

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria or email to diadiv@dod.mil.za
- CLOSING DATE** : 31 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 an 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 applicant's 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 application 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 a negative outcome shall nullify the 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 should consider their 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 POST

<u>POST 25/14</u>	:	<u>ADMINISTRATION CLERK REF NO: DIA/23/25/26</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Armscor Building, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Computer literate (MS Word, Excel and PowerPoint). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills. Ability to work in a team and independently. Basic knowledge of PMFA and treasury regulations regarding procurement and expenditure control.
<u>DUTIES</u>	:	Render general clerical support services such as; record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system of the office. Type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms to purchase office supplies. Control office stationery stock. Keep and maintain asset register of the Division. Provide personnel administration clerical support service; maintain leave register. Keep and maintain personnel records and attendance register. Arrange travelling and accommodation. Provide financial administration support service; capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit for approval. Handle telephone accounts and petty cash.
<u>ENQUIRIES</u>	:	Mr T.E. Bogopane Tel No: (012) 355 5435, Mr M.W. Senama Tel No: (012) 355 5761