

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 17 July 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 website 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. 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 a period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 23/11** : **ASSISTANT DIRECTOR: LIBRARY REF NO: DHRCM/19/23/26/01**
- SALARY CENTRE** : R487 197 – R584 370 per annum (Level 09)
: CMIS Division, Pretoria

<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent and Diploma (NQF Level 6) in Information Science and Information Management Science with a minimum of three (3) years functional experience in Library / Registry/Archive/ Information Management and Information science environment. Special requirements (skills needed): The promotion of the Constitution of the Republic of South Africa, 1996, The Promotion of Access to Information Act (PAIA), 2000 (Act No 2000), The Defence Act 2002 (Act No. 42 of 2002). The National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996, National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No.84 of 1982. The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002). SANS 11799:2005. Information and Documentation: Document Storage. Requirements for Archive and Library Materials. Fair knowledge of record office procedures, records and archive management procedure, especially storage and maintenance of records.
<u>DUTIES</u>	:	The incumbent will be responsible to manage corporate DOD Library service programme. Development and maintain of DOD library policy and procedures. Develop promotional and marketing plan for DOD libraries. Ensure that DOD libraries market their services to their respective clients, especially during Library Week (March each year) and World Book Day. (23rd of April each year) and READATHON week first of September each year). Co-ordinate an effective resource sharing system for DOD libraries. Provide functional support to DOD Libraries by attending all functional issues pertaining to library service in the DOD. Develop training program for DOD Library Personnel.
<u>ENQUIRIES</u>	:	Maj T.A. Goitsilwe Tel No: (012) 649 1540 or Ms K.S. Mopeli Tel No: (012) 649 1444.
<u>APPLICATIONS</u>	:	Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001, may be hand-delivered at Department of Defence CMIS Division, Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 0417, or email to Thapelo.Goitsilwe@dod.mil.za and Suzan.Mopeli@dod.mil.za
<u>POST 23/12</u>	:	<u>ASSISTANT DIRECTOR: ARCHIVIST REF NO: DHRCM/19/23/26/02</u>
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09)
<u>CENTRE</u>	:	CMIS Division, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) and Diploma (NQF Level 6) in Records and Archive Management/Information Management/Information Science with a minimum of three (3) years functional experience in Records office/ Registry/Archive/ Information Management and Information science environment. Special requirements (skills needed): The promotion of the Constitution of the Republic of South Africa, 1996, The promotion of the access to information Act (PAIA), 2000 (Act No 2000), The Defence Act 2002 (Act No. 42 of 2002). The national Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996, National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No.84 of 1982. The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002). Fair knowledge of record office procedures, records and archive management procedure, especially storage and maintenance of records.
<u>DUTIES</u>	:	To manage corporate archival records and conduct research, interpret and analyse all relevant higher-level legislation. The incumbent will be responsible to manage the DOD record Classification systems (ie DOD File Plan) by maintaining and update the master copy of the file plan electronic and paper based version. Evaluate records by providing Service /Division FSEs with specialist advice and guidance regarding the disposal of records. Manage the subordinates by establishing a formal assessment training and development framework for records management staff at all levels. Develop Competency framework and ETD programme for records management officials by presenting lectures, briefing and awareness sessions on records management issues.
<u>ENQUIRIES</u>	:	Maj T.A. Goitsilwe Tel No: (012) 649 1540 or Ms K.S. Mopeli Tel No: (012) 649 1444.
<u>APPLICATIONS</u>	:	Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001, may be hand-delivered at Department of Defence CMIS Division, Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 0417, or email to Thapelo.Goitsilwe@dod.mil.za and Suzan.Mopeli@dod.mil.za

POST 23/13 : **ARCHIVIST REGISTRY CLERK SUPERVISOR REF NO: DHRCM/19/23/26/03**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : CMIS Division, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) and Diploma (NQF Level 6) in Records and Archive Management/Information Management/Information Science, with a minimum of three (3) years functional experience in record office/ registry/archive/ information management /information science environment. Special requirements (skills needed): Problem Solving skills, ability to physically manage the processing and storage of records; communicate effectively verbally and in writing; proficiency in English. Planning and organizing skills; computer skills (proficient in Ms word and Excel); understanding of archival and information related legislation (specifically the National Archives of South Africa Act, Act 43 of 1996 and Promotion of Access to Information Act, Act 02 Of 2002). Fair knowledge of record office procedures, records and archive management procedure, especially storage and maintenance of records.

