

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 21 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 41/10** : **REGISTRY CLERK: SUPERVISOR REF NO: GSU/01/41/25/01**
- SALARY** : R325 101 – R382 959 per annum (Level 07)
- CENTRE** : SA Army Signal Formation Gauteng Signal Unit. Geo Location: JSB Garrison
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in records administration. Special requirements (Skills needed): Basic Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
- DUTIES** : The successful candidate will be expected to perform the following duties: Supervising of filing office. Apply effective control over the receipt, circulation, record keeping and dispatching of official documentation and correspondence. Ensure supervision of the dispatch Section. Ensure that the receiving, processing, record keeping and handling of official documents are in accordance with policy and procedure. Exercise the provision of guidelines for Record Administrators. The guiding of clients with regards to Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Unit. Conducting spot checks. Supervising over archiving of files in accordance with policy and procedure. The providing of inputs to the Unit with regards to work procedures. The assisting with regards to career development of subordinates

		and the control of disposal of records (i.e. transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES APPLICATIONS</u>	:	WO1 M.M. Lethoko Tel No: (012) 674 4832
	:	Department of Defence, Gauteng Signal Unit, Private Bag X1038, Thaba Tshwane, 0143 or hand deliver to Stephanus Schoeman Street, Thaba Tshwane, Pretoria 0144 or email to hennie.bothma@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 41/11</u>	:	<u>REGISTRY CLERK: SUPERVISOR REF NO: SIGFMN/01/41/25/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	SA Army Signal Formation MOD Signal Unit. Geo Location: LIW Lyttelton.
	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in records administration. Special requirements (skills needed): Basic Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Supervising of filing office. Apply effective control over the receipt, circulation, record keeping and dispatching of official documentation and correspondence. Ensure supervision of the dispatch Section. Ensure that the receiving, processing, record keeping and handling of official documents are in accordance with policy and procedure. Exercise the provision of guidelines for Record Administrators. The guiding of clients with regards to Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Unit. Conducting spot checks. Supervising over archiving of files in accordance with policy and procedure. The providing of inputs to the Unit with regards to work procedures. The assisting with regards to career development of subordinates and the control of disposal of records (i.e. transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.S. van Schalkwyk Tel No: (012) 355-5629
	:	Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X161, Pretoria, 0001 or hand deliver to 630 Armscor Building, Cnr Nossob and Boeing Street, Erasmuskloof, Pretoria or email to Mageti.Mohlala@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 41/12</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: 5SAIBN/01/41/25/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	5 SAI Bn, Lady Smith
	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' relevant experience in human resource management. Special requirements (Skills needed). Computer skills. Planning and organising. Language skills. Good verbal and written communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedure in terms of working environment.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices and probatory periods. Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances, termination of service. Noticas, Awol Administration Recommend (approve transactions on PERSOL according delegations. Final authorisation should happen at a higher level. Performance management. Prepare reports on HR admin issues and stats. Studies at State Cost, Transfers, Detached duties, Corps Transfers, Contract Renewals, HR provisioning (Recruitment and

		Selection, Appointments, verification of qualification, and secretariat functions at interviews,
<u>ENQUIRIES</u>	:	Capt Kubheka Tel No: (036) 271 3094
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 5 SAI Bn, Private Bag X99114, Ladysmith, 3307 or may be hand delivered to 1 Harrismith Road, Ladysmith, 5 SAI Bn Military Base or email to 5saioptions@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 41/13</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: 6SAIBN/01/41/25/04</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	6 SAI Bn, Grahamstown
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in human resource management. A post grade 12 qualification will serve as an advantage. Special requirements (Skills needed). Computer skills. Planning and organising. Language skills. Good verbal and written communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedure in terms of working environment.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices and probatory periods. Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances, termination of service. Notices, and Awol Administration. Recommend and approve transactions on PERSOL according delegations. Final authorisation should happen at a higher level. Performance management. Prepare reports on HR admin issues and stats. Studies at State Cost, Transfers, Detached duties, Corps Transfers, Contract Renewals, HR provisioning (Recruitment and Selection, Appointments, verification of qualification, and secretariat functions at interviews).
