ANNEXURE A

DEPARTMENT OF DEFENCE



APPLICATIONS	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Elinah.Jele@dod.mil.za or Koena.Nkoana@dod.mil.za
CLOSING DATE	:	20 November 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. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability check (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

POST 40/01	:	**ADMINISTRATION CLERK: PRODUCTION REF NO: DPSP 34/40/26**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (skills needed): Knowledge of clerical duties, practices as well as the ability to capture data and collecting data. Knowledge and understanding of the legislative framework governing the Public service. Knowledge of storage and retrieval procedures in terms of the working environment. Language proficiency in English. Computer operating skills (MS Word, Excel and Power Point) Good interpersonal skills, organising and planning skills, communication skills (written and verbal) Flexibility and Teamwork. Ability to perform routine tasks
DUTIES	:	Successful candidate will be responsible to render administrative support services within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Operating an internal registry system. Ensure configuration control administration. Render an administrative function. Render an office support function to the Directorate Departmental Policy Support.
ENQUIRIES	:	Ms B.E. Jele 012 335 5501 or Ms K.C. Nkoana 012 355 5507