

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 November 2025 at 16h00 (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. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 40/01** : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION OFFICER**
REF NO: LOGDIV/01/40/25/01
- SALARY** : R468 459 – R561 894 per annum (Level 09)
- CENTRE** : Central Procurement Service Centre, Eco-Origin Office Park Block E, Centurion
- REQUIREMENTS** : A minimum of Grade 12 (NQF L4) or equivalent with relevant academic qualification at NQF Level 6 specialising in Supply Chain Management, Public Administration or related qualification as recognised by SAQA. Minimum of three (3) years' experience in a Provisioning/Procurement Environment at a supervisor level. Special requirements (skills needed): The successful candidate must have an in-depth understanding of Government's Revised Framework for Strategic management process and annual performance plans, and the DOD strategic management process and Framework that provides the norms and standards within which the Departmental results-based planning, budgeting, reporting, risk management, and audit process are executed in the realisation of the Defence mandate. In-depth knowledge of the Procurement System. Advanced knowledge in respect of the development/formulation, implementation and monitoring of policies and procedures; analytical skills, excellent strategic management and negotiation skills with good interpersonal relations and a superior level of verbal and written communication capabilities. Ability to identify strategic gaps and propose viable solutions. Exceptional time

		management skills with sensitivity to deadlines. Good understanding of civil-military relations, along with a solid understanding of current defence policy and policy issues. Excellent demonstrable end-user computer skills in all MS Office packages in accordance with department-specific service writing conventions, accompanied by highly developed presentation skills and presentation software proficiency. The incumbent must be assertive and self-driven, innovative and creative, solution-oriented and able to work under stressful situations, very strict timescales and have the ability to maintain high levels of confidentiality. Ability to successfully comply with the security clearance processes of the Department of Defence. Managerial and Leadership Skills, and Numerical skills to assess price-to-value ratios. Report writing skills. Ability to assess data regarding procurement trends. Ability to identify inconsistencies regarding procurement.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: coordinating and monitoring procurement plans and requisitions; developing and implementing demand and acquisition plans in line with operational needs; coordinating procurement processes, including specifications, sourcing, bid processes, and supplier management; managing the acquisition process in accordance with Supply Chain Management (SCM) policies and Defence Regulations; ensuring compliance with SCM policies, National Treasury (NT) Regulations, and applicable legal frameworks; ensuring correct documentation and compliance of procurement processes; maintaining provisioning systems (e.g., LOGIS) and stock cataloguing standards; managing provisioning functions such as inventory planning, ordering, and receipt of goods and services; ensuring correct classification and coding of items using supply cataloguing systems; implementing processes for provisioning item classification and control; overseeing inventory levels, administration, and conducting periodic stock-taking and reconciliations; addressing obsolete, surplus, and redundant stock; monitoring warehousing and logistical flow of materials; packing all anti-magnetic stores in the appropriate anti-magnetic warehouse facility; ensuring adherence to PFMA, PPPFA, Treasury Regulations, SCM frameworks, and DOD supply policies; assisting with audit preparations and implementing audit recommendations; maintaining accurate records for audit and reporting purposes; preparing regular reports on procurement status, stock levels, and performance indicators; maintaining procurement registers and provisioning databases, drafting internal correspondence, and preparing monthly or quarterly reports; providing leadership and guidance to subordinates; and ensuring skills development and performance management of staff.
<u>ENQUIRIES</u>	:	Col. N.O. Thom Tel No: (012) 402 2760/Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/02</u>	:	<u>ASSISTANT DIRECTOR: SERVICE AGREEMENT REF NO: SANAD/01/40/25/01</u>
<u>SALARY</u>	:	R468 459 – R561 894 per annum (Level 09)
<u>CENTRE</u>	:	SA Naval Armament Depot Simon's Town, Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent with relevant academic qualification at NQF Level 6 specialising in Supply Chain Management, Public Management or related qualification as recognised by SAQA. Minimum of three (3) years' experience in contract management at a supervisor level. Special requirements (skills needed): The successful candidate must have an in-depth understanding of the Public Service Act and regulations, the Defence Act and the Service Level Agreements framework. In-depth knowledge of the Occupational Health and Safety Act. Knowledge of development/formulation, implementation and monitoring of policies and procedures. Excellent analytical skills, numerical and presentation skills. Good verbal and written communication capabilities. Ability to identify strategic gaps and propose viable solutions. Exceptional time management skills with sensitivity to deadlines. Good understanding of the Military Discipline Code and the Disciplinary Supplementary Measures Act, and Regulations. Sound knowledge of the Labour Relations Act, PFMA, PPPFA and Treasury regulations. Excellent

