

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 27 March 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- 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. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. 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 09/10** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBMKD/02/08/26/01 (X2 POSTS)**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
- CENTRE** : AFB Makhado, Limpopo
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : Provide Human Resources administration capability at AFB Makhado. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR

policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB Makhado. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.

**ENQUIRIES
APPLICATIONS**

: Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/ 2007
: Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/11

: **REGISTRY CLERK: SUPERVISOR REF NO: AFBBSPT/02/08/26/01**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)
: AFB Bloemspruit, Bloemfontein
: Grade 12 (NQF Level 4) or equivalent with minimum of three (3) years experience in Record Management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.

DUTIES

: Supervise the registry section personnel and the workload. Maintaining of proper record management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of record management procedures. The management of Records Classification Systems (i.e. DOD Correspondence File Plan, record retention schedules). Ensure proper maintenance of documents as per the records classification systems. Answer enquiries with the correct use of file references. Ensure all administrative tasks with the maintenance of the records classification is done according to the current record management systems. Manage, report and inform all relevant stakeholders about the status of the registry section. Attend meetings with stakeholders and report to the director of the section. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.

**ENQUIRIES
APPLICATIONS**

: Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/6051
: Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/12

: **PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBHPST/02/08/26/01**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)
: AFB Hoedspruit, Limpopo
: Grade 12 (NQF Level 4) or equivalent with minimum of three (3) years experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).

DUTIES

: Provide Human Resources administration capability at AFB Makhado. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB Makhado. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.

**ENQUIRIES
APPLICATIONS**

: Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924/ 2387
: Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or emailed at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

- POST 09/13** : **PLUMBER REF NO: AFBOVR/02/08/26/01**
- SALARY** : R269 499 – R317 463 per annum (Level 06)
CENTRE : AFB Overberg, Bredasdorp
REQUIREMENTS : G grade 12 (NQF L4) or equivalent with three year qualification in Civil Engineering or Plumbing and a minimum of 1 year experience. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Leadership skills.
- DUTIES** : Execution of maintenance planning activities, the providing of Plumbing Service to the Base (Installation & Repair to Geyser) Determine priorities of plumbing team, Co-ordination of resources requirements (Spares) The administration of job cards related to Plumbing, controlling of plumbing job cards, The providing of a general maintenance service to the base, Actively participate in the procurement process of plumbing spares.
- ENQUIRIES** : Maj M.B.Mpyatona Tel No: (028) 425 4034
APPLICATIONS : Department of Defence, Air Force Base Overberg, Bredasdorp or email to: mark.gomez@dod.mil.za or may be hand delivered at Perdekraalkamp, Arniston road, Bredasdorp.
- POST 09/14** : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFBHSPT/02/08/26/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills
- DUTIES** : Ensure the performance of high clerical tasks in support of the provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking of stores.
- ENQUIRIES** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924/ 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 09/15** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: AFBMKD/02/08/26/02**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Makado, Limpopo
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills
- DUTIES** : Ensure the performance of high clerical tasks in support of the provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate

and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking of stores.

ENQUIRIES : Lt G.P. Mophuthing/Sgt Masilo Tel No: (015) 577 2006/ 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/16 : **REGISTRY CLERK PRODUCTION REF NO: AFBMKD/02/08/26/03**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.

DUTIES : Maintaining of proper record management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/ 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X 2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/17 : **SECRETARY REF NO: AFBBSPT/02/08/26/02**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No Experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role

players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/18 : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFBBSPT/02/08/26/03**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication, Full knowledge of the utilisation of MS software packages.

DUTIES : Render general clerical support duties, Capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/19 : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFSPE/02/08/26/01**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFS PE, Port Elizabeth
REQUIREMENTS : Grade 12 or (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.

DUTIES : Render general clerical support duties, capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.

ENQUIRIES : Maj F.G. Fatyi Tel No: (041) 505 1463
APPLICATIONS : Department of Defence, AFS PE, Department of Defence, Department of Defence, Air Force Station Port Elizabeth, Army Support Base, Eastern Cape, Willow Drive, Gqeberha, 6013 or email to afspehr@dod.mil.co.za or hand delivered at Forest Hill Drive, Southdene, Port Elizabeth.

POST 09/20 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SAAFCOL/02/08/26/01**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Air Force College, Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.

