

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 08 September 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 29/24** : **HEAD CLINICAL UNIT (MEDICAL) (PSYCHIATRY) (GRADE 1 – 2) REF NO: SG 03/28/23/01**
- SALARY** : Grade 1: R1 887 363 per annum
Grade 2: R2 061 837 per annum
(All-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 2 Military Hospital, Cape Town
Applicable degree: Proof of Registration as well as proof of current registration as a Psychiatrist with the Health Professions Council of South Africa (HPCSA) (submitted only when shortlisted). Proof of experience as specialist to be provided (submitted only when shortlisted). Minimum of 3 years required. Computer literacy is essential. Must be a South African Citizen. Special requirements (skill needed): Computer literacy is essential.
- DUTIES** : Management of the Psychiatry Department in the hospital. Provide an Inpatient and Outpatient service in a Psychiatry Department. Manage patients both as in- and out patients. Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Psychiatry and Psychology department. Supervise and provide teaching to Registrars. Participate in and provide academic teaching and lectures. Provide consultant cover and clinical services after-hours and weekends. Ensure an active CPD program is run in the Department. Managerial tasks will include budgetary estimations, maintenance of discipline and assessments of staff.
- ENQUIRIES** : Dr R. Ismail (Clinical) Tel No: (021) 799 6258/Dr L. Parker (Clinical), Tel No: (021) 799 6119/Maj S. Helm (Administrative) Tel No: (021) 799 6107

- APPLICATIONS** : Department of Defence, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital.
- POST 29/25** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) (GRADE 1 – 3) REF NO: SG 03/28/23/02**
- SALARY** : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
(All-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 1 Military Hospital, Thaba Tshwane, Pretoria
Specialised in the field of Internal Medicine and registered with the Health Professions Council of South Africa (HPCSA). The Registration with the HPCSA must be current. Special requirements (skill needed): Computer literacy is essential.
- DUTIES** : Provide an Internal Medicine Service for 1 Military Hospital. Manage patients both as in an out patients and be able to manage emergencies. Supervise junior medical officers and interns in training. Ensure participation in an active CPD program that is run within and outside of the hospital. Manage the referral system of the department within and outside of the hospital within treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel A.E. Khorombi Tel No: (012) 314 0355
Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.
- POST 29/26** : **MEDICAL OFFICER (PSYCHIATRY) (GRADE 1 - 3) REF NO: SG 03/28/23/03**
- SALARY** : Grade 1: R906 540 per annum
Grade 2: R1 034 373 per annum
Grade 3: R1 197 150 per annum
(All-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 1 Military Hospital, Thaba Tshwane, Pretoria
Applicable degree, MBChB or equivalent registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Special requirements (skill needed): Computer literacy is essential.
- DUTIES** : Provide a Medical Service in 1 Military Hospital. Manage patients both as in an out patients and be able to manage emergencies. Supervise junior medical officers and interns in training. Liaise with relevant referral departments and participate in academic teaching and lectures. Ensure participation in an active CPD program that is run within and outside of the hospital. Manage the referral system of the department within and outside of the hospital within specific treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel A.E. Khorombi Tel No: (012) 314 0355
Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.
- POST 29/27** : **MEDICAL OFFICER (PAEDIATRICS) (GRADE 1 - 3) REF NO: SG 03/28/23/04**
- SALARY** : Grade 1: R906 540 per annum
Grade 2: R1 034 373 per annum
Grade 3: R1 197 150 per annum
(All-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 2 Military Hospital, Cape Town
Appropriate qualification as well as proof of current registration as Medical Practitioner (Independent Practitioner) with the Health Professions Council of

