

DEPARTMENT OF DEFENCE

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.



- CLOSING DATE** : 29 May 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. 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. Additional to this, SMS shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments) and other assessment prescribed for SMS as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. 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.

MANAGEMENT ECHELON

- POST 16/11** : **CHIEF OF DEFENCE MATERIEL REF NO: 17/16/26/1**
Re-advertised. Applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 813 182 per annum (Level 15), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the

CENTRE REQUIREMENTS

Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

: ARMSCOR Building, Erasmuskloof, Pretoria.
: A Senior Certificate with Bachelors Honours Degree/Postgraduate Diploma (NQF 8) in Engineering/Science/Technology Management as recognised by SAQA. Must have a minimum of eight (8) years proven experience at Senior Management level coupled with extensive management experience in the field of Acquisition/Engineering/Science/Technology Management. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course.

DUTIES

: Lead and direct Defence Materiel operations within the Defence mandate. Provide strategic direction on defence materiel acquisition by setting norms and standards. Manage the defence materiel process through facilitating the acquisition boards and councils. Oversee the SCAMP through monitoring acquisition projects across the South African National Defence Force. Oversee technology development to support current and foreseen defence capabilities. Oversee compliance with acquisition norms and standards. Provide executive advice through response on Parliamentary and Audit General queries. Provide strategic direction with regard to Defence Materiel related research priorities. Represent the Department on National Treasury Bid Adjudication Committee for National tender governance. Approve the appointment of the acquisition delegations. Oversee Defence acquisition SLA. Coordinate Department involvement in inter-departmental and international Materiel Forums. Oversee and direct acquisition management. Direct Defence acquisition. Direct SA Army, SA Air Force, and SA Navy Defence acquisition. Direct common weapons acquisition. Provide direction on the intangible capital assets management. Provide direction on the facilitation for registering of intangible assets with Department of Trade and Industry. Direct the development of Defence Materiel governance. Provide direction on the Materiel Governance Risk and Compliance. Provide leadership on the Defence Industry Governance. Provide direction with regards to compliance with legislative prescripts. Lead Defence technology development in line with departmental mandate. Direct and guide on the defence research and technology development process and infrastructure. Provide, guide and control on the acquisition of technology in the Divisions/Services. Direct the operation of Defence Research Development Board. Guide technology demonstration to Department. Manage resources in the Division. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES APPLICATIONS

: Maj Gen N.E. Mkhize Tel No: (012) 339-5201
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/12

: **CHIEF FINANCIAL OFFICER REF NO: 17/16/26/2**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY

: R1 813 182 per annum (Level 15), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines).

CENTRE REQUIREMENTS

: Armscor Building, Erasmuskloof, Pretoria
: A Senior Certificate with Bachelor Honours Degree/Postgraduate Diploma in the Finance/Accounting/Auditing field (NQF 8) as recognised by SAQA. Must have a minimum of eight (8) years proven experience at Senior Management level coupled with extensive management experience in the field of financial management. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course

and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Vast knowledge and understanding of relevant policies and legislations, e.g PFMA, National Treasury's Modified Cash Standard, GRAP, PSA, PSR, Treasury Regulations, PPPFA, LRA, BCEA, etc. Special requirements (skills needed): Financial management; Strategic planning, etc.

DUTIES : Provide strategic leadership in directing and overseeing the Department's Budgeting and Financial processes. Deliver budget management systems, policies, internal controls, reports and oversight for the Department of Defence and subordinate entities in accordance with Government's regulatory framework. Ensure financial policies are promulgated and maintained. Oversee the department's accounting process. Lead the design and implementation of accounting policies, systems, and internal controls in accordance with Government's regulatory framework. Monitor the implementation of personnel payment. Provide executive direction in the implementation and management of central accounts. Provide strategic leadership in financial control processes. Lead Financial Services on risk and compliance matters, audit processes, financial misconduct and financial risk management. Ensure adequate processes to reduce negative audit outcomes. Guide and advise Secretary for Defence, Chief SANDF and the Minister of Defence on financial matters. Develop presentations for, Parliamentary Committees and engagements and SCOPA. Draft response to parliamentary enquiries. Facilitation of AGSA audits and engagements. Management of resources of the Division. Manage human resources and financial resources. Manage Assets of the Division. Manage information/knowledge.

ENQUIRIES APPLICATIONS : Major General N.E. Mkhize Tel No: (012) 339-5201
 : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/13 : **CHIEF DIRECTOR: BUDGET MANAGEMENT REF NO: 17/16/26/3**
 Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : ARMSCOR Building, Erasmuskloof, Pretoria
 : A Senior Certificate with B Com Degree or Advance Diploma qualification (NQF 7) with Accounting, Management Accounting as recognised by SAQA. Must have 5 years proven experience at senior managerial level in financial environment. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have extensive knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government. Planning and organizing. Continuous improvement and service delivery. Strategic direction/management. Vast knowledge and understanding of relevant policies and legislation, e.g. PFMA, National Treasury's Modified Cash Standard, GRAP, PSA, PSR, Treasury Regulations, PPPFA, LRA, BCEA, etc. Special requirements (skills needed): Financial management; Strategic planning, etc.