DUTIES : Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate

- and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.
- ENQUIRIES** : Maj K.L. Bosch Tel No: (012) 351 5045/5172
APPLICATIONS : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane 0143 or email to: saafcolhr@dod.mil.za or may be hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion
- POST 09/21** : **REGISTRY CLERK PRODUCTION REF NO: SAAFCOL/02/08/26/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Air Force College, Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
- ENQUIRIES** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to lbwgmolve@dod.mil.za
- POST 09/22** : **REGISTRY CLERK REF NO: AFBOVB/02/08/26/02**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : Air Force base Overberg, Bredasdorp
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
- ENQUIRIES** : Maj M.B. Mpyatona Tel No: (028) 425 4034
APPLICATIONS : Department of Defence, Air Force Base Overberg, Bredasdorp or email to: mark.gomez@dod.mil.za or may be hand delivered at Perdekraalkamp, Arniston road, Bredasdorp.
- POST 09/23** : **REGISTRY CLERK REF NO: AFBYPLT/02/08/26/01 (X3 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)

CENTRE REQUIREMENTS : AFB Ysterplaat, Ysterplaat
: Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.

DUTIES : Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/24 : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFBYTPLT/0208/26/02 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: AFB Ysterplaat, Ysterplaat
: Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.

DUTIES : Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/25 : **SECRETARY REF NO: PROCUREMENT UNIT/02/08/26/01**

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: Mobile Deployment Wing, Pretoria
: Grade 12 or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and

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

ENQUIRIES : Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773

APPLICATIONS : Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane 0143 or email to: mobiledeploymentwing@dod.mil.za or may be hand delivered at Snake Valley Road, 356 JR, Centurion

POST 09/26 : **SWITCHBOARD OPERATOR REF NO: AFBMKD/02/08/26/04**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/27 : **SWITCHBOARD OPERATOR REF NO: AFBOVB/02/08/26/03**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : AFB Overberg, Bredasdorp
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division

when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES APPLICATIONS : Maj M.B. Mpyatona Tel No: (028) 425 4034
: Department of Defence, Air Force Base Overberg, Bredasdorp or email to: mark.gomez@dod.mil.za or may be hand delivered at Perdekraalkamp, Arniston road, Bredasdorp.

POST 09/28 : **SWITCHBOARD REF NO: AFBYPLT02/08/26/03**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
: AFB Ysterplaat, Ysterplaat
: Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound Organisational Skills. High level of Reliability. Ability to act with tact and discretion. Good people skills. Excellent Telecom Operator/ Switchboard Skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, and over time.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (012) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/29 : **SWITCHBOARD REF NO: AFBDBN REF/02/08/26/01**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
: AFB Durban, Durban
: Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound Organisational Skills. High level of Reliability. Ability to act with tact and discretion. Good people skills. Excellent Telecom Operator/ Switchboard Skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, and over time.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division

when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES APPLICATIONS : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
 : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/30 : **SENIOR DRIVER OPERATOR REF NO: AFBMKD/02/08/26/05 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
 : AFB Makhado, Limpopo
 : Grade 12 (NQF L4) or equivalent. A valid driver's license code C1 (Code 10) with a minimum of two (2) years experience in driving with a valid professional driving permit (PDP). Special requirements (Skills needed): Supervisory skills, driving skills, knowledge of DoD driving prescripts, conducting of routine maintenance on vehicles, Verbal and written communication skills; Analytical thinking Skills; Problem Solving and Time Management Skills.

DUTIES : Supervise the transport section of the base. Allocate cars to drivers, manage the pallet and monitor the service of the cars. Communicate with service providers for car maintenance service appointments. Keep track of the car's kilometer logs as per section and report cars due for maintenance. Ensure that cars are brought back to the unit after every trip and the pallet and check list is marked correctly. Be informed of the transport procedures and processes and ensure adherence. Ensure safe keeping of cars. Ensure proper supply of logbooks to drivers and in time. Render clerical support when needed by the base.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/2007
 : Department of Defence, Air Force Base Makhado, Private Bag X 2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/31 : **SENIOR DRIVER OPERATOR REF NO: AFBLGBW/02/08/26/02**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
 : AFB Langebaanweg, Langebaan
 : Grade 12 (NQF L4) or equivalent. A valid driver's license code C1 (Code 10) with a minimum of two (2) years experience in driving with a valid professional driving permit (PDP). Special requirements (Skills needed): Supervisory skills, driving skills, knowledge of DoD driving prescripts, conducting of routine maintenance on vehicles, Verbal and written communication skills; Analytical thinking Skills; Problem Solving and Time Management Skills.

DUTIES : Supervise the transport section of the base. Allocate cars to drivers, manage the pallet and monitor the service of the cars. Communicate with service providers for car maintenance service appointments. Keep track of the car's kilometer logs as per section and report cars due for maintenance. Ensure that cars are brought back to the unit after every trip and the pallet and check list is marked correctly. Be informed of the transport procedures and processes and ensure adherence. Ensure safe keeping of cars. Ensure proper supply of logbooks to drivers and in time. Render clerical support when needed by the base.