<u>ENQUIRIES</u>	:	Capt King Tel No: (046) 602 2103
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140 or may be hand delivered to Cradock Road and Golf Course Road Military Base or email to imsc.6sai@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 41/14</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: ASBEC/01/41/25/05</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	ASB Eastern Cape
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in human resource management. Special Requirements (Skills needed): Applicants with prior learning, either by means of experience or alternative courses may also apply. computer literate, PERSOL and leave course.
<u>DUTIES</u>	:	Supervise and take more complex implementation and maintenance of Human Resource administration practices include provision recruitment and selection. Implement conditions of service and service benefits including medical and injury on duty. Terminate of service. Recommend transactions on PERSOL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Perform maintenance functions. Management of Attendance Registers. Leave administration. Collect and distribute salary advices within the unit against signature. Collect and distribute IRP5s against signature. Deal with uniform and civilian employees maintenance administration. Assist as checker for maintenance transactions captured on PERSOL.
<u>ENQUIRIES</u>	:	WO1 Z.C Mdokwe Tel No: (041) 505 1237 or Ms S. Van der watt Tel No: (041) 505 1248
<u>APPLICATIONS</u>	:	Department of Defence South African Army Support Base Eastern Cape, PO Box 13419, Humewood, Port Elizabeth, Eastern Cape, 6013 or may be hand

		delivered to Army Support Base EC, Willow Drive, Forest Hill Port Elizabeth, 6001 or email to: Erika.VanTonder@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 41/15</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: SUPERVISOR REF NO: AAFMNHQ/01/41/25/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	SA Army Armour Formation HQ, Pretoria
	:	Grade 12 or equivalent with a minimum of three (3) years' relevant experience in office administration. Special Requirements (Skills needed): Computer literacy in CALMIS. Computer literacy and logistical administrative activities, understanding of relevant policies, standards, analytical skills.
<u>DUTIES</u>	:	Receiving and issuing of stock, demand stock from depot and capturing of all accounting actions on CALMIS, complete quality administration of demands and returns. The maintenance and management of building or facilities. To assist in reporting breakages to ASB facility call desk to appoint a contractor, in logging all breakages in a register, to receive contractor and escort them to correct building in keeping records of all work completed, with the follow up register of outstanding jobs, report any irregularities like stoppages and damages on building to barrack clerk, in the handing and taking over of buildings, in preparing inventories for every buildings, to ensure that a key register is in place and is kept up to date.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S.B. Bambo Tel No: (012) 355-2891
	:	Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or email to armourhq@gmail.com
<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 41/16</u>	:	<u>SECRETARY REF NO: ADAFMN/01/41/25/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Air Defence Artillery Formation Headquarters (ADA FMN HQ)
	:	A minimum of Grade 12 or equivalent, experience in the Administration/Secretarial and an appropriate academic qualifications in the field will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communicate well with people from different levels. Knowledge of Ms Word, Excel, Power point and Lotus note. Typing skills. Ability to operate office equipment (fax, scanner, photocopies and internet). Good interpersonal skills and organisational skills. Higher levels of professionalism and reliability. Ability to act with tact and discretion. Good telephone etiquette. Self-motivation and flexible. The successful candidate will be required to obtain a Security Clearance within a year of employment.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Provides secretarial and clerical support to the Directorate. Receive telephone calls and refers the calls to the correct role players. Operate office equipment like fax machine and photocopiers. Coordinate all travel and related logistical arrangements for the Director. Compile and submit subsistence and travel (S&T) claim. Arrange meetings and events for the Director. Identify venues, invite role players, organizes refreshment and sets up schedules for meetings and events. Record basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the Directorate. Manage incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Warrant Officer A. Macdonald Tel No: (012) 355 2427
	:	Department of Defence SA Army Air Defence Artillery Formation, Private Bag X123, Pretoria, 0001 or Hand deliver at SA Army Air Defence Artillery Formation, Corner Patriot and Karelboom Street, Sebokeng complex Block H 1, Pretoria 0001 or email to Beauty.msiza@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 41/17</u>	:	<u>SECRETARY REF NO: ARMYHQ/01/41/25/08 (X7 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	SA Army Headquarters Unit, Dequar Road, Pretoria