		demonstrable end-user computer skills in all MS Office packages in accordance with department-specific service writing conventions, accompanied by highly developed presentation skills and presentation software proficiency. The incumbent must be assertive and self-driven, innovative and creative, solution-oriented and able to work under stressful situations. Ability to maintain high levels of confidentiality and must be able to successfully comply with the security clearance processes of the Department of Defence. Management and Leadership Skills. Report writing skills. Understanding of Bid processes, contract drafting, procurement and acquisition processes. Risk management. Proven dispute resolution skills. Good interpersonal and project management skills. Strong negotiation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: liaising with service providers to establish and maintain service agreements; ensuring all services rendered meet the agreed performance indicators and service delivery requirements; developing and implementing drafts of service agreements (Pers, Log, OHS, etc.); publishing service agreements; ensuring compliance by service providers as stipulated in the service agreement, policies, and regulations; intervening in the event of non-compliance; investigating non-compliance complaints; re-negotiating service agreements to suit service providers and end-users; monitoring processes to ensure compliance by service providers; ensuring services rendered align with agreed performance indicators and compliance frameworks; generating performance reports and conducting service review meetings with stakeholders; providing technical and advisory support, contract implementation support, administrative support, and dispute management; offering leadership and guidance to subordinates; and ensuring skills development and performance management of staff.
<u>ENQUIRIES</u>	:	Col. N.O. Thom Tel No: (012) 402 2760 & Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
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<u>POST 40/03</u>	:	<u>PERSONAL ASSISTANT REF NO: LOGDIV/01/40/25/02</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Logistics Division, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent with Secretarial Diploma or related with a minimum of three (3) years' relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate effectively with people from diverse backgrounds and levels. Proficiency in Microsoft Office. Good telephone etiquette. Computer literacy. Ability to act with tact and discretion. High level of reliability. Good people skills. Sound organisational skills. Self-management and motivation. Knowledge of relevant legislation, policies, prescripts, and procedures. Basic knowledge of financial administration.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing a comprehensive secretarial and office support service to ensure the efficient functioning of the office. Key duties include receiving and directing telephone calls, handling correspondence, scheduling and coordinating meetings and appointments, taking minutes, and recording the engagements of the Chief Logistics. The incumbent will exercise discretion in prioritising meeting requests, maintain the diary of the Chief, liaise with travel agencies to make travel arrangements, and process travel and subsistence claims. Additional responsibilities include arranging meetings and events, processing invoices related to the Chief's activities, drafting routine correspondence and reports, filing and maintaining office records, and administering leave registers, telephone accounts, and related office matters. The Personal Assistant will further manage incoming and outgoing correspondence, handle the procurement of standard office items such as stationery and refreshments, collect relevant documents to support the Chief's preparation for meetings, and ensure proper security of the office by processing and safeguarding classified documents in accordance with policies, controlling the key register, and ensuring the office is secured when

