the register iro documents delivered/received. Travel to delivery destinations on foot, by bicycle or car. Assist from time to time with the execution of filing functions attached to the registry office. Assist with functions in the registry environment. Keep a register of files/documents/letters delivered and received.

ENQUIRIES : Lt Col P.V. Tengana Tel No: 012 355-2881 Ms T.N. Nkoana Tel No: 012 355-2657

APPLICATIONS : Department of Defence & Military Veterans, SA Army Artillery Formation, Private Bag X172, Pretoria, 0001. Hand delivery address: Cnr Patriot & Koraalboom str, Sebokeng complex, Pretoria.

POST 04/50 : **PLAN PRINTER REF NO: ENGFMN/02/04/23/14**

SALARY : R128 166 per annum (Level 03)
CENTRE : SA Army Engineer Formation (Pretoria)
REQUIREMENTS : A minimum of ABET Level 1-4 or Grade 3-9. Previous Messenger experience will be an advantage. Special requirements (skills needed): Communicate in English, Basic knowledge of Administration.

DUTIES : Operate the photocopier and printer machines, Printing, Binding and laminating of documents, Provide counter queries, Perform minor maintenance of photocopier and printer machine and make acquisition of photocopying and printing materials.

ENQUIRIES : WO2 J.V. Blaar Tel No: 012 671 6126
APPLICATIONS : Department of Defence, SA Army Engineer Formation, Private bag X08, Thaba Tshwane, 0143