

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Legal Services Division, Private Bag X161, Pretoria, 0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria or email to Mafemo.Majutla@dod.mil.za
- CLOSING DATE** : 29 June 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 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 check (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.

OTHER POSTS

- POST 20/13** : **ADMINISTRATION CLERK REF NO: DLSD/19/20/26/01 (X2 POSTS)**
- SALARY** : R237 453 – R279 708 per annum (Level 05)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Proficiency in Microsoft, Office suits, Excel. Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Flexibility, Team work Interpersonal relationship skills, Problem solving, Maintain discipline.
- DUTIES** : Render clerical services to the Military Legal Services, perform a variety of routine directive intensive clerical duties. Handle less complicated routine correspondence, processing documents (letters notice, memorandum and submission etc, in relation to the Division functional activities. Answer telephone, make telephone calls on behalf of the Officer in charge and canilise telephone calls. Take notes and type documents of the Officer in charge. Submit the inland, expenditure and accommodation claims. Keep the Officer in charge diary and remind any meeting. Receive visitors and arrange refreshments. File documents. Perform a variety miscellaneous task for the Officer in charge such as compile and type letters of thanks and to accept, address or decline invitations. Perform elementary calculations and maintain and issue statistics. Receive and transmit message with a fax machine.
- ENQUIRIES** : Col E.O. Mothupi Tel No: (012) 355 5383, Lt Col A. Everitt Tel No: (012) 355 5334
- POST 20/14** : **SECRETARY REF NO: DLSD/19/20/26/02 (X2 POSTS)**
- SALARY** : R237 453 – R279 708 per annum (Level 05)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, High level of reliability, ability to act with tact and discretion.
- DUTIES** : 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** : Col E.O. Mothupi Tel No: (012) 355 5383, Lt Col A. Everitt Tel No: (012) 355 5334