DUTIES : Provide strategic direction to, manage and administer the Chief Directorate Budget Management. Ensure comprehensive budget management direction, business plan, budget and cash flow plan for the execution of the decentralised budget management function within the Service/Division where budget managers are employed. Advise the CFO on the status of spending within the various Budget Programmes. Ensure completed and updated performance agreements with all personnel within the decentralised budget management environment on an annual base. Ensure comprehensive and timely personnel

assessment of all the people that work within the decentralised budget management environment as directed by the personnel management process. Guide training and skills development for personnel. Develop, prepare, review and report the directorates risk plan to CFO. Report quarterly on Chief Directorate Budget Management performance to CFO and develop corrective action plans for unsatisfactory performance. Develop an annual training plan for Financial Management Division Budget Managers. Monthly Budget Management Committee meeting. Coordinate and certify the schedule name list for salary control purposes. Control the gifts, donations and sponsorships returns within the Chief Directorate and submit quarterly reports. Ensure that asset registers are continuously updated when assets are acquired or disposed of and conduct half-yearly asset verification and submit stock verification certificate. Provide monthly and quarterly performance reports to the CFO per programme. Oversee the budget preparation and budget control service. Ensure comprehensive budget guidelines, taking all functional disciplines into account, which is based on the departmental strategy and plan and which reflects a sound division of revenue of each year. Ensure a thoroughly evaluated, approved, accepted and sound budget submission according to the specifications of the Treasury Guidelines on Preparing Budget Submissions, which is based on the Departmental strategy, plan programme and priorities and which is affordable of each year. Confirm that the Financial Management System (FMS) allocation balance with the final Defence medium term expenditure allocation and which indicated outputs, performance and service delivery by the end of each year. Ensure a correctly captured and fully motivated departmental vote on the financial management system. Ensure a comprehensive and correct Special Defence Account, which balance with the medium-term expenditure allocation, the SCAMP and FMS. Ensure an accurate, reliable and consistent cost database, which is accessible to all budget holders and managers on a continuous base. Oversee an approved, correct and well-evaluated adjustments budget taking into account all unforeseen and unavoidable expenditure as well as other relevant factors which influence expenditure at the dates specified by NT. Lead Budget Management service to the services and Divisions. Ensure comprehensive and sufficient budget management organisational structure for Level 2 (b) and 3 Budget Holders, staffed with capable, efficient and professional personnel and which is in line with the affirmative action and equal opportunity policy and plan on a continuous base. Oversee the budget and budget control service provided by budget managers. Budget management committee. Provide strategic direction for the budget management function within the Department. Provide advice and direction to all Budget Managers to ensure Budget Holders are supported. Oversee the development and implementation of budget management processes in accordance with Government's regulatory framework. Ensure that Budget Management policies are aligned with Government's regulatory framework and reviewed in accordance with the policies' reviewed frequently. Ensure that Department other policies are compliant with the Budget Management regulatory framework. Ensure that FMS are maintained to enable Budget Managers to provide budget management service. Oversee the systems that provide reports and management information to clients and budget managers. Adequately assist and represent the CFO with regards to budget management functions. Provide policy advice that supports Government decision making. Provide operational advice that supports Departmental activities. Provide budget management assistance to CFO when interaction with oversight committees. Oversee the preparation of and submit for approval, credible answers to Parliamentary enquiries relating to budget management issues in accordance with the relevant guidelines. Oversee the preparation of and submit for approval credible answers and responses to NT enquiries to budget management issues. Oversee the preparation of and submit for approval, credible responses to AGSA and IG enquiries relating to budget management issues. Provide input to Department Annual Performance Report. Advise to CFO on submissions/enquiries by Services and Divisions on budget management/ financial implications on matters at hand requiring CFO's approval/recommendation. Manage resources in the Chief Directorate. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES

:

Mr E.A. Abotsi Tel No: (012) 355 5050/6218

- APPLICATIONS** : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za
- POST 16/14** : **CHIEF DIRECTOR: ACCOUNTING REF NO: 17/16/26/4**
Re-advertised. Applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria
: A Senior Certificate with Bachelor's Degree/Advanced Diploma qualification (NQF 7) with Accounting, Management Accounting as recognised by SAQA. Must have 5 years proven experience at senior managerial level in financial environment. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have extensive knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government. Planning and organizing. Continuous improvement and service delivery. Strategic direction/management. Knowledge of Public Finance legislation and regulations. Department's financial systems. Vast knowledge and understanding of relevant policies and legislation, e.g. PFMA, National Treasury's Modified Cash Standard, GRAP, PSA, PSR, Treasury Regulations, PPPFA, LRA, BCEA, etc. Special requirements (skills needed): Financial management; Strategic planning, etc.
- DUTIES** : Oversee stores, services and related payments. Lead the implementation of payments for medical, corporate, cash and suppliers. Ensure the establishment and maintenance of relationship with relevant stakeholders. Provide strategic advice to relevant internal and external stakeholders. Lead the implementation of recommended intervention and improvement of processed and systems. Oversee the management of central accounts. Guide the implementation of account control. Ensure the application of bank management processes in the Department. Advice on the central accounts matters. Ensure the application of Modified Cash Standard in the preparation of monthly, quarterly and Annual preparation of Financial Statements and records. Provide strategic direction on debt management. Lead the implementation of personnel payment. Provide monitoring strategy for the payment of salaries, wages and allowance to personnel of the department. Ensure effective management of foreign and domestic S&T claim services. Lead the implementation of final payment processes. Report quarterly on Chief Directorate Budget Management performance to the CFO and develop corrective action plans for unsatisfactory performance. Oversee the development and implementation of accounting processes in accordance with Government's regulatory frameworks. Provide executive leadership and direction for alignment of accounting policies to the regulatory framework. Lead the maintenance of Accounting Systems. Provide executive direction on the identification and mitigation of risks associated with accounting services. Develop and align Operational Plan with the departmental strategy. Provide executive Guidance on implementing of new developments in accounting. Establish and maintain relationships with internal and external stakeholders. Manage Resources of the Chief Directorate. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.
- ENQUIRIES APPLICATIONS** : Mr E.A. Abotsi Tel No: (012) 355 5050/6218
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/15 : **CHIEF DIRECTOR: INTERNATIONAL AFFAIRS REF NO: 17/16/26/5**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : ARMSCOR Building, Erasmuskloof, Pretoria
: A Senior Certificate with Bachelor's Degree/Advanced Diploma qualification (NQF 7) in Political/Social/Human-Science/International Relations as recognised by SAQA. Must have 5 years proven experience at senior managerial level in International Relations or related field. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course.

DUTIES : Oversee the strategic direction for Defence International Affairs. Ensure Defence International Affairs Policy and Strategic Business Plan. Render specialises management and advice to enhance civil control of defence in support of the Secretary for Defence. Provide priorities for the establishment of multilateral international agreements. Establish internal control systems for the execution of Defence International Affairs. Determine priorities for defence diplomacy initiatives. Promulgate departmental Defence International Affairs (DIA) objectives and priorities. Promulgate DIA policy and instructions. Establish a planning model for the establishment of DIA. Ensure inclusion of signed agreements in Departmental strategic plans. Promulgate departmental performance reports on DIA. Ensure the alignment of DIA initiatives with the Presidency, the MOD and South Africans Foreign policy. Lead the Defence Multilateral and Bilateral Affairs. Facilitate approval process for defence international agreements. Prepare and submit prescribed document. Coordinate DOD international agreement liaison initiatives. Compile comprehensive instructions with regards to the maintenance and/or enhancement of international defence agreements. Establish internal control systems for international defence agreements. Establish multilateral defence commitment. Maintain liaison channels with multilateral organisations. Oversee the adherence to International Legal instrument. Analyse international legal instruments including Treaties, PACTS, MOU, Protocols, SOFA's, TCC Agreements, IO's and technical arrangement. Scrutinise DIA agreements documentation to ensure adherence to international Legal prescripts. Provide specialist advice on international legislation. Manage resources in the Chief Directorate. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES APPLICATIONS : Maj Gen N.E. Mkhize Tel No: (012) 339-5201.
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrm.staffing@dod.mil.za

OTHER POSTS

POST 16/16 : **ASSISTANT DIRECTOR: CONTRACT MARKETING REF NO: DPSP/15/16/26/01**

SALARY : R487 197 – R584 370 per annum (Level 09)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma (NQF Level 7) or relevant qualification. A minimum of three (3) years' supervisory experience in Arms Control. Special requirements (Skills needed): Communication skills (Verbal and Written communication), Strong Leadership, Conceptual thinking and Problem Solving Skills, Computer Skills, Management Skills, Strategic Management Skills, Policy Analysis, Planning and Programming Skills. Knowledge of Government Policies, Departmental policies and procedures. Public Finance Legislation, Good Knowledge with regards to Strategic Planning Extensive knowledge on Conventional Arms

Control, Understanding of the Defence Industry, Understanding of Regulation as a Function. The person to be appointed should have the following general attributes: Honesty, Integrity, Hard Working, Firm, Fair, Strategic Thinker, Strong Leadership, High Ethical Standards, Personal Drive, Empathetic, Intuitive Thinker, Perceptive, Incisive, Decisive and Good interpersonal relations.