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Good Communication skills. Language proficiency in English (written and verbal). Sound planning, organisational, and coordinating skills. Good telephone etiquette. Computer literate (i.e. MS Word, MS PowerPoint, and MS Excel). Ability to interact well with people at all levels. Ability to pay attention to details. Must be creative and innovative. Excellent secretary skills. High level of reality. Ability to act with tact and discretion. Ability to search and analyse documents and situations. The successful candidate must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Type/write documents, memorandums, letters, and reports. Deal with classified documents and files. Arrange venues and events, and invite role players. Arrange accommodations and traveling substance S&T advances and claims for the Chief Director Force Structure Elements.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 X.M. Mpongoshe/ Ms E.T. Nyakhulalini Tel No: (012) 355 1455/1602
	:	Department of Defence, SA Army Headquarters Unit (Army Headquarters) Dequar Road, Private Bag X981, Pretoria, 0001 or hand deliver at SA Army Headquarters Unit, No 1 Dequar Road or email to putswelithakanyane@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 41/18</u>	:	<u>SECRETARY REF NO: ASBBFN/01/41/25/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	ASB Bloemfontein
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (skills needed): Computer literate (MS Word, Power Point, Access and Excel). Typing skills. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability 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>	:	A successful candidate will be required to perform the following duties: Answer telephone, make telephone calls on behalf of the GOC, canalize telephone calls to the relative division of the department , arrange meetings, take notes and do typing for the GOC, update diary, make arrangements for the GOC journeys, and accommodation , book accommodation for meetings, submit claims for accommodation expenditure, receive visitors and prepare refreshments, collect newspapers clippings of reports which maybe of importance to the GOC.
<u>ENQUIRIES APPLICATIONS</u>	:	Major V.L. Fokase/ Ms N.P. Mngezana: Tel No: (015) 402 1120/1093/0739
	:	Department of Defence, Army Support Base Bloemfontein, Private Bag X20599, Bloemfontein, 0700 or may be hand delivered to Army Support Base Bloemfontein, Nelson Mandela Drive, Universitas, Bloemfontein, 9301 or email to hlengiwe.mbuyazi@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 41/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: INFSC/01/41/25/10 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Infantry School, Oudtshoorn
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English, reasoning, problem solving ability and initiative. Ability to work in team and individually. Basic numeracy and literacy skills. Ability to perform routine tasks.
<u>DUTIES</u>	:	Receive and register job cards from clients. Function according to the latest Instruction that has been received from the Formation Headquarters. Ensure completeness of the work to be done and that it is clearly indicated to whom it must go and the contact person is contacted. Placing completed jobs in sorters or folding machines. Assist with carting, binding and laminating of all work that has been done. Safe keeping and maintenance of all equipment. Ensure the environment is always well ventilated and ensure locking of the working environment and all machines are off. Ensure confidentiality with regards to all documents classified and handed in for printing. Assist with the receiving and handing out after printing of all documents. Ensure to be up to date with the SANDF safety regulations with regards to machinery. Completed work must be placed in correct sections of the unit. Accurateness with reproduction process and neatness with reproduction process. Cleaning and up keeping of photo copy machines in the Media and Repro Centre. Report any damage/losses immediately to Media Centre Coordinator.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj Bestbier Tel No: (044) 203 4029
	:	Department of Defence, SA Army, Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road, Oudtshoorn or email to imsc.infsc@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 41/20</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 46SABDE/01/41/25/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	46 SA BDE HQ, Johannesburg
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Special requirements (Skills needed): Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems. Computer literacy, Verbal and Written Communication Skills. Clerical and Administration. Analytical thinking. Problem solving.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set out by the HQ Commander. Keep a complete record of all equipment in the stores, ensure that unserviceable equipment are written off to the unserviceable store. Issue equipment by means of an issue voucher via the transit. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to the prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col T.M. Hloka and WO1 M. Botha Tel No: (011) 417 6036/6224
	:	Department of Defence, 46 SA Brigade Headquarters Private Bag X2, Kengray, 2100 or may be hand delivered to 222 Cumberland Road South Kensington Kengray or email to Tlou.Hloka@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 41/21</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: ATTC/01/41/25/12</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Technical Training Centre
<u>REQUIREMENTS</u>	:	A minimum Grade 12 (NQF Level 4) or equivalent. Experience in administration environment will be an added advantage. Special requirements (Skills needed): Knowledge of the Public Service Regulatory Framework. Knowledge of various filing systems. Computer literacy, Verbal and Written Communication Skills. Clerical and Administration. Analytical thinking. Problem solving.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set out by the HQ Commander. Keep a complete record of all equipment in the stores, ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archive must be done according to the prescripts.
