

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 24 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 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. 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 the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 24/12** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: SG 01/24/26/01**
- SALARY** : R338 106 - R398 277 per annum (Level 07)

- CENTRE** : South African Military Health Service HQ, PSAP Nodal Point, Lyttelton, Pretoria.
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4) or equivalent. Three (3) years' experience in Human Resource /PSAP Maintenance environment. Special requirements (Skills needed): Computer literacy (Word and Excel organizing and interpersonal relationship skills, basic knowledge of the mainframe system and may have HR courses Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) and Treasury Regulations. Proven ability to communicate effectively (verbal and written), orientated towards teamwork and receptive to work related suggestion. Enthusiastic and positive personal conduct.
- DUTIES** : The suitable candidate will be responsible for the following duties: Administration of re-appointments of professionals (Medical, Allied and Clinical). Transfers, detached duty, Capturing of Commuted Overtime, Rural and Deep Rural Allowances, Grade Progression, Restructuring of OSD Packages and Salary Audits.
- ENQUIRIES** : Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
- APPLICATIONS** : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or hand deliver to LEW Building, Cnr Selborne and Trichard Ave, Lyttelton. [samhspaphr@dod.mil.za](mailto:samhspaphr@dod.mil.za)
- POST 24/13** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/02**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Area Military Health Unit Western Cape (AMHU WC), Wynberg
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years' experience in Human Resource Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : The suitable candidate will be responsible for the following duties: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers enquiries. Handle routine enquires. Make photocopies and receive or send facsimiles. Distribute documents/package to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and /or other correspondence when required. Keep and maintain the incoming and outgoing register of the component.
- ENQUIRIES** : Major T.B. Nkonzo Tel No: (021) 799 6893 or WO2 Ndebele Tel No: (021) 799 6892
- APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU WC, Wynberg, Private Bag X10, Wynberg, 7824 or hand deliver to Burren Road Wynberg 7824 or email to [Theodora.nkonzo@dod.mil.za](mailto:Theodora.nkonzo@dod.mil.za)
- POST 24/14** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/03**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Military Base Hospital, Lohatla
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills. Problem solving.
- DUTIES** : Ensure all patient related tasks, reception, data capturing, management of medical debts, management of accounts, spectacle services. Managing health records. The applicants will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record and telephonic enquiries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.
- ENQUIRIES** : Major L.D. Masalisa Tel No: (053) 830 3225

- APPLICATIONS** : Department of Defence, South African Military Health, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangaan Road, Postmasburg, 8420 or email [Lorna.masalisa@dod.mil.za](mailto:Lorna.masalisa@dod.mil.za)
- POST 24/15** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/04 (3X POSTS)**
- SALARY** : R338 106 - R398 277 per annum (Level 07)  
**CENTRE** : 3 Military Hospital, Bloemfontein.  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Manage medical records, receiving capturing and scanning of medical records. Render a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compile weekly and monthly statistics for management. Retrieve records for HCPs/management. Problem. Facilitate medical authorities. Medical debtor and invoice management.
- ENQUIRIES** : Maj L. Tshita Tel No: (051) 402 2213  
**APPLICATIONS** : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenberg road, Tempe, Bloemfontein or email to [3milHR@dod.mil.za](mailto:3milHR@dod.mil.za)
- POST 24/16** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/05**
- SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : 3 Military Hospital, Bloemfontein  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : The suitable candidate will be responsible for the following duties: Management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescriptions.
- ENQUIRIES** : Maj L. Tshita Tel No: (051) 402 2213  
**APPLICATIONS** : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenberg road, Tempe Military base, Bloemfontein or email to [3milHR@dod.mil.za](mailto:3milHR@dod.mil.za)
- POST 24/17** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION: REF NO: SG 01/24/26/06**
- SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : Military Health Combat Training Centre, Lohatla  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices

as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of various filing systems. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

**DUTIES** : The suitable candidate will be responsible for the following duties: Management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.

**ENQUIRIES** : Major G.A. Nienaber Tel No: (053) 321 2366 or Sgt C.J. Louw Tel No: (053) 321 2189

**APPLICATIONS** : Department of Defence, South African Military Health, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangan Road, Postmasburg, 8420 or email [Lorna.masalisa@dod.mil.za](mailto:Lorna.masalisa@dod.mil.za)

**POST 24/18** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/07**

**SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : Institute for Maritime Medicine (IMM), Simonstown  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Language skills. Proven ability to communicate effectively (written and verbally). Computer literacy. A typing test will be required of all candidates interviewed.

**DUTIES** : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic/ward reception and secretarial duties. Process and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.