		South Africa (HPCSA) (submitted only when shortlisted. Special requirements (skill needed): Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in a Paediatric Department. Manage patients both as in- and out patients. Supervise junior medical officers and interns in training. Have background knowledge and or qualification in Paediatrics. Must be able to assist with Paediatric procedures. Must ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Paediatric department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include rosters and assessments of staff
<u>ENQUIRIES</u>	:	Dr R. Ismail (Clinical), Telephone: (021) 799 6120/Capt Thebe (Administrative), Telephone: (021) 799 6577
<u>APPLICATIONS</u>	:	Department of Defence, SAMHS, 2 Military Hospital, Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital.
<u>POST 29/28</u>	:	<u>INDUSTRIAL PSYCHOLOGIST (GRADE 1 – 3) REF NO: SG 03/28/23/05</u>
<u>SALARY</u>	:	Grade 1: R790 077 per annum Grade 2: R918 630 per annum Grade 3: R1 063 611 per annum (All-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	Military Psychological Institute, Pretoria M-degree in Industrial Psychology. Current full registration with the Health Professions Council of South Africa as an Industrial Psychologist or Research Psychologist. This is as Public Service Act (Civilian) appointment. Special requirements (skill needed): Computer literacy is essential. Competencies: Communication, Planning and Organizing, Problem-solving, Analytical Thinking, Emotional intelligence.
<u>DUTIES</u>	:	To provide Development and Learning Assessment Services at the Assessment Centre. Act as specialist advisor to the client regarding assessments. Provide the psychology service at the Assessment Centre. Develop SOP's and ensure sound execution by assigned subordinates. Identify requirements in order to execute services at the institution where services are needed. Monitor service standards. Implement corrective measures where necessary.
<u>ENQUIRIES</u>	:	Dr J.W. O'Neil Tel No: (012) 674 5026
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Assessment Satellite Wing, Military Psychological Institute, Thaba Tshwane. 0143.
<u>POST 29/29</u>	:	<u>RESEARCH PSYCHOLOGIST (GRADE 1 – 3) REF NO: SG 03/28/23/06</u>
<u>SALARY</u>	:	Grade 1: R790 077 per annum Grade 2: R918 630 per annum Grade 3: R1 063 611 per annum (All-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	Military Psychological Institute, Pretoria M-degree in Research and/or Industrial Psychology. Current full registration with the Health Professions Council of South Africa as an Industrial Psychologist or Research Psychologist. This is as Public Service Act (Civilian) appointment. Special requirements (skill needed): Computer literacy is essential. Competencies: Communication, Planning and Organizing, Problem-solving, Analytical Thinking, Emotional intelligence.
<u>DUTIES</u>	:	Act as specialist advisor to the appropriate the client. Deliver a Research psychology service to approved clients. Help manage the research related Psychology in-service training programme according to HPCSA guidelines. In conjunction with the SO1 Research Psych, MPI, develop appropriate SOP's for the department. Identify and initiate assessment-related research projects to enhance the effectiveness of the department. Monitor service standards with specific focus on the quality of assessments and research done by the department. Initiate and implement corrective measures where necessary.
<u>ENQUIRIES</u>	:	Dr J.W. O'Neil Tel No: (012) 674 5026.
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Assessment Satellite Wing, Military Psychological Institute, Thaba Tshwane. 0143.
<u>POST 29/30</u>	:	<u>PHARMACIST (GRADE 1 - 3) REF NO: SG 03/28/23/07 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R768 489 per annum

