

DEPARTMENT OF DEFENCE



CLOSING DATE : 08 April 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 10/246 : **DEPUTY DIRECTOR COMPLIANCE VERIFICATION REF NO: NCACI/06/10/26**
Directorate: National Conventional Arms Control Inspectorate

SALARY : R896 436 – R1 055 958 per annum (Level 11)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent with (NQF Level 6) National Diploma/Diploma/Advance Diploma in Public Administration/Business Administration/Law as recognised by SAQA with a minimum of three (3) years proven experience in a junior management level. Special requirements (skills needed): Competency in effective communication and writing. Strong analytical thinking; problem solving; negotiation; investigation and reporting skills; planning; organizing; administration and interpersonal relation skills. Driver license is essential. Knowledge in Conventional Arms Control/ Compliance Verification and Investigation background. The successful candidate must be flexible, prepared to travel and work under pressure. Knowledge in the following general management competencies is strongly recommended:

	financial management, human resource management and general operation management. The person to be appointed should have the following general attributes: Ability to lead and give direction to subordinates.
<u>DUTIES</u>	: Manage compliance verification in the defence – related industry to ensure the trade in controlled items and possession is conducted in compliance with the RFMA Act, NCAC Act and its accompanying regulations. Conduct National and International verifications for foreign end users, including meetings, shows and exhibitions. Advise the NCACC on issues of compliance in terms of compliance verification conducted. Manage the review process for all permits to be issued to companies. Manage the gathering of information to facilitate the successful imposition of administrative fines in cases of non- compliance. Manage resources (Human, Finance, Assets, PMDS, Training of subordinates).
<u>ENQUIRIES APPLICATIONS</u>	: Mr C.S. Maseko Tel No: (012) 355 5077 : Department of Defence, Directorate National Conventional Arms Control Inspectorate (NCACI), Private Bag X910, Pretoria, 0001. Armscor Building C/O Nossob & Boeing Street, Erasmuskloof or email to christopher.maseko@dod.mil.za
<u>POST 10/247</u>	: <u>FOOD SERVICE AID: SUPERVISOR REF NO: JSBGAR/09/10/26/01 (X2 POSTS)</u> These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 - R227 766 per annum (Level 04) : Joint Support Base (JSB) Garrison, Thaba Tshwane : A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<u>DUTIES</u>	: Effective supervising of supervise food service aids, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<u>ENQUIRIES APPLICATIONS</u>	: Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029 : Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand deliver at Joint Support Base Garrison, No1 Van Reebeck Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za
<u>POST 10/248</u>	: <u>CLEANER: SUPERVISOR REF NO: JSBGAR/09/10/26/02 (X2 POSTS)</u> These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 – R227 766 per annum (Level 04) : Joint Support Base (JSB) Garrison, Thaba Tshwane : ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<u>DUTIES</u>	: Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

<u>ENQUIRIES</u>	:	Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 029
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za
<u>POST 10/249</u>	:	<u>FOOD SERVICE AID REF NO: JSBGAR/09/10/26/03 (X5 POSTS)</u> These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation. Knowledge of basic food preparation equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in shifts. Good interpersonal relation, endurance, good integrity, punctuality.
<u>DUTIES</u>	:	Prepare meals. Prepare snacks. Make salads. Prepare drinks for each meal. Make garnish for meals and snacks. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen, dining hall and food storage areas clean and tidy. Apply hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029.
<u>APPLICATIONS</u>	:	Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za
<u>POST 10/250</u>	:	<u>CLEANER REF NO: JSBGAR/09/10/26/04 (X5 POSTS)</u> These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
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<u>POST 10/251</u>	:	<u>GROUNDSMAN REF NO: JSBGAR/09/10/26/05 (X5 POSTS)</u> These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. 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. Knowledge of

DUTIES

gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.

- : 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.

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- : Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029

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