

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 12 December 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.

MANAGEMENT ECHELON

- POST 43/09** : **SECRETARY FOR DEFENCE (DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 31/43/25**
(5 year contract)
This is a re-advertisement and persons who have previously applied are encouraged to re-apply.
- SALARY** : R2 352 642 per annum (Level 16), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund) and a flexible portion to be structured. A non-pensionable allowance equal to 10% of the all-inclusive non-pensionable HOD allowance.
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : A Senior Certificate, an Undergraduate Qualification and a Postgraduate Qualification NQF level 8 as recognised by SAQA. NQF level 9 and above would serve as an advantage. Must have minimum 10 years proven experience at senior managerial level. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in

order to enrol for the course. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government, constitution and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government acts/legislation (Defence Act and regulations, Public Service Act and regulations; PFMA and treasury regulations and relevant policies and prescripts governing entities within the portfolio and impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, He/she will be expected to be innovative and have organisational abilities, good writing skills, project management, financial management skills and change management.

DUTIES

: Serve as the Head of the Department of Defence and its entities in accordance with all legislation, regulations and policy prescripts. Function as the principle departmental policy advisor to the Minister of Defence and Military Veterans (Minister) on defence policy matters. Support the Minister in the effective and efficient execute his/her constitutional responsibilities as the Executive Authority for Defence, including that of exercising civil control over the Defence Force. Assist the Minister in providing strategic defence direction through strategic research and the development of defence policies and strategies for the defence and protection of South Africa. Ensure the implementation of such defence strategic direction through strategic and operational plans, programmes, budgets and organisational alignment. Ensure good governance measures overall defence resources, and with specific reference to defence human, financial, logistics and ICT resources. Ensure strategic control over the defence function, including performance management, evaluation; reporting; risk management; internal audit and departmental compliance; Manage the defence relationships with key Stakeholders and Assurance Providers, inter-alia: The Public Service Commission; the Department of Public Service and Administration; the National Treasury; the Defence Audit Committee; and the Auditor General of the Republic of South Africa. Provide defence science, technology and acquisition services that manage defence capital and technology programmes. Provide transversal strategic support services to the Minister and the Department, inclusive of defence legal services; parliamentary and cabinet services; cluster services; defence diplomacy services; public entity ownership-control services; corporate communication services; and the access to defence information. Provide a Secretariat to the National Conventions Arms Control Committee.

ENQUIRIES APPLICATIONS

: Lieutenant General M. Sithongaye Tel No: (012) 355 6047
: Department of Defence, Human Resource Division (Chief Directorate Human Resource Management), Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a wooden box at the reception or email to dhrcm.staffing@dod.mil.za

NOTE

: Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/newsroom/psvc and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications/relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercised as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools.

The Competency Assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to mandatory personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidate will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into a five (5) year employment contract and yearly performance agreement with the Minister of Defence and Military Veterans. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representativity will receive preference.

CLOSING DATE : 12 December 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

OTHER POSTS

POST 43/10 : **OFFICE MANAGER TO CHIEF DEFENCE POLICY, STRATEGY AND PLANNING REF NO: CDPSP/30/43/25/01**

SALARY : R896 436 – R1 055 958 per annum (Level 11)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma at (NQF level 7) in Public Administration/Management. A minimum of 3 years' experience in administrative or office management at an Assistant Director level. Special requirements (Skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Financial Management and must have advanced Knowledge in Office Administration. Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creative and Innovative, Objectiveness and professionalism. Confidentiality. Reliability. Flexibility. Teamwork. Ethical.

DUTIES : Successful candidate will be responsible to provide managerial and staff support service to the Chief Defence Policy, Strategy and Planning (CDPSP) for the Management of the inner-office of the Deputy Director General (DDG) and the associated Level 2 activities thereto within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Coordination of activities and procedures within the Office of CDPSP, Planning and co-ordination of the Divisional Chief's daily programme and responsibilities with the Division and other stakeholders, Provide an office liaison service and a document management and dissemination system to CDPSP, Manage the Assets, Human Resources and Financial Assets within the office of CDPSP, Provide advisory service on procedural/technical and policy matters to CDPSP and Manage Division's Conference Facility and provide a Secretariat to Divisional Meetings.