**ENQUIRIES** : Major A. Haman Tel No: (021) 787 4507/4497 or Mr B.O. Xhalabile Tel No: (021) 787 4026

**APPLICATIONS** : Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to [rohan.terblanche@dod.mil.za](mailto:rohan.terblanche@dod.mil.za)

**POST 24/19** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/08**

**SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : 1 Medical Battalion Group (MED BN GP), Durban  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

**DUTIES** : A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize,

- store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
- ENQUIRIES** : Ssgt R.S. Khuzwayo Tel No: (031) 451 1187/832  
**APPLICATIONS** : Department of Defence, South African Military Health Service, 1 Med Bn Gp, Durban, 4000 or hand deliver to 1 Med Bn Gp, 427 Anton Lembede Street or email to [Siyabonga.Khuzwayo@dod.mil.za](mailto:Siyabonga.Khuzwayo@dod.mil.za)
- POST 24/20** : **PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 01/24/26/09**
- SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : Military Health Training Formation, Lephalale  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Provide personnel administration clerical support services within the Head Quarter. Facilitate and provide administrative support for the Implementation of conditions of service and service benefits (Leave, Housing, Medical, S & T, injury on duty, long service recognition, overtime, relocation, pension, allowances and termination of service. Noticas and Awol Administration. Provide support to the recruitment and selection processes. Capture and update all personal data on the mainframe. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
- ENQUIRIES** : Col M.R. Mphashi Tel No: (015) 299 3701 or WO1 L.A. Alberts Tel No: (015) 299 3743  
**APPLICATIONS** : SAMHS Training Centre Lephalale, Private bag X7503, Lephalale 0557 or hand deliver to SAMHS Training Centre Lephalale, Overwacht Ave, Onverwacht, 0557 or email to [Andisa.Teka@dod.mil.za](mailto:Andisa.Teka@dod.mil.za)
- POST 24/21** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/10**
- SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : Military Health Training Formation Head Quarters  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
- ENQUIRIES** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221  
**APPLICATIONS** : Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to [Andisa.Teka@dod.mil.za](mailto:Andisa.Teka@dod.mil.za)
- POST 24/22** : **SECRETARY REF NO: SG 01/24/26/11**
- SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : Area Military Health Unit North West, Potchefstroom

- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
- DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES** : Capt R. Mokgathe Tel No: (018) 289 1305
- APPLICATIONS** : Department of Defence, Area Military Health Unit North West Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom, 2351 or hand deliver to Area Military Health Unit, Gen Koosdelare Road or email to [Sehularo.Legoete@dod.mil.za](mailto:Sehularo.Legoete@dod.mil.za)
- POST 24/23** : **SECRETARY REF NO: SG 01/24/26/12**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
- CENTRE** : Area Military Health Unit Western Cape, Wynberg.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
- DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental

		prescripts/policies and other documents to ensure that the application thereof is understood properly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj T.B. Nkonzo Tel No: (021) 799 6893 Department of Defence, South African Military Health Services, Area Military Health Unit Western Cape, Private Bag X10, Wynberg, 7824 or hand deliver to Area Military Health Unit Buren Road or email to <a href="mailto:Theodora.nkoko@dod.mil.za">Theodora.nkoko@dod.mil.za</a>
<b><u>POST 24/24</u></b>	:	<b><u>SECRETARY REF NO: SG 01/24/26/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R237 453 - R279 708 per annum (Level 05) Military Health Training Formation Head Quarters, Pretoria A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<b><u>DUTIES</u></b>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221 Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to <a href="mailto:Andisa.Teka@dod.mil.za">Andisa.Teka@dod.mil.za</a>
<b><u>POST 24/25</u></b>	:	<b><u>SECRETARY (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R237 453 - R279 708 per annum (Level 05) SAMHS HQ. Directorate Psychology Ref No: SG 01/24/26/14A SAMHS HQ. Directorate Social Work Ref No: SG 01/24/26/14B SAMHS HQ. Directorate HRM Ref No: SG 01/24/26/14C SAMHS HQ. Chief Directorate Force Support Ref No: SG 01/24/26/14D A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<b><u>DUTIES</u></b>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claim for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received

to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms K.S. Ledwaba Tel No: (012) 671 5097/5099  
**APPLICATIONS** : Department of Defence, South African Military Health Services, Private Bag X102 Centurion, 0046 or hand deliver to LEW Building, Block A 388 Cnr Selborne and Trichard Ave, Lyttelton or email to [samhspasaphr@dod.mil.za](mailto:samhspasaphr@dod.mil.za)

**POST 24/26** : **SECRETARY REF NO: SG 01/24/26/15**

**SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : 7 Medical Battalion Group, Pretoria  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

**DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claim for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES** : WO1 M.M. Van Den Berg Tel No: (012) 671 6845  
**APPLICATIONS** : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Lyttelton, Pretoria 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttelton, Pretoria or email to [marthinus.VanDerBerg@dod.mil.za](mailto:marthinus.VanDerBerg@dod.mil.za)

