

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 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 27/15** : **PRINCIPAL MILITARY INTELLIGENCE OFFICER REF NO: DI/33/27/23**
Re-advertisement and candidates who had previously applied on the reference Number: DI/ 26/23/23 may not re-apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Defence Intelligence, Liberty Life Building, Pretoria.
: Grade 12 (NQF L4) and Diploma/Advanced Certificate (Total post school study of 1 - 2 years) or equivalent with National Diploma at NQF level 6 in Library and Information Science Two (2) to three (3) years relevant experience. The applicant must be a member of Library and Information Association of South Africa (LIASA). Driving license is essential. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Research, Language skills, Work Performance skills, Interpersonal skills, Initiative, Analytical thinking, Reasoning ability, Problem solving ability, Verbal and written communication. Knowledge of Document Management System especially Inmagic system (Library Administration System) will be a strong recommendation. Proficient in English (read, write and speak).
- DUTIES** : The successful candidate will be required to perform the following functions: Acquisition of books. Subscriptions of magazines and newspapers. Defence Intelligence Library Budget. Management of book collection. Management of the classification and indexing of library resources. Providing a professional enquiry service to Defence Intelligence and South African Defence Intelligence College. Providing a loan service to Defence Intelligence members. Marketing and promoting library services.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315 0508/Ms S.H. Mugali Tel No: (012) 315 0351
- APPLICATIONS** : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Life Building).

- POST 27/16** : **PERSONNEL OFFICIAL: PRODUCTION (HONOURS AND AWARDS) REF NO: DHRMAINT/30/27/23 (X2 POSTS)**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Bank of Lisbon, Directorate HR Maintenance, Pretoria.
- REQUIREMENTS** : A minimum requirement of grade 12 (NQF Level 4) or equivalent Special Requirements (skills needed): Computer literacy (MS Word and Ms Excel). Good communication skills (verbal and written), ability to work under pressure, and customer orientation. Have excellent interpersonal and problem solving skills. Must have knowledge of Administration and Sound Knowledge of Honours and Awards processes. Member must be able to draft submissions and General Orders to the level of Chief SANDF. Ability to obtain a confidential security clearance within 12 months of being appointed.
- DUTIES** : Obtain approval for awards of clasp/Bars, Decorations, Long and Loyal Service Medals and PSAP Long and Loyal Service Certificates. Keep and maintain a good record filling system, Registration of applications, Unitas Medals, Public Service Act Personnel (Long Service Awards). Updating of Central Awards Register (CAR) and mainframe PERSOL system. Refer back default applications to Units and Divisions. Submit concept General order to Chief Personnel Clerk, Staff Officer Two, Honours & Awards, and Draft covering letters for distribution to Units and Divisions.
- ENQUIRIES** : Mr M.T. Mootane Tel No: (012) 339 5607 or Ms B.T Nkuna Tel No: (012) 339 5385
- APPLICATIONS** : Department of Defence, Directorate Human Resource Maintenance, Private Bag X976, Pretoria, 0001 or may be delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, Pretoria.