ENQUIRIES : Ms R.F. Mahlangu Tel No: (012) 355 6034
APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours

		to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street,, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/11</u>	:	<u>DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CDPSP/30/43/25/02</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Armscor Building, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with a recognised Bachelors' Degree/Advanced Diploma in Strategy and Planning/Public Administration/Management or relevant qualification at (NQF level 7). A minimum of 3 years' experience in planning at an Assistant Director level. Special requirements (Skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Strategic Planning (including operational planning), Financial Management and must have advanced Knowledge in Planning. Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creative and Innovative, Objectiveness and professionalism. Confidentiality. Reliability. Flexibility. Teamwork. Ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to provide and manage strategic plans and reports for the Chief Defence Policy, Strategy and Planning (CDPSP) and perform the following key functions: Integrate DPSP Strategic Plan and Annual Performance, Manage DPSP reporting process, Provide Risk Management Support to the DPSP and Provide Special Project Support to DPSP.
<u>ENQUIRIES</u>	:	Ms R.F. Mahlangu Tel No: (012) 355 6034
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/12</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR: REF NO: ARTFMN/02/43/25/1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Artillery Formation HQ, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with a minimum of 3 years relevant experience in Human Resource Management. Special requirements (Skills needed): Knowledge and Understanding of Human Resource (HR) legislative framework governing Public Service Act Personnel (PSAP). Knowledge and understanding of applicable HR prescripts. Knowledge, understanding and interpretation of PERSOL/PERSAL system. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good verbal and written communication skills. Planning and organising skills. Good interpersonal skills. Problem solving and analytical thinking skills. Initiative in administration work.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following duties: Supervise and undertake more complex implementation and maintenance of human resource administration practices which consist of recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions and probationary for Public Service Act

		Personnel (PSAP). Implementation conditions of service leave: administration of Honours and Awards, Housing, Medical services, Personnel movements, Remuneration. Termination of service. Approve transactions on PERSOL/ PERSAL system. Supervise, allocate and ensure quality of work. Prepare reports on HR administration issues and statics.
<u>ENQUIRIES</u>	:	Lt Col M.R. Mokwape Tel No: (012) 355 2881/Ms J.M. Mokgoko Tel No: (012) 355 2813
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Artillery Formation, Private Bag X172, Pretoria, 0001 or may be hand delivered to SA Army Artillery Formation HQ, Sebokeng Complex, Corner Koraalboom & Patriot Street, Pretoria 0001 or email to Bridget.Masuku@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/13</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR REF NO: ARMYGYM /02/43/25/2</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Gymnasium, Heidelberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in Administration. Special requirements (Skills needed): Knowledge and Understanding of legislative framework governing Public Service Act Personnel (PSAP). Knowledge of administration duties and record keeping. Understanding of procedures in terms of working environment. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good verbal and written communication skills. Planning and organising skills. Good interpersonal skills. Problem solving and analytical thinking skills Initiative in administration work.
<u>DUTIES</u>	:	Supervise and render general clerical support services: Organise the administration of the Light Workshop Troop (LWT) Section to ensure effective management of LWT matters. Keep record, sort & distribute incoming mail to different responsible members in the LWT Section. Keep record and dispatch outgoing mail and faxes. Answer telephone enquiries. Make necessary copies of documents for the LWT Section. Deal with internal work requisitions and requisitions for stationary and cleaning equipment. Develop a filing system for documents to ensure easy retrieval. Process letters, submissions, agendas, minutes. Check documents for completion and correctness. Type business letters, reports, agendas, minutes and memorandums. Perform elementary personnel administration. Manage and process leave applications. Forward statements and enquiries of LWT members to HR. Submit schedule name list of LWT to HR. Collect and distribute pay sheets. Keep and update name list of the LWT Section. Assist with the planning of the LWT Section. Receive, promulgate within the unit and keep record of all Transport (TPT) and LWT related policies. Keep record of scheduled repairs/services of vehicles. Keep record of non-scheduled repairs. Assist with the LWT planning and budgeting during the SMP Process. Assist with the administration regarding the expenditure of State funds. Prepare reports on administration issues and statics.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg Gauteng, 1438 or hand delivered to SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg or email to Aldo.jacobs@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/14</u>	:	<u>SECRETARY REF NO: INTFMNHQ/02/43/25/3</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Intelligence Formation, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Computer Literate (MS Word, Power Point, Access and Excel), Good communication skills (written and verbal). Proficiency language in English. Organising and planning skills, good interpersonal skills,