		unattended. The incumbent will also operate and maintain office equipment to ensure functionality and provide general support to the Division as required.
<u>ENQUIRIES</u>	:	WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
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<u>POST 40/04</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Works Maintenance Unit Gauteng, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/03/A Works Maintenance Unit Western Cape, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/03/B Works Maintenance Unit Northern Cape, Diskobolos, Kimberley Ref No: LOGDIV/01/40/25/03/C
<u>REQUIREMENTS</u>	:	A Grade 12 certificate (NQF Level 4) or equivalent with a minimum of three (3) years' relevant experience in Public Administration, Human Resources or related environment. Special requirements (skills needed): Demonstrable competency in acting independently, Professional, Accountable and with Credibility. General computer literacy. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette and above-average planning and organising skills. Good people skills. High level of reliability. Good verbal and written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge and understanding of relevant legislation, policies, prescripts and procedures applicable in the public service sector. The ability to collect and capture data. Knowledge of Regional Facilities Interface Management (RFIM) processes and works maintenance procedures.
<u>DUTIES</u>	:	The suitable candidate will be responsible for providing supervisory oversight and delivering comprehensive clerical, personnel, financial, and maintenance administration support services to ensure effective service delivery in line with prescribed policies and procedures. The successful candidate will manage correspondence, filing systems, registers, and databases; handle routine enquiries; and facilitate the accurate distribution, processing, and safekeeping of documentation. Key responsibilities include maintaining leave and attendance registers, managing personnel records, coordinating travel and accommodation arrangements, and supervising subordinates through task allocation, performance monitoring, and on-the-job training. The incumbent will also provide financial administration support by capturing and updating expenditure records, verifying subsistence and travel claims, and managing petty cash and telephone accounts. In addition, the role entails coordinating and administering regional maintenance activities by preparing, verifying, and processing documentation related to maintenance functions, as well as monitoring and updating records, registers, and statistics to support compliance and accountability. The suitable candidate will ensure effective records and document management through the application of registry and archival procedures, safeguard accurate information systems for audit readiness, and liaise with stakeholders to provide feedback on routine enquiries, thereby contributing to the overall efficiency of the RFIM Section.
<u>ENQUIRIES</u>	:	Maj W.L. Maswanganyi Tel No: (012) 674 6717/WO1 H. Tieties Tel No: (012) 402 2824
<u>APPLICATIONS</u>	:	Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 40/05</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: SUPERVISOR (X6 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	10 Air Depot, Thaba Tshwane Ref No: LOGDIV/01/40/25/04/A

	Central Procurement Service Centre, Eco-Origin Office Park Block E, Centurion Ref No: LOGDIV/01/40/25/04/B Naval Stores Depot Wingsfield, Cape Town Ref No: NSD/01/40/25/01 SA Naval Armament Depot Simon's Town, Cape Town Ref No: SANAD/01/40/25/02 (X3 Posts)
<u>REQUIREMENTS</u>	: A Grade 12 certificate (NQF Level 4) or equivalent with a minimum of three (3) years' experience in a Supply Chain Management environment. Special requirements (skills needed): Computer-literate. The candidate must have demonstrable competency in acting independently, professionally, Accountable and with Credibility. Basic numeracy skills. Ability to work independently. Knowledge in procurement of goods and services, provisioning, industry practice and relations in terms of goods and services, sound accounting practice, budget expenditure, order administration system, payments of goods and services, Quality Management and purchasing management. Knowledge of inventory management. CALMIS.
<u>DUTIES</u>	: The suitable candidate will be responsible for supervising and rendering a variety of routine, directive-intensive clerical and administrative duties in support of the unit's operational and logistical requirements; this includes providing logistic support services, controlling and maintaining personnel files, and ensuring the proper filing and safekeeping of all records for audit and compliance purposes; the candidate will prepare and submit maintenance requests, manage the general stores accounting function, ensure the secure storage and preservation of stores, and verify stock for accuracy and accountability; the duties further include supervising and managing subordinates, monitoring and controlling office equipment, and assisting with the updating and maintenance of the asset registry; the candidate will be expected to attend unit expenditure coordinating meetings, compile and submit minutes, and process government orders and invoices timeously and accurately; additionally, the candidate will be required to update and maintain directives, acts, regulations, and manuals relevant to the work environment, perform basic calculations, compile and issue statistics, and collaborate in the establishment and maintenance of the Work Unit's Operational Business Framework and Systems; the post requires administration of complex processes including CAL administration, DAC transfer administration, victual accounting, and ammunition submission requirements, as well as initial loss and damage reporting, petty cash purchases, and participation in stocktaking of main ledgers; and the candidate will also be required to conduct preliminary loss and damage investigations, contribute to audit readiness, and ensure that all financial and logistical administration is executed in accordance with prescripts and regulatory frameworks.
<u>ENQUIRIES APPLICATIONS</u>	: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619 Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
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<u>POST 40/06</u>	: <u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION (X61 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 – R268 950 per annum (Level 05) : 10 Air Depot, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/05/A 93 Ammunition Depot, Jan Kempdorp Ref No: LOGDIV/01/40/25/05/B (X3 Posts) Central Procurement Service Centre, Eco-Origin Office Park Block E, Centurion Ref No: LOGDIV/01/40/25/05/C (X4 Posts) DOD Ammunition Depot & School of Munition, De Aar Ref No: LOGDIV/01/40/25/05/D (X2 Posts) DOD Ammunition Sub Depot Naboomspruit, Naboomspruit Ref No: LOGDIV/01/40/25/05/E DOD Main Ordnance Depot, TEK base, Lyttleton Ref No: LOGDIV/01/40/25/05/F DOD Main Ordnance Sub Depot Durban, Mobeni East, Durban Ref No: LOGDIV/01/40/25/05/G DOD Main Ordnance Sub Depot Wallmannsthal, Wallmannsthal Ref No: LOGDIV/01/40/25/05/H (X2 Posts)

