

## 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.*



- APPLICATIONS** : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or email to: [saafcolhr@dod.mil.za](mailto:saafcolhr@dod.mil.za) or may be hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion
- CLOSING DATE** : 22 May 2026 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 shortlisted 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 POST

- POST 15/07** : **PROVISIONING ADMIN CLERK: PRODUCTION REF NO: SAAFCOL/14/15/26/01**  
Re-advertised. Applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)  
: SA Air Force College, Pretoria.  
: Grade 12 (NQF Level 4) 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 K.L. Bosch Tel No: (012) 351 5045/5172