DUTIES : Successful candidate will be responsible to process permit applications (contracting and marketing) and perform the following key functions: obtain validation of applications' information, obtain approval for issuing permits and furnish approved permits, provide/issue approved permits.

ENQUIRIES APPLICATIONS : Mr S.P. Mashaba Tel No: (012) 335 6133
: Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za

POST 16/17 : **ADMINISTRATIVE OFFICER REF NO: DPSP/15/16/26/02**

SALARY CENTRE REQUIREMENTS : R413 001 – R486 501 per annum (Level 08)
: Armscor Building, Erasmuskloof, Pretoria
: Grade 12 (NQF Level 4) or equivalent with a recognised National Diploma/Advanced Certificate at (NQF Level 6) in Office Administration/Public Administration or Management or relevant qualification. A minimum of three (3) years' experience in the related field. Special requirements (Skills needed): Knowledge of relevant Public Sector Policies, Legislation, Regulations and Acts. Knowledge of Departmental policies and procedures. Good interpersonal skills, organising and planning skills, communication skills (written and verbal). Understanding of financial management, Problem solving and decision-making skills. Analytical thinking. Advanced Computer Skills and high level of professionalism. Highly reliable.

DUTIES : Successful candidate will be responsible to provide administrative support services within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Assist with planning and implementation in respect of the business plan of the Directorate. Assist with the administration of Human Resource Management, Logistics and Asset, Financial administration support service and Provide support in respect of Information, Communication and Technology administration.

ENQUIRIES APPLICATIONS : Ms P.P. Gabuza Tel No: (012) 335 5210
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Phumelele.Gabuza@dod.mil.za

POST 16/18 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: DPSP/15/16/26/03**

SALARY CENTRE REQUIREMENTS : R237 453 – R279 708 per annum (Level 05)
: Armscor Building, Erasmuskloof, Pretoria.
: Grade 12 (NQF Level 4) or equivalent. No experience required. Supply Chain Management Certificate will be an added advantage. Special requirements (Skills needed): Knowledge: Relevant Public Sector Policies, Legislation, Regulations and Acts. Knowledge of Departmental policies and procedures. Skills: Good interpersonal skills, organising and planning skills, communication skills (written and verbal) and computer literate.

DUTIES : Successful candidate will be responsible to render supply chain management support services within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Render asset management support service, render demand and acquisition service, render logistical support and report on supply chain management.

ENQUIRIES APPLICATIONS : Ms R.F. Mahlangu Tel No: (012) 335 6034
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Phumelele.Gabuza@dod.mil.za.

<u>POST 16/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: DPSP/15/16/26/04</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Armcor Building, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Good interpersonal skills, organising and planning skills, communication skills (written and verbal) and Computer literate.
<u>DUTIES</u>	:	Successful candidate will be responsible to provide registry services within the Directorate Conventional Arms Control and perform the following key functions: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Ms R.F. Mahlangu Tel No: (012) 335 6034
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Armcor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Phumelele.Gabuza@dod.mil.za.
<u>POST 16/20</u>	:	<u>SECRETARY REF NO: DPSP/15/16/26/05</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Armcor Building, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirement (Skills needed): Knowledge in client services, secretarial or related occupation will be an added advantage. Applicants who have completed internship in Public Service will be given preference. Applicants with prior learning, either by means of experience or alternative courses may apply. Computer literacy (Microsoft Word, Excel, Power Point, etc). Job related skills: Good telephone etiquette, Sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Ability to act with tact and discretion and good presentation skills. Ability to do research and analyse documents and situations. Good communication skills (written and verbal). Ability to act with tact and discretion and Good presentation skills. Knowledge of Departmental policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refers the call to the correct role players if not meant for the relevant Director. Record appointments and events on a diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. Fax machine, scanner and photocopier. Record appointments and events. Provide secretarial support services to the Director, Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invite roles players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the Director. Process all invoices that emanates from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers, telephonic accounts and attendance register. Receive, record and distribute all incoming and outgoing documents etc. Handle the procurement of standard items like office refreshment for the Director. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regards to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the Director. Study relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Prepare briefing and

notes for the Director as required. Keep manual filing system for the Director.
Maintain an electronic document management database.

ENQUIRIES

: Mr T.B. Khunou Tel No: (012) 355 5812

Ms M.P. Msimango Tel No: (012) 355 5974

APPLICATIONS

: Department of Defence, Defence Policy, Strategy and Planning Division,
Directorate Risk Management, Private Bag X910, Pretoria 0001 or hand
delivered during office hours to: Armscor Building, Defence Headquarters Unit,
Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be
placed in the box at the reception or email to Sonnyboy.Nkosi@dod.mil.za