DUTIES : The incumbent will be responsible for Design, evaluate, implement and maintain records classification systems by facilitating practical implementation of the approved system. Provide Records Management Training by updating the training manual and compile in line with policies and procedures. Conduct appraisal of records management training and conduct a contextual analysis, a comprehensive study of the organization concerned. Conduct inspection to ensure compliance with proper records. Provide professional support and advice to stakeholders and participate in consultation meeting and Fora to address relevant concerns and problems with regards to records management practices. Collect, research and transcribe oral history records and undertake research to identify potential sources. Promote and Market archival functions and services.

ENQUIRIES : Maj T.A. Goitsilwe Tel No: (012) 649 1540 or Ms K.S. Mopeli Tel No: (012) 649 1444.

APPLICATIONS : Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001, may be hand-delivered at Department of Defence CMIS Division, Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 0417, or email to Thapelo.Goitsilwe@dod.mil.za and Suzan.Mopeli@dod.mil.za

POST 23/14 : **ADMINISTRATION CLERK SUPERVISOR REF NO: NAVAL/20/23/26/01**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Fleet Command HQ: Inspectorate Naval Ordinance (INO), Simon's Town
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. A minimum of three (3) years' experience in an administrative environment. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English at all levels. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to produce correspondence. Proficiency in MS Office Suite. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the office administration service provided to the manager. Supervisory, planning, organising and problem solving skills. Telephone etiquette and excellent Typing skills.

DUTIES : Manage the office support function of the Inspectorate Naval Ordinance (INO) office. Manage the Administration Section of INO. Manage all aspects of the INO registry. Administer all INO related administrative functions. Manage the SA Naval Ammunition Service Life Monitoring Database (including restriction list). Advise members within INO of changes with regards to related functions. Performs divisional functions. Administer the Work Attendance Register within INO.

ENQUIRIES : Capt (SAN) W. Kroukamp Tel No: (021) 787 3816/074 871 7871

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/15 : **ADMINISTRATION CLERK SUPERVISOR REF NO: NAVAL/20/23/26/02**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : SAS Simonsberg, Simon's Town

- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. A minimum of three (3) Years' experience in a Media Centre environment. Emerging Management Development Programme certificate or similar suitable management qualification would be an advantage. OHS, First Aid Level 1, CSW certificates will serve as an added advantage. Special requirements (Skills needed): Computer literacy (PC Graphic Art programs (Corel draw, Photoshop), MS Office Suite, MS Word, Excel and Power Point. Knowledge of Basic Media Equipment and Office administration. Production of Training Material. Experience in the procurement and petty cash process. Experience in liaising with outside service providers with regard to printing hardware maintenance. Ability to communicate effectively (written & verbal) in English at all levels. Analytical thinking. Conducting research and problem solving skills. Strong interpersonal skills. Ability to manage workflow in a fast paced environment. Management of consumable and permanent assets. Ability to implement and support e-learning training material. The applicant must be able to work independently or in a team.
- DUTIES** : Produce Training material (présis, charts, certificates). Provide advice on training material related functions. Perform basic office administrative actions. Control of training aids, material and equipment. Provide a reproduction service. Manage the procurement and Petty Cash duties. Conduct supervision of media section staff including execution of the Performance Management Development System process and divisional duties. Maintain an incident log for the personnel in the media centre. Conduct short and medium term requirements for submission to the Unit training manager. Maintain a database of the utilisation of printing and consumable assets in the media centre. Supervise the maintenance of auditable documents produced by the media department (Certificates, Précis, Confidential material etc.) for the Unit Training Manager. Manage the workflow efficiently within the Media Centre. Supervise and maintain a clean, neat work environment
- ENQUIRIES** : SWO D.H.L. Norris Tel No: (021) 787 4769
- APPLICATIONS** : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/16** : **ADMINISTRATION CLERK SUPERVISOR REF NO: NAVAL/20/23/26/03**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Naval Base Simon's Town: HR Administration Support
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. A minimum of three (3) years' experience in Career/HR Administration environment. Special requirements (Skills needed): Good communication skills both verbal and written. Computer literacy. Leadership and management skills. Command and control knowledge. Problem solving skills. Interpersonal proficiency. Mathematical ability. Self-discipline. Physical skills capability. Initiative and decision making skills. Reasoning ability. Interpersonal proficiency. Self-discipline.
- DUTIES** : Administer the more complex aspects of Performance Assessment for Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP). Verify the administration of discipline offences on mainframe. Administer grievances, by investigating nature of grievance and draft unit's response. Update education qualifications on mainframe.
- APPLICATIONS** : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- ENQUIRIES** : Cdr J. Howe, Tel: 021 787 4220
- POST 23/17** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/04**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
- CENTRE** : SA Naval College, Gordon's Bay
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in Technical and Logistic environments will be an advantage. Special requirements (Skills needed): Administration and management will be a strong recommendation. Computer literacy (Ms Word, Excel and Outlook). Ability to communicate effectively, (written and verbal) in English, at all levels. Ability to work independently and also as part of a team. Ability to multi-task and have general administration capabilities. Good organising and interpersonal skills,