<u>DUTIES</u>	:	problem solving and analytical skills. Ability to work independently. Events management and the ability to manage various databases for record keeping. Provide a secretarial support services to GOC SA Army Intelligence Formation. Arrange weekly and monthly meetings, appointments and other work related engagements. Compile agenda and write minutes during meetings. Write routine notes, memos, letters and reports. Screen incoming and outgoing calls in the office. Manage incoming and outgoing correspondences and maintain proper record keeping for the GOC. Create various databases for record keeping. Handle travel and accommodation arrangements, and subsequent claims for the GOC. Manage the work attendance and leave register of the Command Division. Introduce new ideas to improve existing filing, tasking and document tracking processes. Develop and maintain an up to date database of internal and external stakeholders. Handle petty cash payments for the Command Division (purchase stationary and refreshments). Provide high quality typing service to the GOC. Deal with classified files and documents. Arrange for visitors authorisation and parking. Contribute positively to building a high performing team within the Command Division.
<u>ENQUIRIES</u>	:	Major W. Theron/Captain M.C. Baloyi Tel No: (012) 355 2709/2729
<u>APPLICATIONS</u>	:	SA Army Intelligence Formation, Private Bag X172, Pretoria, 0001 or may be hand-delivered at SA Army Intelligence Formation, Corner of Patriot and Koraalboom Street, Sebokeng Building, Pretoria, 0001.or email to: Koos.Mahlangu@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/15</u>	:	<u>PERSONNEL OFFICIAL: PRODUCTION REF NO: 3SAIBN /02/43/25/4</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<u>REQUIREMENTS</u>	:	A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge and understanding of applicable HR prescripts and legislative framework for Public Service Act Personnel (PSAP) administration. Knowledge of Human Resource (HR) record keeping Proficiency language in English. Good (written and verbal) communication skills. Good interpersonal skills. Problem solving and analytical skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Implement human resource administration practices: Recruitment and selection advertisement, appointments, transfer verification of qualifications, secretariat and interviews. Implement conditions of employment: leave, housing, medical, medal awards/ long service recognition, pension. File documents. Type letters and other correspondence when required. Address human resource administration enquires.
<u>ENQUIRIES</u>	:	2Lt T Thejane Tel No: (053) 830 3528/WO1 D.D. Arries Tel No: (053) 830 3527
<u>APPLICATIONS</u>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag X5056, Midlands, 8325 or hand delivered to 3 South African Infantry Battalion, Private Bag X5056, Midlands or email to 3saibn@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/16</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: ARMYHQ/02/43/25/5</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Good communication Skills (writing and verbal) skills. Organising and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact at all levels.
<u>DUTIES</u>	:	Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies and receive/send facsimiles. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver and collect documents from areas surrounding the HQ. Keep and

maintain the filing system for the Directorate. Type letters and other correspondence, when required. Keep and maintain the incoming and outgoing register of the Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation and complete requirement forms for purchasing of standard office equipment. Maintain the effective logistical support, functioning, and management of the Directorate by conducting monthly equipment control. Update the inventory. Do annual, quarterly, and biannual stocktaking. Manage and be responsible for the safekeeping of equipment and stores. Attend weekly coordinating and communication meetings. Control office stationery. Maintain leave register for the Directorate. Maintain attendance register for the Directorate. Keep and maintain personnel records in the Directorate. Arrange traveling and accommodation. Check the correctness of the substance and travel claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the Directorate.

ENQUIRIES APPLICATIONS : 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 hand delivered to SA Army Headquarters Unit, No1 Dequar Road or email to putswelithakanyane@dod.mil.za

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

POST 43/17 : **ADMINISTRATION CLERK: PRODUCTION REF NO: 4ARTREG/02/43/25/6**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: 4 Artillery Regiment, Potchefstroom
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Good communication Skills (writing and verbal). Organisation and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact at all levels.

DUTIES : A Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies and receive/send facsimiles. Distribute documents/pending files to various stakeholders as required on a daily basis. Deliver and collect documents. Maintain the filing system of documents Type letters and other correspondence, when required. Keep and maintain the incoming and outgoing document register. Keep and maintain assets register. Distribute outgoing documents and Pending files. File files in a safe place. Archive files and retrieve archived files if requested. Coordinate and the follow-up of outstanding files. Safekeep unit stamps and audit files. Maintain the effective logistical support, functioning, and management of the Unit by conducting monthly equipment control. Update the inventory list.

