

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 12 December 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 44/04** : **ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/01
- SALARY** : R325 101 - R382 959 per annum (Level 07)
- CENTRE** : Area Military Health Unit Northern Cape (AMHU NC), Kimberley
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Ensure all patient related tasks, reception, data capturing, management of medical debts, management of accounts, spectacle services. Managing health records. The applicants will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record and telephonic enquiries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.

<u>ENQUIRIES</u>	:	Major L.D. Masalisa Tel No: (053) 830 3225. Lieutenant Colonel G.B. Pholo Tel No: (053) 830 3166/43
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, AMHU NC, Kimberly, Private Bag X5056, Kimberly, 8301 or hand deliver to Florence Street Diskobolos, Kimberley, 8325 or email to Monare.Lehong@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 44/05</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/02</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Area Military Health Unit Western Cape (AMHU WC), Wynberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Ensure compliance with office administration by prioritising tasks efficiently, schedule name list, and leave administration, typing and amending of documents, client surveys. Support to managers with regards to adherence to target dates, preparing of presentations. Assist with processing documents with regards to members administration in the department e.g. contract renewal or terminations, verification of qualifications. Ensure employees adhere to the policy and doctrine guidelines pertaining to clearing in and out, leave, course nomination studies at state expense, taking over of study loans, renewal of contracts, application to attend seminar and symposium.
<u>ENQUIRIES</u>	:	Major Nkonzo Tel No: (021) 799 6893. WO2 Ndebele Tel No: (021) 799 6892
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, AMHU WC, Wynberg, Private Bag X10, Wynberg, 7824 or hand deliver to Burren Road Wynberg, 7824 or email to Monare.Lehong@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 44/06</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/03</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Institute for Maritime Medicine (IMM), Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling monthly, quarterly and annual statistics for management. Retrieve records for HCPs/management. Facilitate medical authorities. Medical debtor and invoice management.
<u>ENQUIRIES</u>	:	Major A. Haman Tel No: (021) 787 4507/4497 Mr B.O. Xhalabile Tel No: (021) 787 4026
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to Monare.Lehong@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 44/07</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/04 (X5 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling quarterly and monthly statistics for management. Retrieve records for HCPs/management. Problem solving and supervisory duties. Working daily/night shift hours.
<u>ENQUIRIES</u>	:	Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane Pretoria, or hand deliver to 1026 Voortrekker Road Thaba Tshwane 0187 or email to Azwimbavhi.Khorommbi@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 44/08</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)</u> <u>REF NO: SG 04/44/25/05 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	2 Military Hospital, Wynberg
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling monthly, quarterly and annual statistics for management. Retrieve records for HCPs/management. Facilitate medical authorities. Medical debtor and invoice management.
<u>ENQUIRIES</u>	:	Major L.M. Thebe Tel No: (021) 799 6577 or WO2 Wes 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.

POST 44/09 : **ADMINISTRATION CLERK: SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/06 (X4 POSTS)

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : 3 Military Hospital, Bloemfontein
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three years' experience in Patient Administration. Experience in PERSOL/PERSAL will be an added advantage. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : Managing medical records, receiving capturing and scanning of medical records. Rendering a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compiling weekly and monthly statistics for management. Retrieve records for HCPs/management. Problem solving. Facilitate medical authorities. Medical debtor and invoice management.

ENQUIRIES : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, hand deliver to 3 Military Hospital, Furstenburg road, Tempe, Bloemfontein or email to Manare.Lehong@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 44/10 : **ADMINISTRATION CLERK: PRODUCTION (PATIENT ADMINISTRATION)**
REF NO: SG 04/44/25/07

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Institute for Maritime Medicine (IMM). Simonstown
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Language skills. Proven ability to communicate effectively (written and verbally). Computer literacy. A typing test will be required of all candidates interviewed.

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic / ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.

ENQUIRIES : Major A. Haman Tel No: (021) 787 4507/4497. Mr B.O. Xhalabile Tel No: (021) 787 4026

APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to Monare.Lehong@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 44/11 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/08**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Military Veterinarian Institute (MVI), Potchefstroom
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices

		as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	S/Sgt L.G. Kola at 081 289 3098
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Veterinarian Institute, Potchefstroom, Private Bag X11, Noordbrug, 2522 or hand deliver to 2531 Tigermoth Street, Military Base Veterinarian Institute, Potchefstroom or email to Monare.Lehong@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 44/12</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/09</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Medical Battalion Group (MED BN GP), Durban
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
<u>ENQUIRIES</u>	:	Sgt R.S. Khuzwayo Tel No: (031) 451 1187/832
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 1 Med Bn Gp, Durban, 4000 or hand deliver to 1 Med Bn Gp, 427 Anton Lembede Street or email to Monare.Lehong@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 44/13</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION (PATIENT ADMINISTRATION) REF NO: SG 04/44/25/10 (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of patient administration, secretarial, reception and mainframe experience will be an added advantage. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal

		directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic / ward reception and secretarial duties. Processing and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.
<u>ENQUIRIES</u>	:	Lt Col. A.E. Khorombi Tel No: (012) 314 0355. Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane Pretoria, or hand deliver to 1026 Voortrekker Road Thaba Tshwane, 0187 or email to Azwimbavhi.Khorombi@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 44/14</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION: (PATIENT ADMINISTRATION REF NO: SG 04/44/25/11 (X5 POSTS))</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) 2 Military Hospital, Wynberg, Cape Town A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of reception and mainframe experience will be an added advantage. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Managing medical records, receiving, capturing and scanning of medical records. Rendering a comprehensive reception and secretarial service. Ensuring correct referral documentation for referred patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Major L.M. Thebe Tel No: (021) 799 6577 or WO2 Wes Tel No: (021) 799 6454 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 44/15</u>	:	<u>PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 04/44/25/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Military Health Training Formation, Lephalale A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Provide personnel administration clerical support services within the Head Quarter. Facilitate and provide administrative support for the Implementation of conditions of service and service benefits (Leave, Housing, Medical, S & T, injury on duty, long service recognition, overtime, relocation, pension, allowances and termination of service. Noticas and Awol Administration. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSOL. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	Col M.R. Mphashi Tel No: (015) 299 3701. WO1 L.A. Alberts Tel No: (015) 299 3743

<u>APPLICATIONS</u>	:	SAMHS Training Centre Lephalale, Private bag X7503, Lephalale, 0557 or hand deliver to SAMHS Training Centre Lephalale, Overwacht Ave, Onverwacht, 0557 or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/16</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Military Health Combat Training Centre, Lohatla
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of various filing systems. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.
<u>ENQUIRIES</u>	:	Maj G.A. Nienaber Tel No: (053) 321 2366 or Sgt C.J.F. Louw Tel No: (053) 321 2189
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangaan Road, Postmasburg, 8420 or email to Monare.Lehong@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 44/17</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 04/44/25/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	3 Military Hospital, Bloemfontein
	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
<u>DUTIES</u>	:	Responsible for the management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution

		of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2213
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenburg road, Tempe Military base, Bloemfontein or email to Monare.Lehong@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 44/18</u>	:	<u>SECRETARY REF NO: SG 04/44/25/15</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Area Military Health Unit North West
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Capt R. Mokgathe Tel No: (018) 289 1305
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit North West Human Resource Office, Private Bag X2011, Noorbrug, Potchestroom, 2351 or hand deliver at Area Military Health Unit, Gen Koosdelare Road or email to Monare.Lehong@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 44/19</u>	:	<u>SECRETARY REF NO: SG 04/44/25/16</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Area Military Health Unit Western Cape
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Maj T.B. Nkonzo Tel No: (021) 799 6893
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Area Military Health Unit Western Cape, Private Bag X10 Wynberg, 7824 or hand deliver to Area Military Health Unit Buren Road or email to Monare.Lehong@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 44/20</u>	:	<u>SECRETARY REF NO: SG 04/44/25/17</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Institute for Aviation Medicine (IAM). Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Col W.S. Mntambo Tel No: (012) 671 6800

<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Institute for Aviation Medicine Private Bag X3, Lyttleton, Pretoria, 0140 or hand deliver to Institute for Aviation Medicine Cnr North & Lionel Slade Avenue Centurion, 0157 or email to Wilson.Mntambo@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 44/21</u>	:	<u>SECRETARY REF NO: SG 04/44/25/18</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Military Heath Training Support Formation. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	WO1 M.E Khasi Tel No: (012) 671 5403
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Support formation HQ, Private Bag X1019, Lyttleton, 0140 or hand deliver to 4 Avro Road Lyttleton, 0140 or email to Monare.Lehong@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 44/22</u>	:	<u>SECRETARY REF NO: SG 04/44/25/19</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Military Heath Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirement (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises

with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
: Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/23

: **SECRETARY (X4 POSTS)**

**SALARY
CENTRE**

: R228 321 - R268 950 per annum (Level 05)
: SAMHS HQ. Directorate Psychology Ref No: SG 04/44/25/20A
: SAMHS HQ. Directorate Social Work Ref No: SG 04/44/25/20B
: SAMHS HQ. Directorate HRM Ref No: SG 04/44/25/20C
: SAMHS HQ. Corporate Communication Ref No: SG 04/44/25/20D

