

## DEPARTMENT OF DEFENCE

**NOTE**

- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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 into the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). The advertisement(s) contained herein is/are meant for the attention/perusal of serving employees/officials of the DOD/Public Service. Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular.

## OTHER POSTS

**POST 42/01****DEPUTY DIRECTOR RESOURCE MANAGEMENT**

This post is advertised in the DOD and broader Public Service

**SALARY  
CENTRE  
REQUIREMENTS**

- : 11 (R464 919 per annum)  
: Office of the Secretary for Defence, Defence Headquarters, Pretoria  
: Public Administration related Diploma/Degree is required. An Honours degree in Business/Public Administration will serve as a strong advantage. Experience in the broadest practicable mix of administration line function support, logistics and financial services and in middle management is required. Special requirements (skills needed): Computer literate-, strong written and verbal communication-, problem solving-, analytical/research-, management-, planning-, programming-, budgeting-, and quality management. Must be in a possession of a valid driver's license.

**DUTIES**

- : Disseminate planning guidelines to the level 13 plus managers in the section. Gather planning information at applicable forums. Prepare planning and programming proformas. Consolidate planning inputs in prescribed format. Manage the secret record and open record maintenance service. Ensure the provision of timely management information for the Office through service agreements with internal service providers and service level agreements by external service providers. Manage the compilation and maintenance of the HR plan, programme and budget. Ensure the provision of a career management service. Ensure timely and correct inputs for the Legadima. Co-ordinate all ETD schedules and programmes. Manage the procurement services. Liaise with and track services to be provided by the MOD JSB. Control the inventory of the Division. Manage the SHERQ responsibility for the Office. Control the

administration of S&T requirements. Consolidate financial administration requirements.

**ENQUIRIES** : Ms M. Mojapelo, (012) 355 5447.

**APPLICATIONS** : Ms L. Hammond, Department of Defence, Chief Directorate Human Resources Management, Directorate Career Management, Private Bag X 137, Pretoria, 0001 or may be hand delivered to Poynton Building, 195 Bosman street, Pretoria, where it must be placed in the wooden box 4 at Reception.

**CLOSING DATE** : 26 November 2012

**POST 42/02** : **SENIOR SECRETARY GR III**  
The post is advertised in the DOD and broader Public Service

**SALARY** : R129 780 per annum

**CENTRE** : Chief SA Army HQ, South Wing, Dequar Road, Pretoria.

**REQUIREMENTS** : Grade 12. Secretarial Diploma will be a recommendation Special requirements (skills needed): Computer literate (MS Word, MS PowerPoint and MS Excel). Knowledge of general office administration and ability to operate an efficient and organised office. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Interpersonal skills. Good interpersonal skills. Typing skills. Communication skills (written and verbal). Knowledge of military writing skills is prerequisite (CSW).

**DUTIES** : Keep and update Chief Director's diary and arrange appointments for staff members. Render a personal assistant and support service to the Chief Director eg taking minutes, confirmatory notes, memorandums and letters. Make travel arrangements. Manage general office duties including accepting files and documents, removing outgoing letters and files from the Chief Director's desk daily. Provide a reception, communication and coordination service.

**ENQUIRIES** : Ms E.T. Nyakhulalini, (012) 355-1602.

**APPLICATIONS** : Department of Defence, SA Army Headquarters, Private Bag X981, Pretoria, 0001

**CLOSING DATE** : 09 November 2012

**NOTE** : Applications received after the closing date and faxed copies will not be considered)