ENQUIRIES APPLICATIONS : Maj C. du Plessis: Tel No: (018) 289 4051/Ms T. Siko Tel No: (018) 289 4074
: Department of Defence, SA Army Artillery Formation ,4 Artillery Regiment, Private Bag X2003, Noordbrug, 2522 or may be hand delivered to, 4 Artillery Regiment, Sheldon's Rust, military base, Noordbrug, Potchefstroom, 2522 or email to Bridget.Masuku@dod.mil.za

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

POST 43/18 : **ADMINISTRATION CLERK: PRODUCTION REF NO: 35ENGR/02/43/25/7**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: 35 Engineer Support Regiment, Dunnottar
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Knowledge of administration duties and record keeping. Good communication Skills (writing and verbal). Organisation and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact

		at all levels. Knowledge of facility Management. Basic knowledge of health and safety procedures.
<u>DUTIES</u>	:	Update all facility files. Keep and maintain filing system for all living-in members. Handle application of facility houses and routines enquires. Keep and maintain the incoming and outgoing document for facility houses. Allocate houses to the various members as required. Safekeep all vacant houses keys. Update registers and statistics for houses. Ensure cleanliness of all building at all time.
<u>ENQUIRIES</u>	:	Lt N. Naki Tel No: (011) 730 3184
<u>APPLICATIONS</u>	:	Department of Defence, 35 Engineer Support Regiment, S.A. Army Division, P.O. Box 1188, Dunnottar, 1590 or hand deliver to 35 Engineer Support Regiment, Witrood Military Base Dunnottar, Nigel, 1590 or email to Mkhulu.Mbele@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: 10WKSP/02/43/25/8</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	102 Workshop, Potchefstroom
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of clerical duties and data capturing. Knowledge of administration duties and record keeping. Good communication Skills (writing and verbal). Organising and coordinating skills. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint) and telephone etiquette. Must be creative and innovative and have ability to interact at all levels.
<u>DUTIES</u>	:	Render general clerical support service: Keep and maintain the incoming and outgoing document register. Type letters and memorandum or other correspondences when required. Make photocopies. Keep and maintain filing system. Distribute documents to relevant stakeholders. Provide supply chain clerical support. Keep and maintain asset register. Provide personnel administration clerical support services within the unit.
<u>ENQUIRIES</u>	:	Warrant Officer H. Steyns Tel No: (018) 289 3177/ 3309. Ssgt A.R. Baartman Tel No: (018) 289 3086
<u>APPLICATIONS</u>	:	Department of Defence, 102 Field Workshop, Private Bag X2012, Noordburg, Potchefstroom, 2522 or hand deliver to 102 Field Workshop, Tiger Moth street, Potchefstroom, 2522 or email to 17Mu.Invites@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/20</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 43BDE/02/43/25/9</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	43 SA Brigade HQ, Wallmansthal, Pretoria
<u>REQUIREMENTS</u>	:	Minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of transport and logistic administration. Knowledge of clerical duties and practices. Language proficiency in English. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good interpersonal skills. Problem solving and analytical skills. Ability to act with tact and discretion. Ability to work independently.
<u>DUTIES</u>	:	Administrate the toll gate route forms. Assist with administration of authorities. Assist with administration of stabling authorities. Assist with the administration of the maintenance schedules of the vehicles. Ensure general security including safekeeping of the keys. File all relevant paper work on vehicle files. Issue logbooks on a daily basis. The reading back of logbooks. Read in of all work requisition when logbooks are read back.
<u>ENQUIRIES</u>	:	Lt Col J. Mpeoa at 071 0270 150/Maj W. Mente at 068 048 3643
<u>APPLICATIONS</u>	:	Department of Defence, 43 Brigade Headquarters, Private Bag X8, Pyramid, Pretoria, 0120 or hand delivered to 43 Brigade Headquarters, Wallmansthal, Pretoria or email to Ncamsile.Mthembu@dod.mil.za