**POST 24/27** : **SECRETARY REF NO: SG 01/24/26/16**

**SALARY** : R237 453 - R279 708 per annum (Level 05)  
**CENTRE** : 8 Medical Battalion Group, Pretoria  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound

		organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<b><u>DUTIES</u></b>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj M.M Jagers Tel No: (012) 671 6403 Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Lyttelton, Pretoria 0140 or hand deliver to 8 Medical Battalion Group, Tek Base, Lyttelton, Pretoria or email to <a href="mailto:Mamokete.Jagers@dod.mil.za">Mamokete.Jagers@dod.mil.za</a>
<b><u>POST 24/28</u></b>	:	<b><u>HANDYMAN REF NO: SG 01/24/26/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R170 226 – R200 523 per annum (Level 03) Area Military Health Unit Gauteng, Pretoria A minimum of ABET L4 qualification with 0-6 Months relevant experience is required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of equipment. Good interpersonal relation and punctuality.
<b><u>DUTIES</u></b>	:	Conduct regular unit inspections. Attend to minor electrical, plumbing and carpentry problems. Maintain of office equipment and furniture. Repair broken furniture and equipment's. Report defects. Safekeeping of maintenance tools and supplies. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of the unit areas.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	WO2 H.P. De Beer Tel No: (012) 314 3145 Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to <a href="mailto:Amhu.gauteng@dod.mil.za">Amhu.gauteng@dod.mil.za</a>
<b><u>POST 24/29</u></b>	:	<b><u>CLEANER REF NO: SG 01/24/26/18 (X6 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R144 024 – R169 656 per annum (Level 02) 3 Military Hospital, Bloemfontein A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<b><u>DUTIES</u></b>	:	Clean offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and

equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.

**ENQUIRIES APPLICATIONS** : Maj L. Tshita Tel No: (051) 402 2213  
: Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenberg Road, Tempe Military Base 9324 or email to [3milHR@dod.mil.za](mailto:3milHR@dod.mil.za)

**POST 24/30** : **CLEANER REF NO: SG 01/24/26/19 (X5 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: Area Military Health Unit Gauteng, Pretoria  
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

**DUTIES** : Clean offices corridors and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

**ENQUIRIES APPLICATIONS** : WO2 H.P. De Beer Tel No: (012) 314 3145  
: Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to [Amhu.gauteng@dod.mil.za](mailto:Amhu.gauteng@dod.mil.za)

**POST 24/31** : **CLEANER REF NO: SG 01/24/26/20 (X5 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: Military Health Training Formation Head Quarters, Pretoria.  
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

**DUTIES** : Clean offices corridors, and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Clean walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Clean the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain clean materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

**ENQUIRIES APPLICATIONS** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221  
: Department Defence, South African Military Health Service, Human Resource Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143, or hand deliver to Military Health Training Formation, 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to [Andisa.Teka@dod.mil.za](mailto:Andisa.Teka@dod.mil.za)

**POST 24/32** : **CLEANER REF NO: SG 01/24/26/21**

**SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: 7 Medical Battalion Group, Pretoria.  
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

**DUTIES** : Clean offices corridors, and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Clean walls, windows and doors. Emptying and cleaning of dirt bins. Collect

and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Clean the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

**ENQUIRIES** : WO1 M.M. Van Denberg Tel No: (012) 671 6845  
**APPLICATIONS** : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, Pretoria 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttleton, Pretoria or email to [Monare.marthinus.VanDerBerg@dod.mil.za](mailto:Monare.marthinus.VanDerBerg@dod.mil.za)

**POST 24/33** : **GROUNDSMAN REF NO: SG 01/24/26/22**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : Area Military Health Unit Eastern Cape, Qqeberha  
**REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

**DUTIES** : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

**ENQUIRIES** : Maj D.P. Monyeki Tel No: (041) 505 1060/1062  
**APPLICATIONS** : Department of Defence, Area Military Health Unit Eastern Cape, Private X6032, Forest Hill Gqeberha, 6001 or hand deliver to Army Support Base Eastern Cape Military Base Hospital Gqeberha, Willow drive Forest hill or email to [Dimakatso.Monyeki@dod.mil.za](mailto:Dimakatso.Monyeki@dod.mil.za)

**POST 24/34** : **GROUNDSMAN REF NO: SG 01/24/26/23**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : Area Military Health Unit Gauteng, Pretoria  
**REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

**DUTIES** : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

**ENQUIRIES** : WO2 H.P. De Beer Tel No: (012) 314 3145  
**APPLICATIONS** : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to [Amhu.gauteng@dod.mil.za](mailto:Amhu.gauteng@dod.mil.za)

**POST 24/35** : **GROUNDSMAN REF NO: SG 01/24/26/24**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : 8 Medical Battalion Group, Pretoria.  
**REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

