

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 28 April 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. 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 12/13** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT (ARMAMENT ACQUISITION): REF NO: CFO 23/2/1**
- SALARY CENTRE** : R766 584 per annum (Level 11) (all-inclusive salary package).
: Finance Management Division, Chief Directorate Budget Management, Sub-directorate: Budgeting, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a three-year B Com Degree/National Diploma in Financial Management/Accounting/Cost and Management Accounting. A minimum of five (5) year's budget management, budget preparation, capital acquisition, management accounting experience on a post of an Assistant Director or equivalent level. A thorough working knowledge of the project management process and capital projects acquisition. Good working knowledge of Public Sector budgeting process Medium Term Expenditure Framework, project management and risk management. Vast knowledge of the project financial management process including projects financial celling and projects expenditure. Proficient in financial regulatory frameworks in the Public Service (Public Finance Management Act, Treasury Regulations), augmented with sound working knowledge of acquisition/procurement policies, processes and procedures. A good understanding and interpretation of Public Service financial prescripts. Experience in report writing and effectively apply budget policy. Computer literacy, client orientation, problem solving and good communications skills both verbal and written. People management and empowerment, good leadership skills, accuracy and attention to detail. Excellent analytical and numerical skill particularly regarding the financial management of multi-year acquisition projects. Ability to work well under pressure and respond professionally under difficult situations towards senior and military personnel.
- DUTIES** : Execute all armament acquisition responsibilities for the Department of Defence (DOD) as specified by the Public Finance Management Act (PFMA) and the Treasury Regulations and budget policies. Manage South African National Defence Force Capital projects financial ceilings by effectively monitoring financial baseline. Provide financial information and advice to the Armament Acquisition Control Board. Evaluation of the Special Defence Account estimates and ensures that projects are properly executed. Maintain and update the Department of Defence Project Information Navigation Tool

(PINT). Monitor and report on project expenditure trends. Update and maintain a budgeting support tool and costing model, which is accurate, valid and reliable. Management of Armament Acquisition budget by providing advice to projects officers and budget managers. People management and empowerment by ensuring continuous competency improvement of personnel within the span of control. Management of the Finance Management Division Website. Attend to other tasking by the leadership of financial management division.

ENQUIRIES APPLICATIONS : Ms O.M. Goane, Tel: (012) 355 5808.

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

POST 12/14 : **PERSONNEL OFFICIAL: (PRODUCTION) REF NO: DHRCM/15/12/23/01 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 5)
: D HR CM (PSAP), Bank of Lisbon, Pretoria.
: Grade 12 (NQF Level 4). Experience in Mainframe/Persol Orientation and in Human Resource will be an added advantage. Special Requirement (skills needed): Must be computer literate (MS Word/ MS Excel/ MS PowerPoint and Internet usage). Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

DUTIES : Provide personnel administrative support wrt the placement of advertisement in the DOD, broader Public Service, also daily manage the applications of advertised posts. Attend shortlisting and selection board as HR rep's/administration assistance (secretarial assistance) and prepare minutes for signature chairperson, prepare and present submission for approval to higher authority. Compilation of appointment letters after approval obtained. Conduct verification of qualification and send to SAQA, prepare and present submission for preliminary vetting to DI. Maintain safekeeping of finalized advertisement and submission in cabinet. Provide an internal consultancy service to line managers and clients iro staffing matters and the rules & regulations that regulate the recruitment process, compilation of letters iro general staffing enquiries.

ENQUIRIES APPLICATIONS : Ms T.N. Gqunu, Tel: (012) 339 5421.
: Department of Defence, Director Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, Pretoria.

NOTE : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.

POST 12/15 : **FOREMAN CLEANER REF: DOD/01/12/23/04 (2 X POSTS)**

SALARY CENTRE REQUIREMENTS : R128 166 per annum (Level 3)
: Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria
: A minimum of Grade 10 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Working relations with others.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES APPLICATIONS : Maj I.E. Chake – Tel: (012) 355 5526/ Lt R.R. Smith Tel: (012) 355 5258.
: Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag x161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213

POST 12/16 : **FOOD SERVICE AID II REF NO: SADIC/12/12/23/01 (2 POSTS)**

SALARY CENTRE : R107 196 per annum (Level 2)
: Defence Intelligence, SA Defence Intelligence college (SADIC), Monument Park.

- REQUIREMENTS** : Grade 3-9 or ABET Level 1 – 4. Special requirements (skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc.
- DUTIES** : Rendering assistance to the Chefs in the executing of functions. Obtain all necessary information wrt catered functions, accommodation and resources that may be required. Ensure that tables are laid up to the required standard or according to type of the function. Ensure that personal hygiene is of the highest standard. Ensure that the food preparations is done under the highest hygienic condition. The food must be tastefully prepared and not over-cooked. Ensure that all meals are timeously prepared. Ensure that the appearance of the meals is of the highest standard. Ensure that the food is neatly and attractively displayed e.g. during functions, Buffet meals. Ensure that equipment is not removed without the Guesthouse manager permission and signature. Report any losses, damages or defects immediately to the Guesthouse manager so that speedy repairs or possible replacements can take place.
- ENQUIRIES** : WO1 Y.D. Dyers Tel (012) 315-0959 or SSgt S. Mokwebo, Tel (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. 208 Johann Rissik Drive, Waterkloof Ridge.
- POST 12/17** : **CLEANER II: REF NO: SADIC/12/12/23/02**
- SALARY** : R107 196 per annum (Level 2)
- CENTRE** : Defence Intelligence, SA Defence Intelligence college (SADIC), Monument Park.
- REQUIREMENTS** : Grade 3-9 or ABET Levels 1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Cleaning skills. Must be physically healthy.
- DUTIES** : Cleaning of restrooms. Cleaning the kitchen. Cleaning the tea rooms. Cleaning the passages. Cleaning of offices, conference rooms, waiting rooms and clean rooms (including storerooms). Cleaning of staircases. Cleaning of fire escapes. Cleaning the entrance and reception area of the building. Cleaning the gymnasium. Cleaning of the area where the waste bins are being kept.
- ENQUIRIES** : WO1 Y.D. Dyers Tel (012) 315-0959 or Ssgt S. Mokwebo, Tel (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. 208 Johann Rissik Drive, Waterkloof Ridge.
- POST 12/18** : **CLEANERS REF: DOD/01/12/23/05 (5 X POSTS)**
- SALARY** : R107 196 per annum (Level 2)
- CENTRE** : Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 10 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Time management.
- DUTIES** : ensure that place allocated to you is at all times clean, ensure that dirty bins are removed at least twice a day especially in the afternoon, report any losses, damages and theft observed and ensure safekeeping of office/storeroom keys.
- ENQUIRIES** : Maj I.E. Chake – Tel: (012) 355 5526/ Lt R.R. Smith Tel: (012) 355 5258.
- APPLICATIONS** : Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag x161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213
- POST 12/19** : **TEA MAKER: REF NO: DOD/01/12/23/06**
- SALARY** : R107 196 per annum (Level 2)
- CENTRE** : Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 10 or ABET L1-4 Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Time management.
- DUTIES** : Ensure that kitchen utilised is at times clean, ensure that no dirty dishes, cups, saucers and others thereof are lying around, report any losses, damages and theft observed and ensure safekeeping of cupboard keys for control of dish soap and other material used. Preparing the conference room for meetings and conferences.
- ENQUIRIES** : Maj I.E. Chake – Tel: (012) 355 5526/ Lt R.R. Smith Tel: (012) 355 5258.
- APPLICATIONS** : Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag x161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213