<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/21</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 16MAINT/02/43/25/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05) 16 Maintenance Unit, Lohatla A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of supply chain and procurement administration. Knowledge of clerical duties and practices. Language proficiency in English. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good interpersonal skills. Problem solving and analytical skills. Ability to act with tact and discretion. Ability to work independently.
<u>DUTIES</u>	:	A successful candidate will provide logistic support to Procurement officer: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement form for the purchasing of standard office items. Track and manage stock levels of facility related supplies and consumables. Maintain accurate records of facility usage, maintain schedules and asset inventories. Handle filing system, correspondence and document control. Coordinate routine inspection and maintenance of building, grounds and equipment.
<u>ENQUIRIES</u>	:	WO P. Mofokeng Tel No: (053) 321 2431/Ms K. Modubeki Tel No: (053) 321 2407
<u>APPLICATIONS</u>	:	Department of Defence. SA Army Combat Training Centre, Private Bag X3001, Postmasburg, 8420 or hand deliver SA Army 16 Maintenance Unit, Combat Training Centre, Lohatla, Postmasburg or email to Jaco.Opperman@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/22</u>	:	<u>CLEANER: SUPERVISOR REF NO: CTC/02/43/25/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) SA Army Combat Training Centre, Lohatla, Postmasburg ABET Level 4 or equivalent with a minimum 3 years experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<u>DUTIES</u>	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
<u>ENQUIRIES</u>	:	Maj E.T. Olehile Tel No: (053) 321 2088/2101/WO1 M.W. Gall Tel No: (053) 321 2109/2184
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Combat Centre, Lohatla Military Area, Private Bag X3001, Postmasburg, 8420. Department of Defence SA Army Combat Centre Lohatla, Postmasburg 8420 or email to Ashley.Erasmus@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 43/23</u>	:	<u>FOOD SERVICE AID: SUPERVISOR REF NO: ARMYGYM/02/43/12 (X7 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Army Gymnasium, Heidelberg, Gauteng
<u>REQUIREMENTS</u>	:	A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<u>DUTIES</u>	:	Effective supervising of supervise food service aid, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A. A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Gymnasium, Private Bag H613, Heidelberg 1438. Hand deliver at Cnr Jacobs and Louw Street, Heidelberg, 1441 or email to Aldo.jacobs@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 43/24</u>	:	<u>FOOD SERVICE AID REF NO: 4ARTEG/02/43/25/13 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Army, 4 Artillery Regiment, Potchefstroom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Planning and organising skills. Good interpersonal skills. Operating skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be willing to work shifts.
<u>DUTIES</u>	:	Assist in the preparation of meals and snacks according to ration scales and menu. 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. Apply hygiene as well as safety measures in the work environment. Remove kitchen waste.
<u>ENQUIRIES</u>	:	Lt M.A. Mohale Tel No: (018) 289 3812/Ms M.M. Makhoana Tel No: (018) 289 3884
<u>APPLICATIONS</u>	:	Department of Defence, School of Artillery, Private Bag X2005, Noordbrug, 2522 or may be hand delivered to Department of Defence, School of Artillery, Klipdrift Military Base, Noordbrug, Potchefstroom, 2523 or email to Bridget.Masuku@dodmil.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 43/25</u>	:	<u>FOOD SERVICE AID REF NO: 1TACTREGT/02/43/25/14</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	1 Tactical Intelligence Regiment, Potchefstroom
<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.
<u>DUTIES</u>	:	A successful candidate will be expected to perform the following duties: Assist in the preparation of meals and snacks according to ration scales and menu. 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. Apply hygiene as well as safety measures in the work environment. Remove kitchen waste. Apply OHS measures where required.