- DUTIES** : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES APPLICATIONS** : Maj M.M. Jagers Tel No: (012) 671 6403  
: Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Lyttleton, Pretoria 0140 or hand deliver to 8 Medical Battalion Group, Grunberg Leon Street Tek Base, Lyttleton, Pretoria or email to [Mamokete.Jagers@dod.mil.za](mailto:Mamokete.Jagers@dod.mil.za)
- POST 24/36** : **FOOD SERVICES AID REF NO: SG 01/24/26/25**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: 3 Military Hospital, Bloemfontein  
: 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 food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
- DUTIES** : Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Clean trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly, ensure that the diet lists are taken in time to the kitchen.
- ENQUIRIES APPLICATIONS** : Maj L. Tshita Tel No: (051) 402 2213  
: Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenberg Road, Tempe Military Base, 9324 or email to [3milHR@dod.mil.za](mailto:3milHR@dod.mil.za)
- POST 24/37** : **FOOD SERVICES AID REF NO: SG 01/24/26/26 (X6 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: Military Health Training Formation Head Quarters, Pretoria  
: 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 food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
- DUTIES** : Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Clean of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls.
- ENQUIRIES APPLICATIONS** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221  
: Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to [Andisa.Teka@dod.mil.za](mailto:Andisa.Teka@dod.mil.za)
- POST 24/38** : **GENERAL STORE ASSISTANT: REF NO: SG 01/24/26/27**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)  
: Area Military Health Unit Gauteng, Pretoria.  
: A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received

correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

**ENQUIRIES** : WO2 H.P. De Beer Tel No: (012) 314 3145  
**APPLICATIONS** : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to [Amhu.gauteng@dod.mil.za](mailto:Amhu.gauteng@dod.mil.za)

**POST 24/39** : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/28**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : Area Military Health Unit Northern Cape (AMHU NC)  
**REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.

**DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

**ENQUIRIES** : Major L.D. Masalisa Tel No: (053) 830 3225 or Lieutenant Colonel J.A. Laufs Tel No: (053) 830 3071

**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU NC, Kimberly, Private Bag X5056, Kimberly, 8301 or hand deliver to Florence Street Diskobolos Kimberley, 8325 or email to [Lorna.masalisa@dod.mil.za](mailto:Lorna.masalisa@dod.mil.za)

**POST 24/40** : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/29**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : Area Military Health Unit North West. Potchefstroom  
**REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.

**DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

**ENQUIRIES** : Maj S.I. Legoete Tel No: (018) 289 1305  
**APPLICATIONS** : Department of Defence, Area Military Health Unit North West, Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom 2351 or hand deliver to Gen koosdelare Road, Potchefstroom 2351 or email to [Sehularo.Legoete@dod.mil.za](mailto:Sehularo.Legoete@dod.mil.za)

**POST 24/41** : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/30**

**SALARY** : R144 024 – R169 656 per annum (Level 02)  
**CENTRE** : Military Health Training Formation Head Quarters, Pretoria  
**REQUIREMENTS** : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.

**DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

**ENQUIRIES** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221  
**APPLICATIONS** : Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or [Andisa.Teka@dod.mil.za](mailto:Andisa.Teka@dod.mil.za)

- POST 24/42** : **VETTING SESSION WORKERS (FREELANCERS) REF NO: DI/22/24/26/01 (X5 POSTS)**  
Two (2) years fixed contract.
- SALARY** : R214.92 per hour and does not exceed 180 hours per month.  
**CENTRE** : Defence Intelligence Division, Pretoria.  
**REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with Diploma / Advance Certificate / National Diploma/ (NQF Level 6) specialising in faculty of humanities (Social sciences, Psychology, Counselling, Investigation, Social Worker, Criminology and/or other relevant qualification/certificates). A minimum of 1 year experience in Administration /Client interaction and/or 1 year experience in Field Investigation or Evaluation. Valid driving license and own vehicle is essential. Special requirements (skills needed): Computer literacy, communication skills (Good verbal and written), report writing skills, listening skills and interpersonal relations skills. Excellent analytical thinking, problem solving and reasoning ability. Knowledge and course of Vetting Fieldwork. Ability to capture data, operate computer and collect information. Knowledge and understanding of the legislative framework of public service.
- DUTIES** : The successful candidates will be responsible to perform the following duties: Planning and preparation of files and other relevant administration. Documentary enquires, gather information and conduct vetting investigation through interviews. Writing reports based on documentary enquiries and interviews. Compile and submit reports to Director vetting management on required vetting files and reports completed on a regular basis. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508  
**APPLICATIONS** : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria, 0001 or hand delivered at Liberty Building 278 Madiba Street, Pretoria Central or email to [sessionworkers@dil.mil.za](mailto:sessionworkers@dil.mil.za)
- NOTE** : Kilometres claims will be reimbursed according to inline tariffs. First three (3) months is training and will be compensated by R8 174.75 of stipend.