- problem and analytical skills. Good planning and administration skills. Compliance to Policies and Procedures.
- DUTIES** : The post incumbent will be required to perform routine clerical duties, manage logistic requirements for the Technical Department and manage the planned maintenance system on the Operational Support Information System (OSIS). Analyse reports, trends and follow-up on outstanding reports. Handle routine correspondence and documents. Manage the job card system. Process documents for logistic requirements. Control all incoming and outgoing technical stores. Manage and enforce the planned maintenance. Perform secretarial duties during meetings and do general typing as required. Collect or compile work statistics such as placing demands to Stores department, issuing of stock received, the accounting of stock, fuel returns, the placing of work orders and job card creation and processing and the managing of defects and repairs to facilities in the unit. Must be able to control contractors. Manage petty cash purchases with regard to documentation and quotations.
- ENQUIRIES APPLICATIONS** : CPO T.A. Ramugumo Tel No: (021) 787 2408
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/18** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/05**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Naval Staff College, Silvermine/Muizenberg
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Computer literate in MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Skilled in secretarial duties and strong inter-personal skills. Organising and planning skills.
- DUTIES** : Manage all training administration. Provide general office administration service. Assist in keeping of all training and qualification databases and record sheets up to date. Assist in compilation and printing of qualification certificates. Provide Front Office presence. Control Logbooks, files etc. Facilitate bookings. Regulate general files. Control of the internal telephone directory and recall lists. Ensure all electronic documentation is backed up regularly.
- ENQUIRIES APPLICATIONS** : Cdr T.J. Kolobe at 081 475 0712
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za.
- POST 23/19** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/06**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: SA Navy Headquarters, Pretoria
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Computer literate in MS Office suite. Ability to communicate effectively (written and verbal) in English, at all levels. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Telephone etiquette and excellent typing skills. Ability to provide excellent customer service. Planning, organising and problem-solving skills.
- DUTIES** : Provide administrative, secretarial and registry service. The provision of office supplies. Provide general admin service to Senior Staff Officer Naval Chaplain Services (SSO NCS). Control and processing of incoming and outgoing mail and signals. Prepare and distribute SSO NCS's monthly programme to all concerned. Arrange transport and accommodation for SSO NCS's visits. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc.
- ENQUIRIES APPLICATIONS** : Ms T.C. Sibaya Tel No: (012) 339 4185/4186
: WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001, or email ssoncm@sanavy.co.za

FOR ATTENTION : Ms T.C. Sibaya

POST 23/20 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/07**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : SA Naval Publications Unit, Simon's Town
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Office administration exposure would be an advantage. Special requirements (Skills needed): Proficiency in MS Office Suite, especially MS Word and MS Excel. Ability to communicate effectively (written and verbal) in English, at all levels. Strong evaluation skill in English grammar. Strong analytical skill for written formats. Excellent interpersonal skills. Problem solving and focussed attention to detail. Be able to work unsupervised when required.

DUTIES : Handle classified information in accordance with prescribed rules of information security. Receive and input data for new publications. Configure data to naval formatting standards in preparation for printing. Amend publications as changes are made. Receive and input as well as configure data for the production of Naval and Fleet Orders. Proof-read all draft copies of amended and new publications and make corrections as necessary. Maintain the master filing system of all amendments and changes to publications. Destroy all outdated publication materials and maintain archives as prescribed. Assist with day-to-day office operational duties.

ENQUIRIES : WO1 R.P. Hughes Tel No: (021) 787 3205
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/21 : **ADMINISTRATION CLERK (PRODUCTION) REF NO NAVAL/20/23/26/08**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : SA Naval Publications Unit, Simon's Town
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in administration, and / or qualification in digital photography, graphic design or art would be an advantage. Special requirements (Skills needed): Knowledge of MS Office Suite, MS Word, MS Excel and MS PowerPoint. Artistic skills. Knowledge of computer aided applications, computer to print skills and Adobe essentials. Ability to communicate effectively (written and verbal in English). Excellent interpersonal skills. Problem solving and practical skills. Be able to work individually.

DUTIES : Record, organise, and store Generate Job Cards. Assist with image archiving. Capture and retrieve correspondences, archived images, and supply clients with approved images and data (line functions). Update registers and statistics. Handle routine enquiries. Scrutinise documents to determine actions / information / other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write / type documents, memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send emails / facsimiles. Distribute Photographic Jobs / documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Always keep and maintain incoming and outgoing documents register of the component.