<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col R. Botha Tel No: (018) 289 1000/1071
	:	Department of Defence 1 Tactical Intelligence Regiment, Private Bag X2002, Noordburg, Potchefstroom, 2522. Or hand delivered to 1 Tactical Intelligence Regiment, Jan Smuts Avenue Potchefstroom or email: Koos.Mahlangu@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/26</u>	:	<u>FOOD SERVICE AID REF NO: ARMYCOLL /02/43/25/15 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	SA Army College, Pretoria
	:	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 APPLICATIONS</u>	:	Maj T.P. Papi Tel No: (012) 674 4059/2Lt L. Seleke Tel No: (012) 674 4011
	:	Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, Pretoria, 0143 or hand delivered to SA Army College, Thaba Tshwane, Pretoria or email to Nyabane.Maswanganyi@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 43/27</u>	:	<u>GROUNDSMAN REF NO: 2FDREGT/02/43/25/17 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	2 Field Engineer Regiment, Bethlehem
	:	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>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges, loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuge from the terrain, load refuge on truck for transportation to refuge dump or burn refuge, maintain neatness of unit areas, keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc. Clean swimming pools and treat with chemicals, Maintain fence, assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment/machinery.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt K.A. Mosala Tel No: (058) 306 2525
	:	Department of Defence, 2 Field Engineer Regiment, S.A. Army Division, Private Bag X22, Bethlehem, 9700 or hand deliver at 2 Field Engineer, Support Regiment, and Military Base Dunnottar, Nigel, 1590 or email to: Zongezile.malgas@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 43/28</u>	:	<u>GROUNDSMAN REF NO: ARMYGYM/02/43/25/18 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Army Gymnasium, Heidelberg, Gauteng
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge regarding operating of garden equipment and machinery, basic gardening knowledge, Indicate the skills required for the post, Incumbent must be skilled in operating gardening machinery and equipment, physically fit. Follow instructions precisely; work well alone or in a team, basic organizing skills and communication skills.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges, loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuge from the terrain, load refuge on truck for transportation to refuge dump or burn refuge, maintain neatness of unit areas, keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc., Clean swimming pools and treat with chemicals, Maintain fence, assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment/machinery.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg, 1438 or hand deliver SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg 1438 or email to: Aldo.jacobs@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 43/29</u>	:	<u>GROUNDSMAN REF NO: 3SAI/02/43/25/19 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge regarding operating of garden equipment and machinery, basic gardening knowledge. Incumbent must be skilled in operating gardening machinery and equipment, physically fit. Follow instructions precisely, work well alone or in a team. Basic organising skills and communication skills.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. Prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges. Loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuge from the terrain, load refuge on truck for transportation to refuge dump or burn refuge, and maintain neatness of unit areas. keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc., assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment machinery.
<u>ENQUIRIES</u>	:	Second Lieutenant T. Thejane Tel No: (053) 830 3528/Warrant Officer D.D. Arries Tel No: (053) 830 3527
<u>APPLICATIONS</u>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag X5056, Midlands, 8325 or hand deliver at Department of Defence, 3 South African Infantry Battalion, Midlands Military Base, 8325 or email to 3saibn@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 43/30</u>	:	<u>GROUNDSMAN REF NO: ASBPOTCH/02/43/25/20 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Potchefstroom
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge regarding operating of garden equipment and machinery, basic gardening knowledge. Incumbent must be skilled in operating gardening machinery and equipment, physically fit. Follow instructions precisely, work well alone or in a team. Basic organising skills and communication skills.
<u>DUTIES</u>	:	Cultivation of garden areas, planting of trees, flowers, shrubs, etc. Prepare soil for the planting of plants, maintain flower and other beds by fertilizing, irrigating, weeding and pruning, mowing of lawns and cutting of edges. Loading and unloading of various articles and equipment needed on the grounds, irrigation of lawns, pruning of trees. Remove refuse from the terrain, load refuse on truck for transportation to refuse dump or burn refuse, and maintain neatness of unit areas. Keep structures on grounds such as parking areas, sport grounds, shooting ranges, ditches, gutters, etc., assist with the preparation and cleaning of grounds before and after functions, measure poison and fertilizer and apply as instructed. Use, manage and maintain gardening equipment and machinery, operate equipment required to perform daily tasks, check serviceability of machinery and equipment, report faults on machinery and equipment, ensure that all safety precautions are followed when operating equipment machinery.
<u>ENQUIRIES</u>	:	Capt V.T. Mokone Tel No: (018) 289 0313/Ms S.S. Shedi Tel No: (018) 289 3378
<u>APPLICATIONS</u>	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom, 2531 or email to 17Mu.Invites@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 43/31</u>	:	<u>CLEANER REF NO: SCH ENGR/02/43/25/21</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Engineers Kroonstad
<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. 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, and carpets and removing of garbage from dustbin on a daily basis. Dusting of equipment in offices as tasked. Polish 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</u>	:	Capt Makhlimele Tel No: (056) 216 2063/2200
<u>APPLICATIONS</u>	:	Department of Defence, School of Engineers, Private Bag X20, Kroonstad, 9500 or hand deliver at Military Base Kroonstad Marais Street Kroonstad, 9500 or email to: Maartens@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/32</u>	:	<u>CLEANER REF NO: 3SAI/02/43/25/22 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<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 work place to immediate supervisor.
<u>ENQUIRIES</u>	: Second Lieutenant T. Thejane Tel No: (053) 830 3528/Warrant Officer D.D. Arries Tel No: (053) 830 3527
<u>APPLICATIONS</u>	: Department of Defence 3 South African Infantry Battalion, Private Bag X5056, Midlands, 8325 or hand deliver at Department of Defence, 3 South African Infantry Battalion, Midlands Military Base, 8325 or email to 3saibn@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 43/33</u>	: <u>CLEANER REF NO: SHTACINT/02/43/25/23</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	: School of Tactical Intelligence, Potchefstroom
<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. Ability to operate cleaning machines. Ability to work in team and individual. Ability to perform routine tasks.
<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>	: Colonel T.T. Wallace/Capt S.B. Moatshe Tel No: (018) 289 1107/1051/1052
<u>APPLICATIONS</u>	: School of Tactical Intelligence, Private Bag X2002, Noordbrug, Potchefstroom, 2522 or may be hand-delivered at School of Tactical Intelligence, Jan Smuts Avenue, Potchefstroom. Or email to: Koos.Mahlangu@dod.mil.za
<u>NOTE</u>	: It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/34</u>	: <u>CLEANER REF NO: ARMYGYM/02/43/25/24 (X3 POSTS)</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	: SA Army Gymnasium, Heidelberg
<u>REQUIREMENTS</u>	: 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>	: 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>	: Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	: Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg Gauteng, 1438 or hand delivered to SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg or email to Aldo.jacobs@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 43/35</u>	: <u>CLEANER REF NO: ARMYTRGFMN/02/43/25/25</u>
<u>SALARY</u>	: R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	: SA Army Training Formation HQ, Pretoria

