

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 November 2025 (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 42/10** : **HEAD OF CLINICAL UNIT (PSYCHIATRY) GRADE 1 – 2 REF NO: SG 03/42/25/01**
- SALARY** : Grade 1: R2 084 754 per annum
Grade 2: R2 279 559 per annum
(all-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 2 Military Hospital, Wynberg, Cape Town.
: MBChB degree and specialised in the field of Psychiatry and registered with the Health Professions Council of South Africa (HPCSA). Minimum of 3 years required.
- DUTIES** : Management of the Psychiatry Department in the hospital. Provide an inpatient and outpatient service in a Psychiatry Department. Manage patients as both in and out patients. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Psychiatry and Psychology Departments. Supervise and teach Registrars. Participate in and provide academic teaching and lectures. Provide consultant cover and clinical services after-hours. Ensure an active CPD program is run in the department. Managerial tasks include budgetary estimations, compilation of reports, and maintenance of discipline and performance assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.

<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454.
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@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 42/11</u>	:	<u>MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1 – 3) REF NO: SG 03/42/25/02</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (all-inclusive package per according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	2 Military Hospital, Wynberg, Cape Town Applicable degree, MBChB or equivalent and registration with the Health Professions Council of South Africa (HPCSA). Diploma in Internal Medicine advantageous. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in an Internal Medicine Department. Manage patients both as in- and out patients. Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Internal Medicine department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include budgetary estimations, maintenance of discipline, rosters and assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454.
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@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 42/12</u>	:	<u>MEDICAL OFFICER (PAEDIATRICS) GRADE 1 - 3 REF NO: SG 03/42/25/03</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (all-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	2 Military Hospital, Wynberg, Cape Town Applicable degree, MBChB or equivalent and registration with the Health Professions Council of South Africa (HPCSA). PALS/APLS, ANLS and/or Diploma in Child Health advantageous. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in a Paediatric Department. Manage patients both as in- and out patients (including neonates). Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Have background knowledge and or post graduate qualification in Paediatric. Must be able to assist with paediatric procedures. Supervise students rotating through the Paediatric department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include rosters and assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service., 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@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 42/13</u>	:	<u>MEDICAL TECHNOLOGIST BIOCHEMISTRY, PRODUCTION LEVEL (GRADE 1 – 3) REF NO: SG 03/42/25/04</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum. Grade 2: R463 941 per annum Grade 3: R543 099 per annum (all-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria. National Diploma/B Tech/BHSc in Medical Technology. No Medical Technology post registration experience will be required but any relevant experience will be an advantage. Current full registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist Biochemistry (Independent practice). Special requirements (skill needed): Implementation and management of Occupational Health & Safety regulations/procedures. Total quality management. Communication. SANAS Accreditation.
<u>DUTIES</u>	:	Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional fields of Biochemistry: Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel (Lt Col) D.P. Maluka Tel No: (012) 314 0161 Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba-Tshwane, Pretoria or email to Elizabeth.VanDerWesthuizen@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 42/14</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBWKLf/01/42/25/01 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	AFB Waterkloof, Pretoria A minimum of Grade 12 (NQF Level 4) or equivalent with minimum of three (3) experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide Human Resources administration capability at AFB Waterkloof. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB WKLF. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokola/F Sgt L. Roos Tel No: (012) 672 3055 Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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 42/15</u>	:	<u>PERSONNAL ASSISTANT REF NO: SAAFHQUNIT/01/42/25/A1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or Diploma in Management Assistant 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 well with people at different backgrounds. Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, high level of reliability, ability to act with tact and discretion. Candidate must be willing to work overtime at times.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following core functions: Provide secretarial/reception support service and clerical support to the Director e.g. Receive telephone calls, performs advanced typing work, record the engagements. Renders administrative support services eg. Co-ordinates logistical arrangements for meetings when required. Supports the Director with administrative of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Continuously remains up to date wrt the policies and procedures applicable to the work environment to ensure efficient and effective support to the Director. Remains abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@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 42/16</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO:</u> <u>SAAFHQUNIT/01/42/25/B2</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with three (3) years of experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide Human Resources administration capability at Air Command (CM&S). Remain abreast with the procedures and processes that apply in the office wrt PSAP. Monitor and conduct the training and development of personnel. Ensure the quality of work. Direct the provision of support services to the unit. Assess staff performance and handle enquiries related to PSAP in the office. Oversee the provision of logistics support. Coordinate personnel administration. Supervision of human resources maintenance. Ensure control of the work flow to and from relevant role players at SAAF HQ. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section. Compile CM&S reports and ensure submission to relevant stakeholders. Handle and manage detached duty and lateral transfers of PSAP Keep and maintain personnel's files. Attend work sessions and development courses. Prepare work skill plans. Participate in staffing and placement boards.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@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 42/17</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: AFBWKLf/01/42/25/02 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	AFB Waterkloof, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills.
<u>DUTIES</u>	:	Ensure the performance of high clerical tasks in support of the provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking of stores.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, P.O. Box1001, Lyttleton 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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 42/18</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: AFBWKLf/01/42/25/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	AFB Waterkloof, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication, Full knowledge of the utilisation of MS software packages.
<u>DUTIES</u>	:	Render general clerical support duties, Capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, P.O. Box1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to: afbwklfhr@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 42/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: 68AIRSCHL/01/42/25/01A</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	68 Air School, Pretoria
	:	A minimum of Grade 12 or (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good

		interpersonal relationships, effective verbal and written communication. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.
<u>DUTIES</u>	:	Render general clerical support duties, capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B Malaza Tel No: (012) 672 5039/5021
<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to: oc68airschool@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 42/20</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO:</u> <u>PROCUNITOC/01/42/25/(I) (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Procurement Unit OC, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.
<u>DUTIES</u>	:	Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to: mobiledeploymentwing@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 42/21</u>	:	<u>REGISTRY CLERK PRODUCTION REF NO: AFBWKL/01/42/25/06</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem Solving Skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	Maintaining of proper record management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie

		DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwlfr@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 42/22</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: 68AIRSCHL/01/42/25/02B</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	68 Air School, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS suite. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem Solving Skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background in record management will be an advantage.
<u>DUTIES</u>	:	Development and amendment of records management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021
	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email: oc68airschool@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 42/23</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: MDW/01/42/25/01/B</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Air Force Mobile Deployment Wing
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer

		clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@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 42/24</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: PROCUNITOC/01/42/25/(II)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Procurement Unit OC, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@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 42/25</u>	:	<u>SECRETARY REF NO: AFBWKLF/01/42/25/05</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 or equivalent. Secretarial/Administration experience will be an advantage. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
<u>DUTIES</u>	:	Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct

role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES
APPLICATIONS**

: Maj B Lekgokgola/F Sgt L Roos Tel No: (012) 672 3055/3
: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton, 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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.

POST 42/26

: **SECRETARY REF NO: SAAFHQUNIT/01/42/25/C3**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 – R268 950 per annum (Level 05)
: SAAF Headquarters Unit, Dequar Road, Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an advantage. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES

: Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES

: Lt Col J. Songca Tel No: (012) 312 2343

<u>APPLICATIONS</u>	:	South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@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 42/27</u>	:	<u>SWITCHBOARD OPERATOR REF NO: AFBWKLF/01/42/25/07 (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<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): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette.
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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 42/28</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SAAF HQ UNIT REF NO: 01/42/2504/D4 (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<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): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound Organisational Skills. High level of Reliability. Ability to act with tact and discretion. Good people skills. Excellent Telecom Operator/ Switchboard Skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, over time and be physically fit.
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division

		when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@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 42/29</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SAAFCOL/01/42/25/3C (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<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): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette. Good communication skills (Verbal and Non-verbal).
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@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 42/30</u>	:	<u>SWITCHBOARD OPERATOR REF NO: MDW 01/42/25/01/A (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Air Force Mobile Deployment Wing
<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): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Excellent telecom operator/ switchboard skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, over time and be physically fit.
<u>DUTIES</u>	:	Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and

		maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@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 42/31</u>	:	<u>GROUNDSMAN REF NO: AFBWKL01/42/25/04 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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.
<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 transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof, P.O. Box 1001, Lyttleton, 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion, Department of Defence, Air Force Base Waterkloof, P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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 42/32</u>	:	<u>CLEANER REF NO: AFBWKL01/42/25/8 (X13 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<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 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 work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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 42/33</u>	:	<u>FOOD SERVICE AID REF NO: AFBWKLF/01/42/25/9 (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
<u>DUTIES</u>	:	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@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 42/34</u>	:	<u>STORE ASSISTANT REF NO: AFBWKLF/01/42/25/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.
<u>DUTIES</u>	:	Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>POST 42/35</u>	:	<u>FOOD SERVICE AID REF NO: 68AIRSCHL/01/42/25/03C (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	68 Air School, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
<u>DUTIES</u>	:	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021

<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to oc68airschool@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 42/36</u>	:	<u>STORE ASSISTANT REF NO: 68AIRSCHL/01/42/25/04D (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	68 Air School, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, basic numeracy skills.
<u>DUTIES</u>	:	Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021
<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliverd at Snake Valley Road, 356 JR, Centurion or email to oc68airschool@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 42/37</u>	:	<u>CLEANER REF NO: SAAFCOL/01/42/25/4D (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<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 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>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver to Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@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 42/38</u>	:	<u>HOUSEHOLD AID REF NO: SAAFCOL/01/42/25/5E (X9 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Communicate effectively.
<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. Maintain cleanliness in the bungalow of students. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172

<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver to Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@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 42/39</u>	:	<u>GENERAL STORE ASSISTANT REF NO: SAAF HQ UNIT 01/42/2504/D4</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills and good numerical skills.
<u>DUTIES</u>	:	Provide a productive servicer regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@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 42/40</u>	:	<u>MESSENGER REF NO: SAAF HQ/01/42/25/F6 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Military Driver's license is an added advantage. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
<u>DUTIES</u>	:	Required to perform the following functions: Render an effective driving service base. Ensure vehicle security and maintenance. Render administrative and messenger services, including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	Short-listed candidates will undergo a driving and competency test. 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 42/41</u>	:	<u>CLEANER REF NO: SAAF HQ REF NO: 01/42/25/G7 (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<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 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 Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@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 42/42</u>	:	<u>FOOD SERVICE AID REF NO: SAAF MDW/01/42/25/01/C</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Mobile Deployment Wing, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
<u>DUTIES</u>	:	Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@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.