ENQUIRIES : WO2 M. Venter Tel No: (021) 787 3326/3327
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/22 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/09**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : SAS Simonsberg, Simon's Town
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in Media Centre environment would be an advantage. Special requirements (Skills needed): Emerging Management Development Programme certificate or similar suitable management qualification would be an advantage. Occupational Health and Safety (OHS), First Aid Level 1, Conventions of Service Writing (CSW) certificates will serve as an added advantage, Computer literacy (PC Graphic Art programs (Corel draw, Photoshop), MS

Office Suite, MS Word, Excel and Power point). Knowledge of Basic Media Equipment and Office administration. Production of Training Material. Experience in the procurement and petty cash process. Experience in liaising with outside service providers with regards to printing hardware maintenance. Ability to communicate effectively (written & verbal) in English at all levels. Analytical thinking. Conducting research and problem solving skills. Strong interpersonal skills. Ability to manage workflow in a fast paced environment. Management of consumable and permanent assets. Ability to implement and support e-learning training material. The applicant must be able to work independently or in a team.

DUTIES : Produce Training material (précis, charts, certificates). Provide advice on training material related functions. Performing basic office administrative actions. Control of training aids, material and equipment. Provide a reproduction service. Manage the procurement and Petty Cash duties. Conduct supervision of media section staff including execution of the Performance Management Development System (PMDS) process and divisional duties. Maintain an incident log for the personnel in the media centre. Conduct short and medium term requirements for submission to the Unit training manager. Maintain a database of the utilization of printing and consumable assets in the media centre. Supervise the maintenance of auditable documents produced by the media department (Certificates, Precis, Confidential material etc.) for the Unit Training Manager. Manage the workflow efficiently within the Media centre. Supervise and maintain a clean, neat work environment.

ENQUIRIES : SWO D.H.L. Norris Tel No: (021) 787 4769
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/23 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/10**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : SAS Wingfield, Wingfield Military Base, Goodwood
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of a media environment. Computer literate in MS Office Suite. Knowledge of computer aided applications, i.e. CorelDraw, Adobe Photoshop, Adobe Light room, etc., would be an advantage. Ability to communicate effectively in English (written and verbal) in English, at all levels. Ability to work under pressure and sense of responsibility. Ability to work individually and in a team.

DUTIES : Provide a Media clerk service to all the training personnel of SAS Wingfield in support of training. Design and manufacture training aids/material using computer graphics software, desktop publishing. Design posters of cross sections of machinery. Administer production management procedures. Administer office management procedures. Produce large volumes of copies accurately to specifications on deadline. Operate and maintain high volume copiers; organise, prioritise and evaluate the most cost effective way of processing the work orders. Provide documents laminating, punching and binding service to students and staff document. Administer office management procedures.

ENQUIRIES : Mr B. Gambushe Tel No: (021) 590 2620/SWO A.D. Gwayi Tel No: (021) 590 2853

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/24 : **PERSONNEL OFFICIAL (PRODUCTION) REF NO: NAVAL/20/23/26/11**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Naval Base Durban
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Knowledge in the Human Resources (HR) environment would be an advantage. Special requirements (Skills needed): Knowledge of Public Service / SANDF HR administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office Suite will be an advantage, particularly MS Excel and MS Word. Ability to communicate effectively (written and verbal)

