

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Office of the Secretary for Defence, Private Bag X910, Pretoria, 0001 or you may hand deliver to ARMSCOR Building C/O Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001 or email to zama.mahlangu@dod.mil.za
- CLOSING DATE** : 28 September 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 these 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. 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 POST

- POST 33/03** : **PERSONAL ASSISTANT REF NO: SECDEF/30/33/26**
- SALARY** : R338 106 – R398 277 per annum (Level 07)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS

: Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma. A National Diploma (NQF Level 6) will serve as an added advantage or equivalent qualification. A minimum of three (3) years collective experience, rendering a support service to Senior Management and executive administrative support services inclusive of report writing and briefing preparation with strong organisational skills to Senior Management. Knowledge of Public Service legislation, Records Management, Office Administration, and Financial Administration. Special requirements (skills needed): Sound organisational skills and time management skills. Good people skills. High level of reliability. Proven written and verbal communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Proven computer skills including use of PowerPoint computer program.

DUTIES

: A successful candidate will be required to perform the following duties: Provide secretarial, reception and administrative support services to the Secretary for Defence. Receive visitors, screen and direct telephone calls and handle enquiries in professional manner. Ensure efficient and effective administrative support to the Secretary for Defence in accordance with departmental requirements. Scrutinises documents to determine actions/information/other documents required for meetings. Maintain an effective filing and records management system and administrative co-ordination in accordance with applicable policies and procedures. Remain abreast of relevant legislation, prescripts, policies, procedures and directives applicable to the work environment. Prepare and compile briefing notes, reports, correspondence, submissions, other documents and relevant information for the Secretary for Defence as required. Coordinate logistical arrangements for meetings, including venues, catering, documentation and technical requirements. Coordinates the procurement of goods and items for the activities of the Secretary for Defence. Coordinates the travel and accommodation arrangements for the Secretary for Defence during meetings and visits. Liaise with internal and external stakeholders on behalf of the Secretary for Defence. Maintain confidentiality of sensitive information and documents at all times.

ENQUIRIES

: Ms Zama Mahlangu Tel No: (012) 355-6206