<u>ENQUIRIES</u>	:	Maj L.A Balane Tel No: (012) 671 0313 and Ms V.Mdokwe Tel No: (012) 671 0189
<u>APPLICATIONS</u>	:	Department of Defence SA Army Technical Training Centre, Private Bag X06, Littelton, 0140 or hand deliver to Technical Training Centre, 61 Avro road Tek Baser 0140 or email to asfinvitations@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 41/22</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SUEC/01/41/25/13</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Army Signal Formation. Eastern Cape Signal Unit. Geo Location: 6 SAI Bn - Grahamstown.
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
<u>ENQUIRIES</u>	:	Ms C.W. Turner Tel No: (041) 505 1186
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013. or email to: Ndumiso.majozi@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 41/23</u>	:	<u>SWITCHBOARD OPERATOR REF NO: ASBLP/01/41/25/14</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Army Signal Formation, Limpopo Signal Unit. Geo Location: Polokwane
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.

<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 T.J. Mabasa Tel No: (015) 299-3619
	:	Department of Defence, Limpopo Signal Unit, Private Bag X9304, Polokwane, 0700 or hand deliver to 345 Gateway Road, Polokwane, 0700 or email to Tlou.Seema@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 41/24</u>	:	<u>SWITCHBOARD OPERATOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 04)
	:	SA Army Signal Formation MOD Signal Unit. Geo Location: Armscor Erasmuskloof Ref No: SIGFMN/01/41/25/15a
	:	1 Mil Hosp - Thaba Tshwane Ref No: SIGFMN/01/41/25/15b
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. Special requirements (Skills needed): Good communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Manage of telephone exchange in the base area. Attend to incoming and outgoing telephone calls to appropriate person/division. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. The record keeping of all outgoing calls. The handling of international calls, connection of lines. Print and issue telephone accounts. Maintain telephone database. The note down and giving of messages. Allocate pin codes when authorised. Identify and report telephone faults. Planning of leave. Provide training.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs C.S. van Schalkwyk Tel No: (012) 355-5629
	:	Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X161, Pretoria, 0001 or hand deliver to 630 Armscor Building, Cnr Nossob and Boeing Street, Erasmuskloof, Pretoria or email to: Mageti.Mohlala@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 41/25</u>	:	<u>STORES ASSISTANT REF NO: 9SAIBN/01/41/25/16 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>REQUIREMENTS</u>	:	9 SAI Bn, Cape Town
	:	A minimum of ABET qualification. No experience. 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. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Ensure stores are clean and neat. Prevent unauthorized personnel from gaining access to the stores. Ensure accurate filing and documentation of all demands, receipts, storage and issuing of equipment. Ensure that upon receiving stock from transit it must be properly counted and binned. Ensure accurate marking with bin numbers, ICN and description of items. Accompany counting team during stock takes and ensure correct totals are captured. Ensure

		maximum security is applied, locking of windows, doors and signing in and out of building keys.
<u>ENQUIRIES</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@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 41/26</u>	:	<u>MESSENGER REF NO: ASBKZN/01/41/25/17</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Army Signal Formation: KZN Signal Unit. Geo Location: DOD MOSD Durban.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units and Division. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents or articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents files, letters, delivered and received. Assist with functions in the registry environment.