- in English, at all levels. Analytical thinking, policy interpretation, problem-solving and decision making skills.
- DUTIES** : Provide Leave Administration, Inland Accommodation Expenditure and Housing services. Administer of Course Nominations. Administer of Transfer Requests. Administer Performance Assessments and Incentives. Administer Grievance Submissions. Administer Contract Renewals.
- ENQUIRIES APPLICATIONS** : Cdr S.K. Sibiyi Tel No: (031) 460 6143
: Cdr S.K. Sibiyi, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za
- POST 23/25** : **PERSONNEL OFFICIAL (PRODUCTION) REF NO: NAVAL/20/23/26/12**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Naval Base Simon's Town: HR Administration Support
: Grade 12 (NQF Level 4) or equivalent. No experience required. Knowledge of Leave administration and general HR Maintenance experience would be an advantage. Special requirements (Skills needed): Sound knowledge of the relevant HR Administration functional areas. Sound knowledge of ability to utilize MS Office Suite. Ability to conduct routine functional process activities. Ability to communication effectively (written and verbal) in English, at all levels, i.e. ability to communicate with Departmental stakeholders on the total spectrum of work unit activities. Good report writing skills. Ability to compile letters, memorandums and statistics iro the relevant function areas.
- DUTIES** : Assist in administrating of all leave types. Assist in the issuing and receiving of work attendance registers, assisting in the administrating of leave queries and credits. Assist in the administrating of the termination of leave, assisting in the administrating of the discounting of leave and assisting in the administrating of temporary incapacity leave / Ill health retirement requirements.
- ENQUIRIES APPLICATIONS** : Cdr E. Buthelezi Tel No: (021) 787 4090
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand deliver to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/26** : **PERSONNEL OFFICIAL (PRODUCTION) REF NO: NAVAL/20/23/26/13**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Naval Base Simon's Town: HR Support Satellite
: Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in the Human Resources (HR) environment would be an advantage. Special requirements (Skills needed): Knowledge of Public Service / SANDF HR administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office Suite, particularly MS Excel and MS Word. Ability to communicate effectively (written and verbal) in English, at all levels. Analytical thinking, policy interpretation, problem-solving and decision making skills.
- DUTIES** : Include adopted children, life partners and spouses on medical strength. Administer the change of medical dependents. Registration of marriages and divorces. Administer the Occupational Diseases and Injuries on Duty for Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP). Execute the administration the Group Life Insurance Scheme and reimbursement of medical accounts.
- ENQUIRIES APPLICATIONS** : Cdr E. Buthelezi Tel No: (021) 787 4090
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/27** : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/20/23/26/14**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: SAS Saldanha, Saldanha Military Base, Saldanha
: Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in a HR environment would be an advantage. Special requirements (Skills needed): Computer skills. Proficiency and completed courses in MS Office Suite, particularly MS Word and MS Excel. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to maintain confidential, sensitive and secure information. Strong analytical, reasoning and organizations skills.

Problem solving, decision making, client service skills. Ability to write reports. Ability to operate under immense pressure.

DUTIES : Provide Leave Administration service. Provide an Inland Accommodation Expenditure services. Provide Remuneration Administration service. Provide Service Termination administration. Provide Personnel Movement Control service. Provide Medical Administration service. Provide Medals and Awards service. Provide Housing service. Provide Personnel Records service. File documentation in an orderly and easily accessible way. Ensure register is updated accordingly. Type basic correspondence, i.e. letters and reports. Support seniors. Render any additional duties/tasks assigned by the supervisor.

ENQUIRIES APPLICATIONS : Lt Cdr L.W. Moqekoane Tel No: (022) 702 3630
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/28 : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/20/23/26/15 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: SAS Simonsberg, Simon's Town
: Grade 12 (NQF Level 4) or equivalent. No experience required. Knowledge of HR Maintenance would be an advantage. Special requirements (Skills needed): Ability to conduct relevant system transactions. Ability to conduct relevant functional process activities. Ability to utilise the MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels, i.e. with departmental stakeholders on the total spectrum of work unit activities. Ability to verbally communicate with internal / external clients. Ability to verbally communicate with external private sector stakeholders. Ability to compile memorandums and registers regarding the relevant functional areas.

DUTIES : Undertake administration of the following client services: Leave, Medical, Medals and Awards, Termination of Service, Housing, Official Travel, Inland and Accommodation Expenditure, Remuneration, Personnel Records.

ENQUIRIES APPLICATIONS : WO1 M. Marimuthu Tel No: (021) 787 5580
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/29 : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/20/23/26/16**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: SAS Wingfield, Wingfield Military Base, Goodwood
: Grade 12 (NQF Level 4) or equivalent. No experience required. HR administration exposure will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English, at all levels. Interpersonal and organising skills. Computer literacy in MS Office Suite, especially MS Word and MS Excel. Incumbent will be exposed to prolonged periods of computer use.

DUTIES : Post incumbent will be required to provide HR administration support service to the entire Unit, include liaising with internal and external stakeholders. Administration of Leave, Inland and Accommodation Expenditure (IAE), Remuneration, Service Termination, Personnel Movement Control, Medical and Awards administration, Housing and Personnel Records services.

ENQUIRIES APPLICATIONS : WO1 S. Bawa Tel No: (021) 590 2777
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/30 : **PROVISIONING ADMINISTRATION CLERK REF NO: NAVAL/20/23/26/17**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: Naval Base Simon's Town: Base Supply Organisation
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge in stores provisioning administration and management will be a strong recommendation. Courses done in Depot Inventory Management System, e.g. Organisation Information Support Systems (OSIS) & Depot Stores Accounting will be advantageous. Good