	DOD Mobilization Unit, Oliehouthoutplaas, Bloemfontein Ref No: LOGDIV/01/40/25/05/I (X6 Posts)
	DOD Logistics Support Formation HQ, TEK Base, Lyttleton Ref No: LOGDIV/01/40/25/05/J (X7 Posts)
	DOD School of Catering, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/05/K (X2 Posts)
	DOD School of Logistics Training, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/05/L
	Logistics Division, Pretoria Ref No: LOGDIV/01/40/25/05/M (X10 Posts)
	Naval Stores Depot Wingfield, Cape Town Ref No: NSD/01/40/25/02 (X8 Posts)
	SA Naval Armament Depot Simon's Town, Cape Town Ref No: SANAD01/40/25/03 (X4 Posts)
	Simon's Town Procurement Service Centre, Cape Town Ref No: LOGDIV/01/40/25/05/N (X6 Posts)
<u>REQUIREMENTS</u>	: A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Training in asset management, codification and/or procurement will be an added advantage. Special requirements (skills needed): Knowledge of all MS Office packages. Communicate effectively 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.
<u>DUTIES</u>	: The successful candidate will be responsible for providing provisioning administration services in support of the unit's operational requirements. The successful candidate will be required to determine needs, meet specific supply demands, and exercise documentary control over goods, equipment, materials, facilities, and services. Key duties include receiving, distributing, preserving, and repacking stock for safe storage; issuing and finalising vouchers; preparing and printing receipt vouchers; handling routine enquiries; and registering demands on stock sub-accounts in line with CALMIS MMS procedures. The incumbent will control stock items in warehouses to prevent losses, maintain accurate registers, charts, and record books to monitor stock levels, and initiate replenishment when necessary. Further responsibilities include keeping stores neat and orderly, updating directives, acts, regulations, and manuals relevant to provisioning, and handling routine correspondence and records of autonomous activities. The role also entails performing basic calculations, compiling statistics, and drafting and processing letters, notices, memoranda, and submissions. The candidate will support the effective functioning of internal services, accounting, transport, and depot administration by ensuring compliance with prescribed procedures, maintaining accurate documentation, and contributing to efficient logistical and administrative operations within the unit.
<u>ENQUIRIES</u>	: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	: Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
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<u>POST 40/07</u>	: <u>ADMINISTRATION CLERK: (PRODUCTION) (X35 POSTS)</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	: 93 Ammunition Depot, Jan Kempdorp Ref No: LOGDIV/01/40/25/A1
	DOD Ammunition Sub Depot Naboomspruit, Naboomspruit Ref No: LOGDIV/01/40/25/B2
	DOD Logistics Support Formation HQ, TEK Base, Lyttleton Ref No: LOGDIV/01/40/25/C3 (X12 Posts)
	DOD School of Logistics Training, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/D4
	Logistics Division, Pretoria Ref No: LOGDIV/01/40/25/E5 (X2 Posts)
	Naval Stores Depot Wingfield, Cape Town Ref No: LOGDIV/01/40/25/F6
	South African Forces Institute, Thaba Tshwane, Pretoria Ref No: LOGDIV/01/40/25/G7
	Works Maintenance Unit Eastern Cape, Port Elizabeth Ref No: LOGDIV/01/40/25/H8 (X2 Posts)