<u>ENQUIRIES</u>	:	Sgt A.C. Thyssen/Ms T.A. Sishi Tel No: (031) 451 1974
<u>APPLICATIONS</u>	:	Department of Defence, KZN Signal Unit, Private Bag X21096, Bluff, 4036 or hand deliver at Cnr Marine Drive and Lighthouse Road, Bluff, 4052. Email to: Kerresa.gordon@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 41/27</u>	:	<u>MESSENGER REF NO: SUWC/01/41/25/18</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Army Signal Formation. Western Cape Signal Unit. Geo Location: ASB Youngsfield.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units or Divisions. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents/articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents, files and letters delivered or received. Assist with functions in the registry environment.
<u>ENQUIRIES</u>	:	Captain S.R. Fry Tel No: (021) 787 1700
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Signal Formation, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790 or email to Lizelle.Fry@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 41/28</u>	:	<u>MESSENGER REF NO: ARMYHQ/01/41/25/19</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Army Signal Formation: Dequar Road Signal Unit. Geo Location: Army College – Thaba Tshwane.

<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Basic Numeracy. Language skills. Basic interpersonal relationship. Organising skills and basic literacy skills. Must have a valid vehicle licence.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver posts, packages, files and articles as well as the submissions to and from pre –identified addresses. Deliver and collect files and documents within Units and Division. Distribute and collect files and documents with the Unit and Division. Distribute and collect documents or articles within the Unit. Assist from time to time with the execution of filing functions attached to the registry office. Keep a register of all documents files, letters, delivered and received. Assist with functions in the registry environment.
<u>ENQUIRIES APPLICATIONS</u>	:	W01 N.C. Josephs Tel No: (012) 355 1992
	:	Department of Defence, Dequar Road Signal Unit, Private Bag X172, Pretoria, 0001 or hand deliver at Dequar Road, Army HQ, Library Building, 0001 or email to: SeipeiShadung@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 41/29</u>	:	<u>CLEANER REF NO: JSBWON/01/41/25/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	JSB Wonderboom. Geo Location: Wonderboom
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Ensure that offices/kitchen/bathrooms/conference rooms are clean, neat and presentable. Keep registers of cleaning material that is distributed. Responsible for the safekeeping of cleaning material that is distributed. Ensure general hygiene, floor cleaning, washing, scrubbing floors, windows, walls, carpets and removing of garbage from dustbin on a daily basis. Dusting of equipment in offices as tasked. Polishing of all furniture in offices as tasked. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Report any defects in the workplace to immediate supervisor. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj N.C Vuma Tel No: (012) 529 0440
	:	Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 1700.or hand deliver at Military Base Wonderboom, Lindvelt Road, Doornpoort, 1700 or email to: Theresa.VanDyk@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 41/30</u>	:	<u>CLEANER REF NO: 9SAIBN/01/41/25/21 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	9 SAI Bn, Cape Town
	:	A minimum of ABET qualification. No experience. 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. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities.

		Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Capt P.S. Bam Tel No: (021) 787 6155
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to Chaney.Bailey@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 41/31</u>	:	<u>CLEANER REF NO: JSBGAR/01/41/25/22 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning 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.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@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 41/32</u>	:	<u>CLEANER REF NO: SAFMN/01/41/25/23 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Armour, Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.
<u>ENQUIRIES</u>	:	WO2 S. du Preez Tel No: (051) 402-1739
<u>APPLICATIONS</u>	:	Department of Defence, School of Armour, Private Bag X40004, Tempe, 9318 or email to schoolofarmour.sa@gmail.com
<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 41/33</u>	:	<u>CLEANER REF NO: 1SATR/01/41/25/24</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	1 SA Tank Regt
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.

<u>ENQUIRIES</u>	:	Sgt Senoko Tel No: (051) 402-1629
<u>APPLICATIONS</u>	:	Department of Defence, 1 SA Tank Regt, Private Bag X04, Brandhof or email to 1satankregiment@gmail.com
<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 41/34</u>	:	<u>CLEANER REF NO: ASBMP/01/41/25/25 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Mpumalanga.
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. 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. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Vacuum of facilities, clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, and regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report and defects in the work place to immediate supervisor. Provide a domestic and hygiene cleaning service. Observing OHASA regulations.