		Grade 2: R830 751 per annum Grade 3: R906 540 per annum (All-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
	:	Grade 12 and appropriate qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Statutory Requirements: Registration with the SAPC as a Pharmacist. Special Requirements: Experience: PHA-3: None after registration as Pharmacist with the SAPC. PHA-4: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. PHA-5: A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC. Special requirements (skill needed): Computer literacy is essential.
<u>DUTIES</u>	:	Adhere to all the prescripts pertaining to the activities of a pharmacist as stipulated in the Pharmacy Act, Act 101 of 1965. Control and supervision over the execution of policy in the hospital pharmacy as set out by the Pharmacist in charge of the pharmacy. Specialist pharmaceutical advice to patients and members of the multi- disciplinary team. Receive professional information on a wide range but related subjects. Within an established framework, which may often be unfamiliar to the post holder which must be interpreted. Solve complex procedural/technical/professional problems whereby a variety of information is analysed and where judgement must be made on the best suitable/solution/outcome. Limited supervisor/ management depending on the facility where employed. Identify requirements for pharmaceutical service delivery at Unit level. Enforce solutions applicable. To perform all acts pertaining to the scope of practise of a pharmacist. Attendance of therapeutic and pharmaceutical related committees. Monitor service compliance and executions. Implement corrective actions. Facilitate and institute middle management. Controlling of the health care service according to valid standards and indicators. Retrieving, interpretation, evaluation and supply of information regarding the nature and use of medicines, disease states and health care.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel D.D.F. Heymans Tel No: (012) 367 9192/9017
	:	South African Military Health Service, Katzenellenbogen Building, cnr Jochemus and Nossob Street, Erasmuskloof, Directorate Pharmacy, 1 st floor, Room 162-3.
<u>POST 29/31</u>	:	<u>CHIEF MEDICAL TECHNOLOGIST (HAEMATOLOGIST) (GRADE 1 - 2) REF NO: SG 03/28/23/08</u>
<u>SALARY</u>	:	Grade 1: R523 065 per annum Grade 2: R595 251 per annum Chief level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
	:	National Diploma or B Tech in Biomedical Technology. Statutory Requirement: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist in the category of independent practice (Haematologist). Minimum of five years relevant experience as a Medical Technologist in Haematologist. Special requirements (skill needed): Computer literacy is essential. Good knowledge and experience in the applicable functional field of medical technology (Haematology): Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analyzers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System. Well-developed skills and experience in Implementation and management of Occupational Health and Safety regulations/ procedures. Total quality management. Communication. SANAS Accreditation.
<u>DUTIES</u>	:	Key performance areas applicable to the execution of these services/ functions are: Provide a specialist service advice and training to Biomedical Technology students and interns. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures. Assist with drafting of the budget and finance activities in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Major D.P. Maluka Tel No: (012) 314 0170
	:	Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or

maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.

POST 29/32 : **CLINICAL TECHNOLOGIST (NEPHROLOGY) REF NO: SG 03/28/23/09**

SALARY : Grade 1: R360 798 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
(All-inclusive package according to experience as per OSD regulations)

CENTRE REQUIREMENTS : 1 Military Hospital, Thaba Tshwane, Pretoria
: National Diploma in Clinical Technology (Nephrology) or B Tech Clinical Technology (Nephrology) or Bachelors in Health Sciences Clinical Technology (Nephrology). Statutory Requirements: Registration with the Health Professions Council (Independent/Private Practice). Continuous Professional Development (CPD) complaint. Experience: Previous experience in clinical technology post registration will be a recommendation. Special requirements (skill needed): Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship, problem solving and research skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Deliver a holistic and effective Nephrology Clinical Technology service to all approved clients. Perform selected diagnostic, therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures. Assist with drafting of the budget and finance activities in the section.

ENQUIRIES APPLICATIONS : Mrs R. Engelbrecht Tel No: (012) 314 0013
: Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Lung function section, First floor, Voortrekker Road, Thaba Tshwane, Pretoria.

POST 29/33 : **SOCIAL WORKER (GRADE 1 – 4) REF NO: SG 03/28/23/10**

SALARY : Grade 1: R294 411 per annum
Grade 2: R359 520 per annum
Grade 3: R432 348 per annum
Grade 4: R530 010 per annum
(All-inclusive package according to experience as per OSD regulations (The salary scale will be determined by the years of experience in Social Work):

CENTRE REQUIREMENTS : Area Military Health Unit Gauteng, Pretoria.
: BA Social Work Degree (Psychology II or III and Sociology II or III as one of these being a third year subject, together with Social Work 4). Registration with the SACSSP as a professional Social Worker. Special requirements (skill needed): Knowledge of occupational social work, advocacy skills, generic social work, computer literacy, negotiating skills, project/program planning skills. Drivers License is a prerequisite.