	Works Maintenance Unit Free State, Bloemfontein Ref No: LOGDIV/01/40/25/I9 (X2 Posts)
	Works Maintenance Unit Kwazulu Natal, Durban Ref No: LOGDIV/01/40/25/J10
	Works Maintenance Unit Limpopo, Polokwane Ref No: LOGDIV/01/40/25/K11 (X3 Posts)
	Works Maintenance Unit Mpumalanga, Nelspruit Ref No: LOGDIV/01/40/25/L12 (X2 Posts)
	Works Maintenance Unit Northern Cape, Diskobolos, Kimberley (Ref No: LOGDIV/01/40/25/M13)
	Works Maintenance Unit Northwest, Potchefstroom Ref No: LOGDIV/01/40/25/N14 (X3 Posts)
	Works Maintenance Unit Western Cape, Wynberg, Cape Town Ref No: LOGDIV/01/40/25/O15
	Works Training School, Atteridgeville, Pretoria West Ref No: LOGDIV/01/40/25/P16
<u>REQUIREMENTS</u>	: A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Training in asset management, codification and procurement will be an added advantage. Special requirements (skills needed): Language proficiency in English (Written and verbal). Good telephone antequate. Typing skills. Good communication skills. Knowledge of all MS office packages. Analytical and problem-solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability and initiative. Numerical skills Knowledge of policies, practices and procedures. Knowledge of DOD policies, SOP's and Directives.
<u>DUTIES</u>	: The successful candidate will be responsible for providing clerical and administrative support in the management, control, and safekeeping of logistical documentation to ensure compliance with security, confidentiality, and audit requirements. The successful candidate will participate in the allocation of document identification numbers, control revision levels, manage computer file reference numbers, and load data onto the Logistics database from data-capturing forms to maintain accurate and up-to-date records. Key duties include administering the document release process, overseeing the secure destruction of redundant classified documentation, and assisting with physical audits of records and distribution registers to ensure accountability. The incumbent will also support the control of access to and distribution of classified hard copies and magnetic media, ensure the safe return of documents upon project completion, and maintain proper filing and tracking systems for all documentation. Additional responsibilities include monitoring and recording all document movements, supporting management in the implementation of an efficient document control system, and promoting operational effectiveness by ensuring the integrity, availability, and proper management of all logistical records. This role requires strong attention to detail, adherence to prescribed policies and security protocols, and the ability to manage multiple clerical tasks within the logistics environment.
<u>ENQUIRIES</u>	: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
<u>APPLICATIONS</u>	: Department of Defence, Logistics Division, 228 Visagie Street Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
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<u>POST 40/08</u>	: <u>REGISTRY CLERK: PRODUCTION REF NO: SANAD/01/40/25/04</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	: SA Naval Armament Depot Simon's Town, Cape Town
<u>REQUIREMENTS</u>	: A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Special requirements (skills needed): Language proficiency in English (Written and verbal). Good telephone antequate. Typing skills. Good communication skills. Knowledge of all MS office packages. Analytical and problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability and initiative. Knowledge of registry duties, practices and the ability to capture data. Knowledge of storage and retrieval procedures. Knowledge of DOD policies, SOP's and Directives. Knowledge of management of Information system transcripts.