<u>ENQUIRIES</u>	:	Maj S.M Mbuyane Tel No: (013) 756 2284 or Ms M.Scheepers Tel No: (013) 756 2186
<u>APPLICATIONS</u>	:	Department of Defence, Army Support Base Mpumalanga, Private Bag X11277, Nelspruit, 1200 or hand deliver at Department of Defence Army Support Base Mpumalanga. Citrus Crescent No 6 Nelspruit, 1200 or email to Julia.Matsepa@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 41/35</u>	:	<u>CLEANER REF NO: 7SAIBN/01/41/25/26 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 SAI Bn, Phalaborwa
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. 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. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Capt Machaba Tel No: (015) 780 4066
<u>APPLICATIONS</u>	:	Department of Defence, SAArmy, 7 SAI Bn, Private Bag X01015, Phalaborwa, 1390 or may be hand delivered to Hendrick van Eck Road 7 SAI Bn Military Base or email to imsc.7sai@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 41/36</u>	:	<u>CLEANER REF NO: 10SAIBN/01/41/25/27 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	10 SAI Bn, Mahikeng
	:	A minimum of ABET qualification. No experience. 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. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Ratema Tel No: (018) 389 6515
	:	Department of Defence, SA Army, 10 SAI Bn Private Bag X2014, Mahikeng, 2745 or may be hand delivered to Ramatlabama Road, 10 SAI Bn Military Base Mahikeng or email to 10saibnstaffing@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 41/37</u>	:	<u>GROUNDSMAN REF NO: ADAFMN/01/41/25/28 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Army Air Defence Artillery Formation Headquarters (ADA FMN HQ)
	:	A minimum of ABET qualification. No experience. Special requirement (Skills needed): Knowledge of the gardening service would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety requirements. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects.
<u>ENQUIRIES APPLICATIONS</u>	:	Warrant Officer A. Macdonald Tel No: (012) 355 2427
	:	Department of Defence SA Army Air Defence Artillery Formation, Private Bag X123, Pretoria, 0001 or Hand deliver at SA Army Air Defence Artillery Formation, Corner Patriot and Karelboom Street, Sebokeng complex Block H 1, Pretoria 0001 or email to Beauty.msiza@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 41/38</u>	:	<u>GROUNDSMAN REF NO: JSBWB/01/41/25/29</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	JSB Wonderboom: Geo Location: Wonderboom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic numeracy and literacy skills. Basic knowledge of health and safety. Knowledge of gardening and maintenance equipment. Ability to operate cleaning machines. Ability to work in team and/or individual. Ability to perform routine tasks. Ability to priorities and organize work.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following duties: Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners hand tools etc. checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>APPLICATIONS</u>	:	Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 1700 or hand deliver at Military Base Wonderboom, Lindvelt Road, Doornpoort, 1700 or email to: Theresa.VanDyk@dod.mil.za
<u>ENQUIRIES</u>	:	Maj N.C Vuma Tel No: (012) 529 0440
<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 41/39</u>	:	<u>GROUNDSMAN REF NO: JSBGAR/01/41/25/30 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. 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 Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	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 refuge. Maintain neatness of unit areas.
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@dod.mil.za
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<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 41/40</u>	:	<u>GROUNDSMAN REF NO: 7SAIBN/01/41/25/31 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 SAI Bn, Phalaborwa

<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. 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. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<u>DUTIES</u>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. 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. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt Machaba Tel No: (015) 780 4066 Department of Defence, SA Army, 7 SAI Bn, Private Bag X01015, Phalaborwa, 1390 or may be hand delivered to Hendrick van Eck Road 7 SAI Bn Military Base or email to imsc.7sai@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 41/41</u>	:	<u>GROUNDSMAN REF NO: 9SAIBN/01/41/25/32 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) 9 SAI Bn, Cape Town
	:	A minimum of ABET qualification. No experience. 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. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<u>DUTIES</u>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. 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. Properly maintained equipment save and secure. Apply OHS measures where required.
<u>ENQUIRIES APPLICATIONS</u>	:	Capt P.S. Bam Tel No: (021) 787 6155 Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or email to Chaney.Bailey@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 41/42</u>	:	<u>GROUNDSMAN REF NO: AAFMNHQ/01/41/25/33 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) SA Army Armour Formation Headquarters, Pretoria
	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): No experience required.