DUTIES : To implement and manage military occupational social work service to the SANDF members and their dependants, military veterans and approved clientele within the DOD. To conduct environmental readings within military communities in order to render needs based service delivery. To provide continuous advice and consultation to the organisation regarding psycho-social challenges encountered by both the stakeholders and the organisation. To execute and maintain military social work administration for accountability purposes in line with ethical code of the SACSSP. Continually conduct marketing of social work services to stakeholders and patients. To conduct and contribute to research initiatives within the organisation by means of application of practice based research and programme development.

ENQUIRIES : Lieutenant Colonel L.P. Ndlovu Tel No: (012) 319 3216/Major M.D. Coetzee, Tel No: (012) 671 5062.

APPLICATIONS : Department of Defence, Area Military Health Unit Gauteng (Social Work Department), Private Bag X02, Gezina, 0031 or maybe hand delivered Area Military Health Unit Gauteng, 185 Rose Street, Gezina, Pretoria.

- POST 29/34** : **ASSISTANT DIRECTOR: PLANNING REF NO: DPSP/32/29/23**
 Defence Policy
 Strategy and Planning Division
 Chief Directorate: Strategic Management
 Directorate: Strategy and Planning
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
 : Defence Headquarters Erasmuskloof, Pretoria.
 : Advanced Diploma/Advanced Certificate at NQF Level 6-7 (Relevant NQF Level 6 tertiary qualification will be preferred). A qualification with specialisation in Management science, Strategic studies or related field. A minimum of 3 years direct experience in the environment of corporate planning is required. Special requirements (Skills needed): The applicant must possess excellent research, writing skills, analytic, communication skills, report writing and presentation skills. Strong understanding and interpretation of relevant Regulatory Frameworks, Acts, Regulations and Policies pertaining to planning as well as Government strategic planning processes. Proficiency in MS Word, MS Excel, MS PowerPoint is also essential.
- DUTIES** : The successful candidate will be responsible for ensuring of compliance with applicable provisions of Treasury Regulations developed in terms of Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999). Co-ordination of the Department of Defence (DoD) Corporate Planning, the DoD Planning, Budgeting and Reporting Cycle and the DoD Timeline for Planning, Budgeting, Reporting and Risk Management. Assist with the development of the DoD Planning Instruments, which include the Strategic Plan, the Annual Performance Plan and the Annual Operational Plan. Assist with the development of the Corporate Functional and Support Guidelines, which is needed for the development of the Corporate Plans and the Level 2 (Branch Level) Planning Instruments. Assist with the development of the Corporate Estimate of National Expenditure. Co-ordinate the Defence Secretariat's strategic planning process. The improving of quality of the Defence Secretariat Divisions Planning Instruments through the conducting of technical evaluations. To identify and co-ordinate of strategic issues within the Defense Secretariat for inclusion into the Corporate Planning Instruments. To co-ordinate and assist with internal management of the Sub-directorate to ensure effectiveness and productivity.
- ENQUIRIES APPLICATIONS** : Lt Col F.W.J. Olivier Tel No: (012) 355-5487
 : Department of Defence, Directorate Strategy and Planning, Private Bag X910, Pretoria, 0001. (Attention Lt Col F.W.J. Olivier) or may be hand delivered to Armscor Building, Erasmuskloof, Pretoria (Application box in the South African National Defence Force foyer).
- NOTE** : Applications will be expected to undergo a competency test that may entail the development of a report and presentation as part of the interview.
- POST 29/35** : **ASSISTANT DIRECTOR: TOTAL REWARDS REF NO: DFSC/34/29/23/01**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.
 : Grade 12 (NQF L4) or equivalent with a recognized National Diploma (NQF L6) in Human Resources or a related qualification with Three (3) and above experience in research environment. A post graduate qualification with Research Methodology will be an advantage. The successful candidate must be willing to travel locally and abroad with the commission, as directed by the commission. Special requirements (Skills needed): Research; Analytical; Communication (verbal & written); Report Writing; Planning and Organisation; Computer (MS Word and MS Excel); Project management. Ability to analyse policies and regulatory prescripts. 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 core functions: Conduct remuneration research, benchmarking and produce related reports to support the Commission's recommendations with regard to SANDF members. Conduct research and analysis on remuneration and reward