<u>DUTIES</u>	:	The successful candidate will be responsible for providing comprehensive registry and administrative support services to ensure the efficient management and flow of information within the unit. The successful candidate will handle registry counter services, administer the effective movement of incoming and outgoing correspondence, and ensure the accurate distribution and dispatch of files and mail. Key duties include maintaining and administering archives, implementing a structured filing system in accordance with records classification and archival policies, and processing documents for archiving or disposal. The incumbent will provide general administrative support by compiling letters, invitations, and routine correspondence, amending codes, directives, and circulars, and operating office machines to support daily functions. Additional responsibilities include monitoring compliance with records management policies, ensuring the safekeeping and accessibility of documents, assisting with audits and inspections, and performing miscellaneous tasks as required to support the smooth functioning of the registry and overall administrative operations within the unit. This role requires attention to detail, organisational skills, and the ability to manage multiple registry and administrative tasks efficiently.
<u>ENQUIRIES APPLICATIONS</u>	:	WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619 Department of Defence, Logistics Division, 228 Visagie Street, Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za
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<u>POST 40/09</u>	:	<u>SECRETARY (X17 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Defence Works Formation, Eco-Origin Office Park, Centurion Ref No: LOGDIV/01/40/25/A17 (X2 Posts)
	:	DOD Logistics Support Formation, TEK Base, Lyttleton Ref No: LOGDIV/01/40/25/B18 (X2 Posts)
	:	DOD Main Ordnance Sub Depot Durban, Mobeni East, Durban Ref No: LOGDIV/01/40/25/C19
	:	DOD Main Ordnance Sub Depot Wallmannsthal Ref No: LOGDIV/01/40/25/D20
	:	Logistics Division, Pretoria Ref No: LOGDIV/01/40/25/E21 (X3 Posts)
	:	Works Maintenance Unit Eastern Cape, Port Elizabeth Ref No: LOGDIV/01/40/25/F22
	:	Works Maintenance Unit KwaZulu Natal, Durban Ref No: LOGDIV/01/40/25/G23
	:	Works Maintenance Unit Limpopo, Polokwane Ref No: LOGDIV/01/40/25/H24
	:	Works Maintenance Unit Mpumalanga, Nelspruit Ref No: LOGDIV/01/40/25/I25
	:	Works Maintenance Unit Northern Cape, Diskobolos, Kimberley Ref No: LOGDIV/01/40/25/J26
	:	Works Maintenance Unit North West, Potchefstroom Ref No: LOGDIV/01/40/25/K27
	:	Works Maintenance Unit Western Cape, Cape Town Ref No: LOGDIV/01/40/25/L28
	:	Works Training School, Atteridgeville Ref No: LOGDIV/01/40/25/M29
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate (NQF Level 4) or equivalent. No prior experience required. Special requirements (skills needed): The successful candidate must be bilingual, Computer Literate, have verbal and written communication. Proficient in all MS office packages. Management and negotiation abilities. Time management and Interpersonal skills. Telephone etiquette. Problem solving skills. Interpersonal proficiency. Financial and Personnel management. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	The successful candidate will provide a secretarial support service to the Director. Arrange appointments and meetings. Manage the Director diary. Receive telephone calls and refer to the correct role player. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports according to CSW. Take minutes during meetings. Handle classified

files and documents. Schedule meetings and events for the Director. Process travel and subsistence advances and claims for the Director. Make travelling arrangements. Book venues for meetings and events. Organize refreshments and set up schedules for meetings and events. Prepare all relevant documents for meetings. Receive and record correspondence. Operate office equipment. Keep updated with policies and procedures. Coordinate logistical arrangements for visitors. Scrutinize documents to determine action/information/other documents required. Create and maintain an effective filing system. Order stationery. Make Photostats copies, scan or e-mail documentation as directed. Receive and transmit messages for the Director. Liaison with Internal with Internal staff and external stakeholders on behalf of the office.

ENQUIRIES
APPLICATIONS

: WO1 H. Tieties Tel No: (012) 402 2824/ Ms M. Mathonsi Tel No: (012) 402 2619
: Department of Defence, Logistics Division, 228 Visagie Street Peterson Bothongo House 2, Pretoria 0001 or email to Logdivhrplan@dod.mil.za

NOTE

: It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.