<u>DUTIES</u>	:	Cultivation / Cultivate garden areas, Prepare soil for the planting of plants. Maintain the flower and other beds by fertilizing, irrigating, weeding and pruning. Pruning, Weed Control, Removing of refuse. Maintenance of all

		gardens. Maintenance of grounds alongside the roads. Area preparations for functions. Cutting of grass, Mow lawns and cut the edges Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from terrain. Load refuge on the truck for transportation to refuge dumps. Maintain neatness of the unit.
<u>ENQUIRIES</u>	:	Ms S.B. Bambo Tel No: (012) 355-2891
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or email to armourhq@gmail.com
<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 41/43</u>	:	<u>GROUNDSMAN REF NO: ASBKY/01/41/25/34</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base Kimberley.
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. 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 Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	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 refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Maj I.W. Februarie Tel No: (053) 830 3011 or WO1 M.E Mogorosi Tel No: (053) 830 3010
<u>APPLICATIONS</u>	:	Department of Defence, South African Army Support Base Kimberly, Private Bag X5056, Diskobolos Kimberly, Northern Cape, 8325 or email to Mimy.Matimbe@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 41/44</u>	:	<u>GROUNDSMAN REF NO: ASBEC/01/41/25/35 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base Eastern Cape
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. 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. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	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 refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	WO Z.C Mdokwe Tel No: (041) 505 1237 or Ms S. Van der watt Tel No: (041) 505 1248
<u>APPLICATIONS</u>	:	Department of Defence, South African Army Support Base Eastern Cape, PO Box, 13419, Humewood, Port Elizabeth, Eastern Cape, 6013 or Army Support Base EC, Willow Drive, Forest Hill, Port Elizabeth or email to Erika.VanTonder@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 41/45</u>	:	<u>GROUNDSMAN REF NO: ASBMP/01/41/25/36 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Mpumalanga
<u>REQUIREMENTS</u>	:	Minimum qualification ABET. 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 Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj S.M Mbuyane Tel No: (013) 756 2284 or Ms M.Scheepers Tel No: (013) 756 2186
<u>APPLICATIONS</u>	:	Department of Defence, Army Support Base Mpumalanga, Private Bag X11277, Nelspruit, 1200 or may be hand delivered to Department of Defence Army Support Base Mpumalanga. Citrus Crescent No 6 Nelspruit, 1200 or email to Julia.Matsepa@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 41/46</u>	:	<u>FOOD SERVICE AID REF NO: 1SSBN/01/41/25/37</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	1 Special Service Bn, Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Be able to communicate in English and able to work after hours when unit is hosting certain function and or formal dinners after hours.
<u>DUTIES</u>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<u>ENQUIRIES</u>	:	WO2 W.A. Gerber Tel No: (051) 402 1406
<u>APPLICATIONS</u>	:	Department of Defence, 1 Special Service Battalion, Private Bag X4005, Tempe, 9318 or email to 1ssb076@gmail.com
<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 41/47</u>	:	<u>FOOD SERVICE AID REF NO: JSBGAR/01/41/25/38 (X5 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation. Knowledge of basic food preparation equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in shifts. Good interpersonal relation, endurance, good integrity, punctuality.
<u>DUTIES</u>	:	Prepare meals. Prepare snacks. Make salads. Prepare drinks for each meal. Make garnish for meals and snacks. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen, dining hall and

		food storage areas clean and tidy. Apply hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Netshutungulu@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 41/48</u>	:	<u>FOOD SERVICE AID REF NO: 10SAIBN/01/41/25/39 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	10 SAI Bn, Mahikeng
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skill needed): Be able to communicate in English and able to work after hours when unit is hosting certain function.
<u>DUTIES</u>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<u>ENQUIRIES</u>	:	Lt Ratema Tel No: (018) 389 6515
<u>APPLICATIONS</u>	:	Department of Defence, SA Army, 10 SAI Bn Private Bag X2014, Mahikeng, 2745 or may be hand delivered to Ramatlabama Road, 10 SAI Bn Military Base Mafikeng or email to 10saibnstaffing@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.