ENQUIRIES APPLICATIONS : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
 : Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to lbwgmmove@dod.mil.za

POST 09/32 : **DRIVER OPERATOR REF NO: AFBMKD/02/08/26/06**

SALARY CENTRE REQUIREMENTS : R163 680 – R163 131 per annum (Level 03)
 : AFB Makhado, Limpopo
 : Grade 11 (NQF L3) or equivalent. A valid driver's license code C1 (code 10) with a minimum of three (3) years experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.

DUTIES : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items.

provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/ 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/33 : **DRIVER OPERATOR REF NO: AFBBSPT/02/08/26/04**

SALARY : R163 680 – R163 131 per annum (Level 03)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : Grade 11 (NQF L3) or equivalent. A valid driver's license code C1 (code) with a minimum of three (3) experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.

DUTIES : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items. provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.

ENQUIRIES : Maj S Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/34 : **DRIVER OPERATOR REF NO: AFBDBN/02/08/26/02**

SALARY : R163 680 – R163 131 per annum (Level 03)
CENTRE : AFB Durban, Durban
REQUIREMENTS : Grade 11 (NQF L3) or equivalent. A valid driver's license code C1 with a minimum of three (3) experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.

DUTIES : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items. provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/35 : **FOOD SERVICE AID REF NO: AFBMKD/02/08/26/07 (X8 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining

tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006 and 2007
 : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/36 : **STORE ASSISTANT REF NO: AFBMKD/02/08/26/08 (X10 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
 : AFB Makhado, Limpopo
 : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006 and 2007
 : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/37 : **GROUNDSMAN REF NO AFBMKD/02/08/26/09 (X14 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
 : AFB Makhado, Limpopo
 : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing/Sgt Masilo Tel No: (015) 577 2006 and 2007
 : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/38 : **ROAD WORKERS AID REF NO: AFBMAK/02/08/26/10**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
 : AFB Makhado, Limpopo
 : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually

DUTIES : Perform serviceability inspections on all equipment. Ensure the maintenance and repair of runways, taxiways and hardstands according to Aviation quality Standards. The sweeping of runways, taxiways and hardstands. Ensure a safe environment with the necessary infrastructure to carry out deeper level maintenance on all compass swing bays and engine running bays. Investigate

possible expansion of technology and the feasibility of procuring new equipment.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006 and 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/39 : **FOOD SERVICE AID REF NO: AFBSPT/02/08/26/05 (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/40 : **MESSENGER REF NO: AFBSPT/02/08/26/06**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Bloempruit, Bloemfontein
REQUIREMENTS : A minimum of ABET qualification. No experience. Military Driver's license is an added advantage. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.

DUTIES : Required to perform the following functions: Render an effective driving service base. Ensure vehicle security and maintenance. Render administrative and messenger services, including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/41 : **GROUNDSMAN REF NO: AFSPE/02/08/26/02 (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFS PE, Port Elizabeth
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Maj F.G. Fatyi Tel No: (041) 505 1463

APPLICATIONS : Department of Defence, Department of Defence, Air Force Station Port Elizabeth, Army Support Base, Eastern Cape, Willow Drive, Gqeberha, 6013 or email to afspehr@dod.mil.co.za or hand delivered at Forest Hill Drive, Southdene, Port Elizabeth.

POST 09/42 : **CLEANER REF NO: AFSPE/02/08/26/03**

SALARY : R138 486 per annum (Level 02)

CENTRE : AFS PE, Port Elizabeth

REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : Maj F.G. Faty Tel No: (041) 505 1463

APPLICATIONS : Department of Defence, Air Force Station Port Elizabeth, Army Support Base, Eastern Cape, Willow Drive, Gqeberha, 6013 or email to afspehr@dod.mil.co.za or hand delivered at Forest Hill Drive, Southdene, Port Elizabeth.

POST 09/43 : **MESSENGER REF NO: AOTC LOHATLA/02/08/26/01**

SALARY : R138 486 per annum (Level 02)

CENTRE : AOTC Lohatla, Postmansburg

REQUIREMENTS : A minimum of ABET qualification. No experience. Military Driver's license is an added advantage. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.

DUTIES : Required to perform the following functions: Render an effective driving service base. Ensure vehicle security and maintenance. Render administrative and messenger services, including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours.

ENQUIRIES : WO1 D.M. Sello Tel No: (053) 321 2251

APPLICATIONS : Department of Defence, AOTC LOHATLA, Air Operations Training Centre Private Bag X3001 Postmansburg 8420 or email to aotchr@dod.mil.co.za or may be hand delivered at AOTC LOHATLA main gate.

POST 09/44 : **CLEANER REF NO: AOTC LOHATLA/02/08/26/02**

SALARY : R138 486 per annum (Level 02)

CENTRE : AOTC Lohatla, Postmansburg

REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : WO1 D.M. Sello Tel No: (053) 321 2251

APPLICATIONS : Department of Defence, AOTC LOHATLA, Air Operations Training Centre Private Bag X3001 Postmansburg 8420 or email to aotchr@dod.mil.co.za or may be hand delivered at AOTC LOHATLA main gate.