strategies and practices in other Defence Forces as well as the public and private sectors. Conduct ongoing research into emerging trends, issues and best practices. Conduct periodic audits on service benefits and prepare reports. Analyse findings, draw conclusions and propose recommendations to the DFSC for approval. Develop an annual recommendation on what should inform annual salary adjustments for SANDF members. Develop recommendations to Minister of Defence and Military Veterans on service benefits of SANDF members. Develop recommendations on policies in respect of conditions of service for SANDF members. Draft and collate all submissions, documents and reports related to remuneration and reports. Identify key and relevant stakeholders in research, human resources, remuneration to enhance and cultivate relationships and source information. Ensure the effective running of the Remuneration Committee.

ENQUIRIES : Mr Z.R. Munyai Tel No: (012) 367 9340
APPLICATIONS : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

POST 29/36 : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DHRACQ/35/29/23/01**
 Directorate: Human Resource Acquisition

SALARY : R294 321 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4) or equivalent with three to five (3 – 5) years' relevant experience in Human Resource Management/Administration. Three (3) years academic qualification as well as appropriate self-development human resources and/or administration courses will be significantly advantageous. Special Requirements (skills needed): Knowledge and understanding of PSAP Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to PSAP appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).

DUTIES : The successful candidate will be required to perform the following functions: Manage and ensure compliance to prescribed principles for personnel appointments. Manage the administration of documentation pertaining to the appointment process. Manage the implementation of regulatory framework and unpack information. Create member force (employee) numbers on the PERSOL system. Audit and activate salaries for newly appointed employees. Provide support in relation to recruitment and selection. Provide salary and personnel practice support to various services and divisions of the Department of Defence. Ensure and maintain a favourable liaison with both internal external stakeholders, state departments and the general public. Implement/maintain an efficient records management system (incoming, outgoing and retention). Draft documentation as and when required (submissions, memos, appointment letters, etc.) for approval and execute tasks as delegated according to the prescribed duty sheet.

ENQUIRIES : Mr L.E. Kgaditsi Tel No: (012) 339 5713/Mr A.P. Sepuru Tel No: (012) 339 5734
APPLICATIONS : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.

POST 29/37 : **PERSONNEL OFFICIAL: PRODUCTION (RECRUITMENT) REF NO: DHRACQ/31/29/23/02 (X4 POSTS)**
 Directorate: Human Resource Acquisition

SALARY : R202 233 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4) or equivalent. Relevant experience in Human Resource Management will be an advantage. A Minimum of Grade 12 (NQF Level 4) or equivalent with three to five (3 – 5) years relevant experience in Human Resource Management/Administration. Three (3) years academic qualification as well as appropriate self-development human resources and/or administration courses will be significantly advantageous. Special Requirements (skills needed): Knowledge and insight in respect of HR

