

## DEPARTMENT OF DEFENCE



**CLOSING DATE** : 27 February 2026 at 16:00 (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 05/07** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DCMPSAPWC**  
**02/05/26/01**  
 Directorate: Human Resource Career Management (PSAP)

**SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)  
 Western Cape Office, Simon Town  
 A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years relevant experience in Human Resource Management. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Policies and processes. Qualified in PERSOL system and remain abreast with relevant policies. Good communication skills (Verbal and Written), ability to work under pressure, and client orientated. Interpersonal relationship and, problem solving skills, Maintain self-discipline and be able to interpret policy directives. Ability to work under pressure and client orientation.

**DUTIES** : Ensure management and maintenance of a register wrt approved general orders. Verify the completeness and correctness of all applications and relevant documentation attached. Provide support related to PSAP staffing. Supervise of subordinate personnel. Obtain approval for the award of clasps, decorations and medals for long service to members of the SANDF. Obtain approval when necessary for forfeiture or annulments. Research, create and implement personnel practices interventions. Updating of the central awards register and Mainframe system at all times. Filing of all documentation. Registration of all Long Service applications. Bravery and Merit awards (Register all citations). Register Campaign awards Handle enquiries relating to Long Service Awards.

<b><u>ENQUIRIES</u></b>	:	Ms T.G. Williams Tel No: (021) 787 4188
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Officer), Private Bag X1, Simon's Town or hand deliver to George Street, Simons Town, 7995 or email to: <a href="mailto:tammi.williams@dod.mil.za">tammi.williams@dod.mil.za</a>
<b><u>POST 05/08</u></b>	:	<b>PERSONNEL</b> <b>OFFICIAL:</b> <b>PRODUCTION</b> <b>REF</b> <b>NO:</b> <b>DCMPSAPWC/02/05/26/02</b> Directorate: Human Resource Career Management (PSAP)
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape Office, Simon Town
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4). No experience. Special requirements (Skills needed): Good communication skills (Verbal and written). Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word). Knowledge of PSAP personnel practice system. Knowledge of PSAP Personnel Maintenance. Knowledge of Human Resource Prescripts. Qualified in PERSOL system will be essential.
<b><u>DUTIES</u></b>	:	Ensure the performance of high clerical tasks in support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking, and assist with the securing and keeping of warehouse/stores neat. Must do follow up action on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinizing and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible binning and cleaning of stores, issuing and receiving of stock, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking on stores.
<b><u>ENQUIRIES</u></b>	:	Ms T.G. Williams Tel No: (021) 787 4188
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Officer), Private Bag X1, Simon's Town or hand deliver to George Street, Simons Town, 7995 or email to: <a href="mailto:tammi.williams@dod.mil.za">tammi.williams@dod.mil.za</a>
<b><u>POST 05/09</u></b>	:	<b>ADMINISTRATION</b> <b>CLERK:</b> <b>PRODUCTION</b> <b>REF</b> <b>NO:</b> <b>DCMPSAPWC/02/05/26/03</b> Directorate: Human Resource Career Management (PSAP)
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape Office, Simon Town
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4). No experience. Special requirements (Skills needed): Good communication skills (Verbal and written). Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word). Knowledge of PSAP personnel practice system. Knowledge of PSAP Personnel Maintenance. Knowledge of Human Resource Prescripts. Qualified in PERSOL system will be essential.
<b><u>DUTIES</u></b>	:	Ensure the performance of high clerical tasks in support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking, and assist with the securing and keeping of warehouse/stores neat. Must do follow up action on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinizing and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible binning and cleaning of stores, issuing and receiving of stock, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking on stores.
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<b><u>POST 05/10</u></b>	:	<b><u>SECRETARY REF NO: DHRSP/03/05/26/01</u></b>
		Directorate: Human Resource Strategy and Planning
		Chief Directorate: HR Strategic Direction and Policy
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Armscor Building, Erasmuskloof, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12(NQF Level 4) or equivalent. No experience Special requirements (skills needed): Good communication skills (written and verbal). Computer literate. Good office administration and interpersonal skills, good filing and organisational skills.
<b><u>DUTIES</u></b>	:	Record appointments, events and manage the Director's diary. Receive telephone calls and refer to the appropriate person. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organize refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep a filing system. Operate office equipment. Administer matters like the leave registers, roll call books and telephone accounts. Handle the procurement of standard items like stationary and refreshments. Receive visitors for the Director and provide refreshments as necessary.
<b><u>ENQUIRIES</u></b>	:	Brig Gen H. Oelofse Tel No: (012) 355 5871
<b><u>APPLICATIONS</u></b>	:	Department of Defence & Military Veterans, Directorate HR Strategy and Planning, Private Bag X161, Pretoria, 0001 or email to <a href="mailto:dhrs&amp;p@dod.mil.za">dhrs&amp;p@dod.mil.za</a>