POST 09/45 : **ROAD WORKERS AID REF NO: AFBLGBW/02/08/26/03 (X5 POSTS)**

SALARY : R138 486 per annum (Level 02)

CENTRE REQUIREMENTS : AFB Langebaanweg, Langebaan
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform serviceability inspections on all equipment. Ensure the maintenance and repair of runways, taxiways and hardstands according to Aviation quality Standards. The sweeping of runways, taxiways and hardstands. Ensure a safe environment with the necessary infrastructure to carry out deeper level maintenance on all compass swing bays and engine running bays. Investigate possible expansion of technology and the feasibility of procuring new equipment.

ENQUIRIES APPLICATIONS : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
: Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base and or email to lbwgmmove@dod.mil.za

POST 09/46 : **STORE ASSISTANT REF NO: AFBYPLT/02/08/26/04 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
: AFB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/47 : **GROUNDSMAN REF NO AFBYPLT02/08/26/05 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
: AFB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/48 : **CLEANER REF NO AFBYPLT/02/08/26/06 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
: AFB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate

- cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES APPLICATIONS** : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.
- POST 09/49** : **TRADESMAN AID REF NO: AFBYPLT/02/08/26/07**
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: FB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. A Trade test certificate. No experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; planning and organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
- DUTIES** : Required to perform the following: Cleaning and maintenance of machinery and tools, Preparation of safe working environment, Repair leaking geysers, taps and leaking water pipes, Unblocking of main sewage lines, Assist with repair and fitting of tyres, Keeping of equipment in a safe place, Painting and marking of floors, Charging of batteries, Operating and maintenance of electrical saw equipment and machinery on time. Carry out cleaning of work areas and dangerous machines when switched off, Support in effective plumbing, building service and repairs and all maintenance related matters. Assist in repairing equipment in the unit's workshop.
- ENQUIRIES APPLICATIONS** : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.
- POST 09/50** : **TRADESMAN AID REF NO: AFBDBN/02/08/26/03 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: AFB Durban, Durban
: A minimum of ABET qualification. A Trade test certificate. No experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; planning and organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
- DUTIES** : Cleaning and maintenance of machinery and tools, Preparation of safe working environment, Repair leaking geysers, taps and leaking water pipes, Unblocking of main sewage lines, Assist with repair and fitting of tires, Keeping of equipment in a safe place, Painting and marking of floors, Charging of batteries, Operating and maintenance of electrical saw equipment and machinery on time. Carry out cleaning of work areas and dangerous machines when switched off, Support in effective plumbing, building service and repairs and all maintenance related matters. Assist in repairing equipments in the unit's workshop.
- ENQUIRIES APPLICATIONS** : Maj B.E.Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
: Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or emailed to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133
- POST 09/51** : **GROUNDSMAN REF NO: AFBDBN/02/08/26/04 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: AFB Durban, Durban
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and

cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/52 : **CLEANER REF NO: AFBDBN/02/08/26/05 (X8 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or emailed to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/53 : **FOOD SERVICE AID REF NO: 2AFBDBN/02/08/26/06 (X4 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/54 : **STORE ASSISTANT REF NO: 2AFBDBN/02/08/26/07 (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

- POST 09/55** : **HOUSEHOLD AID REF NO: AFBDBN/02/08/26/08 (X4 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Communicate effectively.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Maintain cleanliness in the bungalow of students. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES** : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133
- POST 09/56** : **GROUNDSMAN REF NO AFBHSPT/02/08/26/03 (X2 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.
- ENQUIRIES** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 09/57** : **CLEANER REF NO: AFBHPST/02/0826/04 (X12 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 09/58** : **FOOD SERVICE AID REF NO: AFBHSPT/02/08/26/05 (X2 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining

tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

POST 09/59 : **TRADESMAN AID REF NO: AFBHPST/02/08/26/06 (X8 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. A Trade test certificate. No experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; planning and organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.

DUTIES : Cleaning and maintenance of machinery and tools, Preparation of safe working environment, Repair leaking geysers, taps and leaking water pipes, Unblocking of main sewage lines, Assist with repair and fitting of tires, Keeping of equipment in a safe place, Painting and marking of floors, Charging of batteries, Operating and maintenance of electrical saw equipment and machinery on time. Carry out cleaning of work areas and dangerous machines when switched off, Support in effective plumbing, building service and repairs and all maintenance related. Assist in repairing of equipment in the unit's workshop.

ENQUIRIES : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387.
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email to Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

POST 09/60 : **STORE ASSISTANT: REF NO: AFBHSPT/02/08/26/07**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email to Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.