- legislation pertaining to recruitment process. Knowledge of personnel administration system. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel, PowerPoint and Internet usage). Analytical and innovative thinking ability as well as problem solving skills. Client orientated.
- DUTIES** : The successful candidate will be required to perform the following functions: Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader Public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.
- ENQUIRIES APPLICATIONS** : Col M.G. Kala/ Cap S.V.L. Muchunu Tel No: (012) 339 5781/5742
: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.
- POST 29/38** : **SENIOR SECRETARY GRADE II REF NO: DHRACQ/35/29/23/03**
: Directorate: Human Resource Acquisition
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in the administration/secretarial and an appropriate academic qualification(s) in this field will be an advantage. Special Requirements (skills needed): Computer literate. Knowledge of MS Word, Excel and Power point and Lotus notes. Typing skills. Language proficiency in English (written and verbal). Good interpersonal skills and high level of professionalism. High level of reliability. Self-motivated and flexible. Good telephone etiquette. The ability to operate office equipment (Fax, Scanner, Photocopier, Internet etc.). Sound organising skills and events management. Ability to act with tact and discretion. The successful candidate will be required to obtain a Security Clearance within a year.
- DUTIES** : The successful candidate will be required to perform the following functions: Provide secretarial support service. Receive telephone calls and refer to the correct role players. Record appointments and events in the diary. Operate office equipment (i.e. fax, photocopier, internet, etc.). Provide administrative support for all journeys and accommodation. Compile and submit subsistence and travel claims. Provide secretarial functions in the Directorate's meetings. Arrange meetings and events for the Director. Identify suitable venues and invite role players. Manage draft correspondence, documentation, support registers and filing. Provide administrative support to the Directorate's meetings. Prepare documents, memos, letters and basic reports. Co-ordinate logistical arrangements/refreshments for meetings if required. Provide all logistical support to the office (i.e. stationery, furniture and consumables). Remain abreast with the policies, documents and procedures.
- ENQUIRIES APPLICATIONS** : Mr L.E. Kgaditsi Tel No: (012) 339 5713
: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.
- POST 29/39** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): PRODUCTION REF NO: SG 03/28/23/11 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: 1 Military Hospital, Thaba Tshwane, Pretoria.
: Grade 12 (NQF level 4) or equivalent. Special requirements (skill needed): Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organizational skills, ability to work with the medical (Patient Admin) database, good telephone etiquette and customer care. Computer literacy (Microsoft Word, Excel and PowerPoint and PERSOL/PERSAL). Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Must have empathy for sick, elderly and disabled. Must be able

- to work under pressure. Must be able to obtain security clearance within a year. Typing test will be taken during selection board to determine the fast typing skills of applicants (average of 25 words per minutes).
- DUTIES** : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and /providing information. Capture patient health data. Routine administrative output control statistics. Retrieve records for HCP's/management.
- ENQUIRIES** : Maj. S.M. Sekonyela Tel No: (012) 314 0308/0309
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voortrekker Road, Thaba Tshwane, Pretoria.
- POST 29/40** : **SENIOR SECRETARY GRADE II REF NO: SG 03/28/23/12**
 Re-advertised in the DOD and broader Public Service. All applicants who previously applied under this post name must re-apply.
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Military Psychological Institute, Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. Secretarial/ Admin practices experience will be an advantage. Knowledge and experience in executing secretarial duties. Special requirements (skill needed): Computer literate. Knowledge of Word, Excel and Power Point. Language proficiency in English (written & verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organisational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.
- DUTIES** : Provide a secretarial support service. Type routine notes, letters and reports. Receive telephone calls and refer to the correct role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Officer Commanding and assist in the management of his/her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.
- ENQUIRIES** : Staff Sergeant F.M. Skosana Tel No: (012) 319 3179
APPLICATIONS : Department of Defence, South African Military Health Service, Military Psychological Institute, Private Bag X02, Gezina, Pretoria, 0031 or maybe hand delivered to Military Psychological Institute, 185 Rose Street, Riviera, Pretoria.
- POST 29/41** : **SENIOR DRIVER OPERATOR REF NO: DFSC/34/29/23/02**
- SALARY** : R171 537 per annum (Level 04)
CENTRE : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.
REQUIREMENTS : A minimum of Grade 11 (NQF L3) or equivalent. A valid driver's license code C. Military Driver's license is an added advantage. A minimum of Two (2) to Three (3) years' experience as a Driver. Military Driver's license will be an added advantage. Special Requirements (skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
- DUTIES** : The successful candidate will be required to perform the following functions: Render an effective driving service for the DFSC, especially with regard to driving the VIP's. Ensure vehicle security and maintenance. Render administrative and messenger services for the Defence Force Service Commission including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours.

ENQUIRIES
APPLICATIONS

: Mr Z.R. Munyai Tel No: 012 367 9340.
: Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001
or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head
Office, Kasteel Park, at the corner of Nossob and Jochemus street,
Erasmuskloof.

NOTE

: Short-listed candidates will undergo a driving and competency test.