

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 August 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 24/26** : **SENIOR SECRETARY GRADE II REF NO: DLSD/28/24/23/01 (X2 POSTS)**
Directorate: Legal Services Division
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. Special requirements (skills needed): Knowledge of MS Word, Excel and Power point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to analyse documents and situations. Excellent secretarial skills, Convention of Service Writing (CSW) will be an added advantage.
- DUTIES** : The successful candidate will be required to perform the following duties: Provide secretarial and clerical support to the Director. Writing correspondences (internal memos, letter, and reports. Managing incoming and out coming document. Coordinating all travel and related logistical arrangements. Submitting claims for accommodation expenditure. Updating stakeholders contact details. Managing Director's diary and arranging access and parking for visitors. Answer telephone calls and transfer telephone calls. Receive and transmitting messages with a fax machine. Tracing files and file documents.
- ENQUIRIES** : Lt Col .A. Everitt Tel No: (012) 355 5334
- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.

POST 24/27 : **ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/28/24/23/02**
 Directorate: Legal Services Division

SALARY : R202 233 per annum (Level 05)
CENTRE : Army Support Base, Bloemfontein
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. Special requirements (skills needed): Computer literacy. Knowledge of Word, Excel and PowerPoint. Language proficiency in English. Ability to communicate effectively (written and verbal), Analytical and innovative thinking ability as well as problem solving skills, Co-ordination, Planning and Organising skills. Excellent interpersonal skills and Maintain discipline.

DUTIES : Render of clerical services to the Military Legal Service: Handling of Administration of personnel matters, handle leave applications. Render logistical support services, keep office inventories and procure items. Handling of Administration of financial matters, handle petty cash and Liaise with finance office. Provide routine office support, Organise transport and travel arrangements, process subsistence & travel claims. Liaise with registration and ensure delivery of files and documents. Co-ordinate security clearances for Directorate.

ENQUIRIES : Col C.S. Kunene Tel No: (051) 4021 253 or Lt Col S.P. Lungwengwe Tel No: (051) 402 1052

APPLICATIONS : Department of Defence, Directorate Legal Services Division, Army Support Base, Bloemfontein, Private Bag X 2055, Bloemfontein, 9300 or may be hand-delivered at corner Nelson Mandela drive and DF Malherbe street

POST 24/28 : **SENIOR SECRETARY REF NO: DPSP/19/24/23**
 DPSP Division (Risk Management Directorate)

SALARY : R202 233 per annum (Level 05)
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate (NQF Level 4) or equivalent. Secretarial or related occupation will be an added advantage. Special Requirement (skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, Sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Good communication skills (written and verbal), Ability to do research and analyse documents and situations. Job related skills: Analytical and innovative thinking ability as well as problem solving skills. Ability to act with tact and discretion and Good presentation skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refers the call to the correct role players if not meant for the relevant senior manager. Record appointments and events on a diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine, scanner and photocopier. Record appointments and events. Provide secretarial support services to the senior manager, Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invite role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the senior manager. Process all invoices that emanates from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers, telephonic accounts and attendance register. Receive, record and distribute all incoming and outgoing documents etc. Handle the procurement of standard items like office refreshment for the senior manager. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regards to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager. Prepare briefing and notes for the Director as required.

Keep manual filing system for the Director. Maintain an electronic document management database.

ENQUIRIES

: Ms Y.N. Mokohe Tel No: (012) 355 5784 or Mr S.J. Nkosi Tel No: (012) 355 6269.

APPLICATIONS

: Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Risk Management, Private Bag X910, Pretoria 0001 or may be hand delivered to Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be placed in the box at the reception.