

## DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/ appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan



- CLOSING DATE** : 13 March 2026 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. NB: The posts were advertised on Public Service Vacancy Circular (PSVC) 05/26 with references Ref No: DCMPSAPWC/02/05/26/01, Ref No: DCMPSAPWC/02/05/26/02 & Ref No: DCMPSAPWC/02/05/26/03 with a closing date of 27 February 2026. These posts are being re-advertised under Ref No: DCMWC/04/07/26/01, Ref No: DCMWC/04/07/26/02 and Ref No: DCMWC/04/07/26/03. Applicants who previously applied for these posts are encouraged to re-apply..

## OTHER POSTS

- POST 07/09** : **PERSONNEL OFFICIAL: SUPERVISOR: REF NO: DCMWC/04/07/26/01**  
Directorate Human Resource Career Management (PSAP)  
Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum (Level 7)
- CENTRE** : Western Cape Office, Simons' Town.
- REQUIREMENTS** : A minimum of grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Policies and processes. 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.

- DUTIES** : Assisting with presenting of personnel practices interventions. Providing an advisory and consultancy service to Western Cape clients. Providing a salary and personnel practice support service to Western Cape clients. Providing of support relating to PSAP staffing. Supervising of personnel. Researching, creating and implementing personnel. Practices interventions performance management environment.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel No: 021 787 4188  
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to [tammi.williams@dod.mil.za](mailto:tammi.williams@dod.mil.za)
- POST 07/10** : **PERSONNEL OFFICIAL: PRODUCTION: REF NO: DCMWC/04/07/26/02**  
: Directorate Human Resource Career Management (PSAP)  
: Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 5)  
: Western Cape Office, Simons' Town.  
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in Human Resources will be an added advantage. 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 Persol/Persal system. Knowledge of Human Resource Prescripts.
- DUTIES** : Administration of personnel utilisation and performance intervention. Providing an advisory and consultancy service to Western Cape clients. Assist in providing salary and performance management audit support service to Western Cape clients/personnel. Providing an administrative support related to PSAP staffing.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel No: 021 787 4188  
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to [tammi.williams@dod.mil.za](mailto:tammi.williams@dod.mil.za)
- POST 07/11** : **ADMINISTRATION CLERK: PRODUCTION: REF NO: DCMWC/04/07/26/03**  
: Directorate Human Resource Career Management (PSAP)  
: Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R228 321 – R 268 950 per annum (Level 5)  
: Western Cape Office, Simons' Town.  
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in Human Resources will be an added advantage. 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 PERSOL/PERSAL system. Knowledge of Human Resource Prescripts.
- DUTIES** : Providing a reception service to Directorate Human Resource Career Management (PSAP) Western Cape office. Providing an administrative support service for office equipment, stationery and stores supplies. Providing an administrative leave support. Providing an administrative building support. Maintaining military vehicle. Arrange all duty away from home unit.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel: 021 787 4188  
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