- organising skills, interpersonal skills, good planning and administration skills. Good communication skills verbally and written. Ability to manage and ensure stock reserves.
- DUTIES** : Capture data on the materials requirement in order to ensure that material requirements are satisfied on time. Manage demands placed by units. Provide a provisioning advice administration service for system commodity requirements. Implement job training requirements.
- ENQUIRIES APPLICATIONS** : SWO V. Mpela Tel No: (021) 787 3946
Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/31** : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/18**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
SAS Wingfield, Wingfield Military Base, Goodwood
Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in store warehousing, administration and materiel environment would be an advantage. Special requirements (Skills needed): Proficiency in MS Office Suite. Completed Inventory Management System, e.g. OSIS, would be an advantage. Ability to communicate effectively (written and verbal) in English, at all levels. Good organizing, interpersonal, problem solving and analytical skills. Good planning and administration skills. Ability to work independently.
- DUTIES** : Conduct demand and disposal administration. Administer serviceable and the return of repairable items. Conduct store transit administration. Participate in the stocktaking of main ledgers.
- ENQUIRIES APPLICATIONS** : WO2 H.E. Van Rooyen Tel No: (021) 590 2638
Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/32** : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/19**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
SAS Wingfield, Wingfield Military Base, Goodwood
Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in store warehousing, administration and materiel environment will be an advantage. Special requirements (Skills needed): Prophecy in MS Office Suite. Completed Inventory Management System course, e.g. Organisation Support Information System (OSIS), would be an advantage. Proven Ability to communicate effectively (written and verbal) in English, at all levels. Good organizing, interpersonal, problem solving and analytical skills. Good planning and administration skills. Ability to work independently.
- DUTIES** : Conduct victual accounting administrations. Conduct Distribution Account (DAC) muster and DAC transfer. Conduct Petty cash purchases and services. Participate in the stocktaking of main ledgers. Report loss and damage.
- ENQUIRIES APPLICATIONS** : WO2 H.E. Van Rooyen Tel No: (021) 590 2638
Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/33** : **SECRETARY REF NO: NAVAL/20/23/26/20**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
SA Navy Headquarters, Pretoria
Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Proficiency in MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Telephone etiquette and excellent typing skills. Ability to provide excellent customer service. Planning, organising and problem solving skills.
- DUTIES** : Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members.

Render a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.

ENQUIRIES APPLICATIONS : Ms T.C. Sibaya Tel No: (021) 339 4185/4186
: WO2 W.M. Simango SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria 0001, Attention: Ms T.C. Sibaya, or email ssoncm@sanavy.co.za

POST 23/34 : **SECRETARY REF NO: NAVAL/20/23/26/21**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: SA Navy Headquarters, Pretoria
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Knowledge of MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to provide excellent customer service. Telephone etiquette and excellent typing skills. Planning, organising and problem solving skills.

DUTIES : Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Render a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.

ENQUIRIES APPLICATIONS : Ms T.C. Sibaya Tel No: (021) 339 4185/4186
: WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001, or email to ssoncm@sanavy.co.za

FOR ATTENTION : Ms T.C. Sibaya

POST 23/35 : **SECRETARY REF NO: NAVAL/20/23/26/22**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: SA Navy Headquarters, Pretoria
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special Requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Knowledge of MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to provide excellent customer service. Telephone etiquette and excellent typing skills. Planning, organising and problem-solving skills.

DUTIES : Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Render Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.

ENQUIRIES APPLICATIONS : Ms T.C. Sibaya Tel No: (012) 339 4185/4186
: WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001, or email to ssoncm@sanavy.co.za

POST 23/36 : **SECRETARY REF NO: NAVAL/20/23/26/23**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : SA Navy Headquarters, Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Knowledge of MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to provide excellent customer service. Telephone etiquette and excellent typing skills. Planning, organising and problem solving skills.

DUTIES : Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Render a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements / meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.

ENQUIRIES : Ms T.C. Sibaya Tel No: (012) 339 4185/4186
APPLICATIONS : WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria 0001, or email to ssoncm@sanavy.co.za

FOR ATTENTION : Ms T.C. Sibaya

POST 23/37 : **REGISTRY CLERK REF NO: NAVAL/20/23/26/24 (X3 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Naval Base Simon's Town: HR Administration Support
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English, at all levels. Knowledge of business planning, budgeting and functional supporting systems. Leadership, supervisory and team management skills. Ability to train subordinates. Ability to drive execution of plans through organisational values to reach objectives. Adaptability skills. Ability to exercise the departmental disciplinary system. Knowledge in Ms Office Suite. Ability to coach and mentor subordinates.

DUTIES : Collaborate in establishing and maintaining the work Unit's operational business framework and systems. Manage the work Unit's day-to-day requirements. Supervise the work Unit's personnel and general requirements.

ENQUIRIES : Cdr J. Howe Tel No: (021) 787 4220/3848
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/38 : **REGISTRY CLERK REF NO: NAVAL/20/23/26/25**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Naval Base Simon's Town: HR Administration Support
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Managerial and leadership skills. Computer Literacy in MS Office Suite. Understanding of specific environment. Command and control knowledge.

