ANNEXURE B

DEPARTMENT OF DEFENCE



APPLICATIONS	:	Department of Defence, Private Bag X910, Pretoria, 0001 or may be hand-delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria or email to: Devanderan.Muthiyalu@dod.mil.za
CLOSING DATE	:	27 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 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 41/05	:	**SECRETARY REF NO: DMD/35/41/26**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Defence Material Division, Erasmuskloof Pretoria

REQUIREMENTS	:	A minimum of Grade 12/NQF Level 4. No experience required. Special requirements (skills needed): Good communication skills. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Good filing and organisational skills. Good office administration and good inter-personal skills. High level of reliability. Ability to act with tact and discretion.
DUTIES	:	Provide a secretarial support, record appointments and events and manage the Directors dairy. Receive telephone calls and refer to the correct role players if not meant for the Director. Provide secretarial functions in board meetings. Write/ type documents, memos, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organise refreshments, and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Director's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate the office equipment's. Ordering and purchasing of stationery. Keep updated with policy and procedures. Coordinate logistical arrangements for meetings when required. Coordinate all logistical arrangements for visitors visiting the Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application therefore is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Provide support to Director regarding, scrutinizes documents to determine actions/ information / other documents required for meetings. Record all minutes/ decisions and communicate to all relevant role players and make follows ups on progress. Prepare briefing notes for the Director as required.
ENQUIRIES	:	Mr K.N. Nkoko Tel No: (012) 355 6299