REQUIREMENTS

: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES

: Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

<u>ENQUIRIES</u>	:	Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, Private Bag X102, Centurion, 0046 or hand deliver to LEW Building, Block A 388 Cnr Selborne and Trichard Ave, Lyttelton or email to Monare.Lehong@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 44/24</u>	:	<u>SECRETARY REF NO: SG 04/44/25/21</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	1 Military Hospital, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that 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.
<u>ENQUIRIES</u>	:	Lt Col. A.E. Khorombi Tel No: (012) 314 0355 or Capt K.L. Ramalivhana Tel No: (012) 314 0308/16
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Heath Service 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or hand deliver to 1026 Voortrekker Road, Thaba Tshwane, Centurion, 0187 or email to Azwimbavhi.khorombi@dod.mil.za
<u>POST 44/25</u>	:	<u>SECRETARY REF NO: SG 04/44/25/22</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the

director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: Lt Col S. Helm Tel No: (021) 799 6258. Maj L.M. Thebe Tel No: (021) 799 6107
: 2 Military Hospital Private Bag X4 Wynberg, 7824 or hand deliver to 2 Military Hospital Road, Hospital Street, Wynberg, 7800 or email to 2milhr@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 44/26

: **SECRETARY REF NO: SG 04/44/25/23**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: 7 Medical Battalion Group. Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES

: Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES
APPLICATIONS**

: WO1 M.M. Van Denberg Tel No: (012) 671 6845
: Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Littleton, Pretoria, 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Littleton, Pretoria or email to Monare.Lehong@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 44/27</u>	:	<u>SECRETARY REF NO: SG 04/44/25/24</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	8 Medical Battalion Group. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Maj M.M Jager Tel No: (012) 671 6403
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Littleton, Pretoria, 0140 or hand deliver to 8 Medical Battalion Group, Tek Base, Littleton, Pretoria or email to Monare.Lehong@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 44/28</u>	:	<u>HANDYMAN REF NO: SG 04/44/25/25</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Area Military Health Unit Gauteng
<u>REQUIREMENTS</u>	:	A minimum of ABET (Level 4) qualification and 0-6 Months relevant experience is required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of equipment. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Conduct regular unit inspections. Attend to minor electrical, plumbing and carpentry problems. Maintain of office equipment and furniture. Repair broken furniture and equipment's. Report defects. Safekeeping of maintenance tools and supplies. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of the unit areas.
<u>ENQUIRIES</u>	:	WO2 H.P. Beer Tel No: (012) 314 3145

<u>APPLICATIONS</u>	:	Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Monare.Lehong@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 44/29</u>	:	<u>CLEANER REF NO: SG 04/44/25/26 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Gauteng A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 H.P. Beer Tel No: (012) 314 3145 Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Monare.Lehong@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 44/30</u>	:	<u>CLEANER REF NO: SG 04/44/25/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Kwa- Zulu Natal A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col B.P Mnyabu Tel No: (031) 451 1900 Department of Defence, Area Military Health Unit Kwa-Zulu Natal, Private Bag X05, Bluss, 4036 or hand deliver to 1 Lighthouse Road, Bluss HQ building or email to Monare.Lehong@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 44/31</u>	:	<u>CLEANER REF NO: SG 04/44/25/28</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 02) Area Military Health Unit Limpopo

<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	Maj L.W Rambau Tel No: (015) 299 3110
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700 or hand deliver to Cnr Rissik & Dork Polokwane, 0700 or email to Monare.Lehong@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 44/32</u>	:	<u>CLEANER REF NO: SG 04/44/25/29 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Health Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Human Resource Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143, or hand deliver to Military Health Training Formation, 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/33</u>	:	<u>CLEANER REF NO: SG 04/44/25/30</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	7 Medical Battalion Group. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain

		cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.
<u>ENQUIRIES</u>	:	WO1 M.M. Van Denberg Tel No: (012) 671 6845
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Littleton, Pretoria, 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Littleton, Pretoria or email to Monare.Lehong@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 44/34</u>	:	<u>CLEANER REF NO: SG 04/44/25/31 (X12 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.
<u>ENQUIRIES</u>	:	Lt Col S. Helm Tel No: (021) 799 6258 or Maj L.M. Thebe Tel No: (021) 799 6107
<u>APPLICATIONS</u>	:	2 Military Hospital Private Bag X4 Wynberg, 7824 or hand deliver to 2 Military Hospital Road, Hospital Road Wynberg Military Base, Cape Town 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 44/35</u>	:	<u>CLEANER REF NO: SG 04/44/25/32 (X10 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R 163 131 per annum (Level 02)
<u>CENTRE</u>	:	3 Military Hospital. Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2273
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenburg Road, Tempe Military Base 9324 or email to Monare.Lehong@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 44/36</u>	:	<u>CLEANERS REF NO: DOD HQ/29/44/25 (X8 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R 163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Defence, Headquarters Unit, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience needed. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Be able to work independently. Basic knowledge of health and safety.
<u>DUTIES</u>	:	Perform effective routine cleaning in and around the buildings, and other allocated areas by cleaning offices, corridors, elevators and boardrooms e.g. dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Ensure the kitchen is clean by cleaning of basins. Washing and keeping stock of kitchen utensils. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Report broken cleaning machine, any losses, damages, and theft observed to your immediate supervisor and ensure safekeeping of office/storeroom keys.
<u>ENQUIRIES</u>	:	Maj I.E. Chake Tel No: (012) 355 5526, Lt R.R. Smith Tel No: (012) 355 5258 and Mr M.S. Thakathayo Tel No: (012) 355 5384
<u>APPLICATIONS</u>	:	Department of Defence, Armscor Building, Department of Defence Headquarters Unit, Private Bag X161, Erasmuskloof, Pretoria, 0001, or hand deliver at Armscor, Building 370, Department of Defence Headquarters Unit, Corner of Nossob and Boeing, Erasmuskloof, Pretoria, Block 2, Level -1, Office no 2, -1.213 or email to keith.Dunmore@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 44/37</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/33</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit Eastern Cape.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj D.P. Monyeki Tel No: (041) 505 1060/1062
<u>APPLICATIONS</u>	:	Department of Defence, Area Military Health Unit Eastern Cape, Private 6000 Port Elizabeth or hand deliver to Army Support Base Eastern Cape, Military Base Gqeberha Willow driver Forest hill or email to Monare.Lehong@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 44/38</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/34 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Area Military Health Unit Limpopo
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and

		garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj L.W Rambau Tel No: (015) 299 3110
	:	Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane, 0700 or hand deliver to Cnr Rissik & Dork Polokwane 0700 or email to Monare.Lehong@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 44/39</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Area Military Health Unit North West
	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj S.I.Legoete Tel No: (018) 289 1140
	:	Department of Defence, Area Military Health Unit North West, Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom, 2351 or hand deliver to Gen koosdelare Road, Potchestroom, 2351 or email to Monare.Lehong@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 44/40</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/36 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Military Veterinarian Institute. Potchefstroom
	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	S/Sgt L.G. Kola at 081 289 3098
	:	Department of Defence, South African Military Health Service, Military Veterinarian Institute, Potchefstroom, Private Bag X11, Noordbrug, 2522 or hand deliver to 2531 Tigermoth Street, Military Base Veterinarian Institute, Potchefstroom or email to Monare.Lehong@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 44/41</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/37</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	8 Medical Battalion Group. Pretoria.
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Maj M.M Jager Tel No: (012) 671 6403
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Littleton, Pretoria, 0140 or hand deliver to 8 Medical Battalion Group, Grunberg Leon Street Tek Base, Littleton, Pretoria or email to Monare.Lehong@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 44/42</u>	:	<u>GROUNDSMAN REF NO: SG 04/44/25/38</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	2 Military Hospital. Cape Town
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Lt Col S. Helm Tel No: (021) 799 6258. Maj L.M. Thebe Tel No: (021) 799 6107
<u>APPLICATIONS</u>	:	2 Military Hospital Private Bag X4, Wynberg, 7824 or may hand deliver to 2 Military Hospital Road, Hospital Road Wynberg Military Base, Cape Town 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 44/43</u>	:	<u>FOOD SERVICES AID REF NO: SG 04/44/25/39 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Military Health Training Formation Head Quarters. Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Cleaning of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients.

		Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls.
<u>ENQUIRIES</u>	:	Maj A.V. Teka, or WO2 M.M. Motjopi Tel No: (012) 674 6125/6122
<u>APPLICATIONS</u>	:	Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane, 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to ChiefPersClerk.MHTF@dod1.stmil.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 44/44</u>	:	<u>FOOD SERVICES AID REF NO: SG 04/44/25/40</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 2)
<u>CENTRE</u>	:	3 Military Hospital. Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Cleaning of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly, ensure that the diet lists are taken in time to the kitchen.
<u>ENQUIRIES</u>	:	Maj L. Tshita Tel No: (051) 402 2273
<u>APPLICATIONS</u>	:	Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenburg Road, Tempe Military Base, 9324 or email to Monare.Lehong@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.