DUTIES : Receive, file, dispatch and distribute incoming and outgoing restricted and confidential correspondence. Create, maintenance, safekeeping and archiving of files. Faxing and Photostating.

ENQUIRIES : Cdr J. Howe Tel No: (021) 787 4220/3848
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/39 : **REGISTRY CLERK REF NO: NAVAL/20/23/26/26**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE REQUIREMENTS : Naval Staff College, Silvermine/Muizenberg
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of configuration processes would be an advantage. Knowledge of managing technical documentation. Proficiency in MS Office Suite. Accurate data capturing skills. Ability to communicate (written and verbal) in English, at all levels. Knowledge of general office administration, security regulations and reporting procedures. Telephone etiquette. Good interpersonal relations skills and ability to work under pressure in a team.

DUTIES : Provide configuration administration service. Perform configuration auditing. Control and distribution of documentation. Perform configuration control.

ENQUIRIES APPLICATIONS : Cdr T.J. Kolobe at 081 475 0712
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/40 : **REGISTRY CLERK REF NO: NAVAL/20/23/26/27**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
: SAS Wingfield, Wingfield Military Base, Goodwood
: Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Computer Literacy (Ms Word and Ms Excel). Knowledge and experience in Registry environment will be advantageous. Incumbent will be exposed to periods of walking, standing, climbing and lifting of heavy loads.

DUTIES : The post incumbent will be required to provide an efficient and effective unit postal services as well as record, organise, store and retrieve information. Perform provisioning and administrative functions for the HR department. Receive, dispatch and file incoming and outgoing mail. Creation, maintenance, safekeeping and archiving of files. Assist unit personnel with faxing and photocopying services.

ENQUIRIES APPLICATIONS : WO1 S. Bawa Tel No: (021) 590 2777
: Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/41 : **HANDYMAN REF NO. NAVAL/20/23/26/28**

SALARY CENTRE REQUIREMENTS : R170 226 - R200 523 per annum (Level 03)
: Naval Base Durban
: A minimum of ABET qualification. No experience required. Exposure in general building maintenance will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Ability to work under pressure and meet target dates. Supervising, planning, organising and problem solving skills in the painting environment. Sound knowledge of operating various building maintenance equipment and tools. Reasoning and ability to read and understand / Interpreting job requirements from instructions and drawings. Ability to operate various building maintenance. Knowledge of safety protocols.

DUTIES : Perform cleaning, 1st line building maintenance, i.e. fixtures, fittings and plumbing systems. Provide grounds maintenance services.

ENQUIRIES APPLICATIONS : Cdr E.J. Molema Tel No: (031) 460 6150
: Cdr S.K. Sibiyi, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za

POST 23/42 : **CLEANER REF NO: NAVAL/20/23/26/29 (X6 POSTS)**

SALARY CENTRE REQUIREMENTS : R144 024 - R169 656 per annum (Level 02)
: Naval Base Simon's Town (Buffer's Party: FCHQ)
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. 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 a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.
- DUTIES** : Perform cleaning related duties in offices or other facilities as determined by supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the workplace. Successful applicant can be expected to be a team leader. Assist with the training of and the introduction and use of equipment to subordinate personnel.
- ENQUIRIES** : S Lt D.M. Mogolane/WO2 S. Brijlal Tel No: (021) 787 5239
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/43** : **CLEANER REF NO: NAVAL/20/23/26/30**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Simon's Town (Buffer's Party West Yard: Museum)
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): No experience required. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. 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 a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.
- DUTIES** : Perform cleaning related duties in offices or other facilities as determined by supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the workplace. Assist with the training of and the introduction and use of equipment to subordinate personnel.
- ENQUIRIES** : S Lt D.M. Mogolane/WO2 S. Brijlal Tel No: (021) 787 5239
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/44** : **CLEANER REF NO: NAVAL/20/23/26/31**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Simon's Town: Project Office
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): No experience required. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. 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 a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.
- DUTIES** : Perform cleaning related duties in offices or other facilities as determined by supervisor. i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the work place. Successful applicant can be expected to be a team leader. Assist with the training of and the introduction and use of equipment to subordinate personnel.
- ENQUIRIES** : S Lt D.M. Mogolane/WO2 S. Brijlal Tel No: (021) 787 5239
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/45** : **CLEANER REF NO: NAVAL/20/23/26/32**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Station Gqeberha

- REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): No experience required. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. 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 a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.
- DUTIES** : Undertake unit facility and terrain cleaning services. Perform cleaning related duties in offices or other facilities as determined by supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the work place. Remove waste paper bin refuse and replenish ablution consumables. Successful applicant can be expected to be a team leader. Assist with the training of and the introduction and use of equipment to subordinate personnel.
- ENQUIRIES** : PO S.A. Magutshwa Tel No: (041) 505 1005
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/46** : **FOOD SERVICE AID REF NO: NAVAL/20/23/26/33 (X2 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Durban
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed: Exposure in a galley cleaning and venue preparation environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Interpersonal skills to interact with clients.
- DUTIES** : Clean galley and galley equipment. Ensure that food stores and surroundings of galley are kept clean at all times. Prepare dining halls for all meals.
- ENQUIRIES** : WO1 N.P. Soni Tel No: (031) 460 6414
APPLICATIONS : Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za
- POST 23/47** : **FOOD SERVICE AID REF NO: NAVAL/20/23/26/34**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Simon's Town: SA Naval College, Gordon's Bay
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety procedures. Previous housekeeping/cleaning experience would be advantageous. Ability to apply hygiene measures. Knowledge of basic maintenance of kitchen machinery.
- DUTIES** : Clean and scrub galley and dining hall area, clear tables and wash cutlery, pots and all other kitchen related equipment, assist with unloading and packing away of victuals, setting up and clearing of tables when the need requires assist in minor food and beverage preparations and all other galley related functions as required by the Warrant Officer or Chief in Charge of the Galley.
- ENQUIRIES** : WO2 P.W. Davids Tel No: (021) 787 4944
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/48** : **GROUNDSMAN REF NO: NAVAL/20/23/26/35 (X3 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Durban

- REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure to the gardening environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety requirements. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team. Ability to prioritise and organise work.
- DUTIES** : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Plant flowers, trees and shrubs. Water lawns, landscapes and gardens. Monitor and maintain plant health. Ensure proper upkeep of sidewalks, parking 47 lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practice pest control. Assist preparing grounds for functions and parades. Handle and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Check the serviceability of the equipment.
- ENQUIRIES** : Cdr E.J. Molema Tel No: (031) 460 6150
APPLICATIONS : Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za
- POST 23/49** : **GROUNDSMAN REF NO: NAVAL/20/23/26/36**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Simon's Town: SAS Saldanha, Saldanha Military Base, Saldanha
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure to gardening would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills and ability to work in a team. Ability to handle hand tools.
- DUTIES** : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Plant flowers, trees and shrubs. Water lawns, landscapes and gardens. Monitor and maintain plant health. Ensure proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Remove refuse. Practice pest control. Assist preparing grounds for functions and parades. Handle and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Check serviceability of equipment and machinery and report defects.
- ENQUIRIES** : WO1 S. Mdawe Tel No: (022) 702 3630
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
- POST 23/50** : **HOUSEHOLD AID REF NO: NAVAL/20/23/26/37 (X2 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Durban
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure in a domestic cleaning and laundry environment would be an advantage. Ability to communicate effectively (verbal) in English. Knowledge of domestic services, processes and procedures. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Interpersonal skills to interact with clients.
- DUTIES** : Clean single quarters, communal ablutions and other communal areas. Undertake launder of linen and clothes.
- ENQUIRIES** : WO1 N.P. Soni Tel No: (031) 460 6414
APPLICATIONS : Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za

POST 23/51 : **HOUSEHOLD AID REF NO: NAVAL/20/23/26/38**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Simon's Town: SA Naval College, Gordon's Bay
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure in Housekeeping / cleaning would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety procedures. Ability to apply hygiene measures. Knowledge of basic maintenance of machinery.

DUTIES : Clean and scrub galley and dining hall area, clear tables and wash cutlery, pots and all other kitchen related equipment. Clean galley equipment and assist with unloading and pack away victuals, set up and clear tables when the need requires, assist in minor food and beverage preparations and all other galley related functions as required by the Warrant Officer or Chief in Charge of the Galley.

ENQUIRIES : WO2 P.W. Davids Tel No: (021) 787 4944
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/52 : **MESSENGER REF NO: NAVAL/20/23/26/39 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Naval Base Simon's Town: HR Administration Support
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Driving ability and experience would be advantageous. Ability to obtain a Military Driver's Licence. Ability to communicate (written and verbal) in English. Basic planning and organising skills. Problem solving skills. Time management. Basic computer skills. Operation of office equipment (photocopier, fax etc.). Basic knowledge of Health and Safety procedures.

DUTIES : Assist with basic Registry tasks including sort out and fax private and official mail. Ensure safekeeping of documents. Distribute and deliver mail, documents, files, parcels, etc., to internal and external service centres or satellite offices. Collect mail, documents parcels to internal and external units. Update document register.

ENQUIRIES : Cdr J. Howe Tel No: (021) 787 4220/3848
APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za