<u>REQUIREMENTS</u>	:	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. 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</u>	:	Maj M.P. Chauke Tel No: (012) 355 1167/SSgt T. Kgare Tel No: (012) 355 1391
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Training Formation, Private Bag X172, Pretoria, 0001 or hand delivered to SA Army Training Formation HQ, Dequar road, Pretoria or email to Nyabane.Maswanganyi@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/36</u>	:	<u>CLEANER REF NO: ASBPOTCH /02/43/25/26 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Potchefstroom
<u>REQUIREMENTS</u>	:	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>	:	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</u>	:	Capt V.T. Mokone Tel No: (018) 289 0313/Ms S.S. Shedi Tel No: (018) 289 3378
<u>APPLICATIONS</u>	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom, 2531 or email to 17Mu.Invites@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 43/37</u>	:	<u>CLEANER REF NO: ASBEC/02/43/25/27</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Army Support Base (ASB) Eastern Cape
<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>	:	WO2 Z.C. Mdokwe Tel No: (041) 505 1237/Ms S. Van der Watt Tel No: (041) 505 1248
<u>APPLICATIONS</u>	:	Department of Defence, Army Support Base Eastern Cape Po Box 13419, Humewood, Port Elizabeth, 6013.or hand deliver to Army Support Base

		Eastern Cape, Willow Drive, Humewood, Port Elizabeth, 6013 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 post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 43/38</u>	:	<u>ASSISTANT STOREMAN REF NO: SCHLENGR/02/43/25/16</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	School of Engineers Kroonstad
<u>REQUIREMENTS</u>	:	Minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively in English. Basic knowledge of Health and Safety procedures, physical strength and fitness.
<u>DUTIES</u>	:	To receive and sort equipment from Transito in warehouse. Bin numbers allocation to items without bins. Record all items received in the register. All documents must be taken to the chief warehouseman for signature. Store the equipment maintenance. Dispatch the equipment and material. Record all items dispatched in the register. Ensure person receiving the items signs for it. Keep the warehouse neat.
<u>ENQUIRIES</u>	:	Capt Makhalimele Tel No: (056) 216 2063/2200
<u>APPLICATIONS</u>	:	Department of Defence, School of Engineers, Private Bag X20, Kroonstad, 9500 or hand deliver at Military Base Kroonstad Marais Street Kroonstad 9500 or email to: Maartens@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.