

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 POSTS

- POST 04/01** : **DEPARTMENT OF MILITARY MANAGEMENT: PROFESSOR/ASSOCIATE/PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILAC/03/04/25/01**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Teaching and supervision at tertiary level Proven research output in related field. Good communication skills. Computer literacy. Special Requirement (skills needed): Academic skills: Lecturing and research ability of high standard. Managerial skills. Strong written and verbal communications skills at high degree of language proficiency in English (written and spoken). Diversity of tasks: Ability to handle a variety of academic tasks (teaching, research and community service). Work pressure: Ability to produce work of high quality under pressure and adherence to target dates as set out in the year plan. Interpersonal Skills.
- DUTIES** : Teaching at undergraduate and postgraduate levels, residential as well as Telematic Education Teaching strategic management, logistics, financial and business management Teaching at the SA Army College, the SA National War College and the SA National Defence College Teaching strategic management at postgraduate level Syllabus and curriculum development and developing learning materials Regular and sustainable research outputs in accredited journals Community Service rendering to the Department of Defence and Military Veterans, Academic, and Local communities related to the area of expertise. Routine administration associated with the above tasks.

- ENQUIRIES** : Lieutenant Colonel B.J. van Nieuwenhuyzen Tel No: (022) 702 3132 (bernardvn@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2 Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
- POST 04/02** : **DEPARTMENT OF MILITARY TECHNOLOGY PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/02**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Master's degree (M.Eng) or PhD in Mechanical, Mechatronic or Industrial (Mechanical) Engineering Previous work experience in the field of aviation, and/or aeronautical background. Experience in teaching and research at an academic level. Excellent written and verbal communication skills. Knowledge in military technology, aviation, and aircraft. Excellent scientific and technical knowledge. Programming skills. Proficient in MATLAB, modelling and simulation Teamwork skills and patience.
- DUTIES** : Teaching at undergraduate levels. Syllabus and curriculum development and developing learning materials. Research and publication in Military Science, natural science, and related disciplines Personal development by means of further study or performing research Social interaction with the community. Routine administration associated with the above tasks.
- ENQUIRIES** : Dr R. le Roux Tel No: (022) 702-3079 (rikusr@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702-3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
- POST 04/03** : **DEPARTMENT OF MERCANTILE AND PUBLIC LAW (MIL): PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/03**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: LLD. Good communication and facilitation skills.
- DUTIES** : Teaching the legal and regulatory framework related to the Intelligence environment for undergraduate, postgraduate and distance education students on Telematic Education. Syllabus and curriculum development and developing learning materials. Research and publication in legal studies as well as related discipline. Render a service to the Department of Defence and Military Veterans and community interaction related to area of expertise. Routine administration associated with the abovementioned tasks.
- ENQUIRIES** : Lieutenant Colonel (Dr) S. Els Tel No: (022) 702 3130 (sonjae@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/04 : **DEPARTMENT OF INDUSTRIAL PSYCHOLOGY (MIL): PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/255/44/24/04**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Preferably a Doctorate in Industrial Psychology. Registration with the HPCSA preferably as an Industrial Psychologist. Experience in lecturing at under- and postgraduate level.

DUTIES : Teaching at undergraduate and postgraduate levels on and off campus. Syllabus and curriculum development and developing of learning materials. Research and publication in lecturing subject and/or related disciplines. Supervision of postgraduate students and associated research. Service rendering to the Department of Defence and Military Veterans and the community related to area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Captain P. Luzipo Tel No: (022) 702 3191 (palesal@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/05 : **DEPARTMENT OF MILITARY MANAGEMENT PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/05**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in teaching and supervision at tertiary level. Good communication skills. Computer literacy.

DUTIES : Teaching at undergraduate and postgraduate levels, residential as well as Telematic Education. Teaching strategic management, logistics, financial and business management. Teaching at the SA Army College, the SA National War College and the SA National Defence College. Teaching financial management at postgraduate level. Syllabus and curriculum development and developing learning materials. Regular and sustainable research outputs in accredited journals. Community Service rendering to the Department of Defence and Military Veterans, Academic, and Local communities related to the area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Lieutenant Colonel B.J. van Nieuwenhuyzen Tel No: (022) 702 3132 (bernardvn@sun.ac.za); Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/06 : **DEPARTMENT OF PUBLIC AND DEVELOPMENT MANAGEMENT PROFESSOR/ASSOCIATE/PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/06**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE : Training Command, Military Academy Saldanha

- REQUIREMENTS** : **MUE 2:** Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in teaching and supervision at tertiary level. Proven research output in the field of Public Administration Knowledge and ability to teach Development Studies Undergraduate and Postgraduate level. Familiarity with Civil-Military Relations. Good communication skills. Computer literacy.
- DUTIES** : Teaching at undergraduate and postgraduate levels, residential as well as Telematics Education. Teaching of the following modules: Development Management/Development Studies as well as Labour Relations undergraduate as well as postgraduate level. Public Management and Public Policy Analysis at Postgraduate level. Syllabus and curriculum development and developing learning materials. Regular and sustainable research outputs in accredited journals. Community Service rendering to the Department of Defence and Military Veterans, Academic and Local communities related to the area of expertise. Routine administration associated with the above tasks.
- ENQUIRIES** : Mrs S. Mathee Tel No: (022) 702 3114 (mathee@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- POST 04/07** : **DEPARTMENT OF GEOGRAPHY (MIL) PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/3/04/25/07**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
: **MUE 2:** Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: A postgraduate qualification in Military Geography or PhD in Geography. Experience in lecturing and supervision at undergraduate and post-graduate level. Proven involvement in research projects (especially research projects related to the military).
- DUTIES** : Teaching at undergraduate and postgraduate levels, specifically in Human Geography in military contexts, residential as well as ITE. Syllabus and curriculum development, and developing of learning materials. Research and publication in Geography and related disciplines. Service rendering to the Department of Defence and Military Veterans and community service related to area of expertise. Routine administration associated with the above tasks.
- ENQUIRIES** : Dr I. Henrico Tel No: (022) 702 3158 (ivanh@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- POST 04/08** : **DEPARTMENT OF MILITARY HISTORY PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/08**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
: **MUE 2:** Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining

an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in lecturing and supervision at undergraduate and post-graduate level. Proven involvement in research

DUTIES : Teaching at undergraduate and postgraduate levels in Military History, residential as well as Telematic Education Teaching at various Department of Defence colleges as required. Curriculum development and developing of learning materials. Research and publication in Military History and related disciplines. Service rendering to the Department of Defence and Military Veterans related to area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Mr L. Makau Tel No: (022) 7023021 (makaul@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2 Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za

POST 04/09 : **CENTRE FOR MILITARY STUDIES (CEMIS) PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/09**

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha.
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: A Doctorate in a security related field. Experience working within the defence environment or defence related field. Experience in policy development, strategic management and/or defence industry.

DUTIES : Conduct defence-related research for publication in books, academic journals and presenting at academic seminars and conferences. Teach research methodology at the Faculty of Military Science and other staff colleges, such as the SA National War College and SA National Defence College. Provide strategic inputs into selected projects of the Department of Defence. Supervise postgraduate students.

ENQUIRIES : Dr M.B. Khanyile Tel No: (022) 702 3095 (mosesk@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za

POST 04/10 : **DEPARTMENT OF EDUCATIONAL TECHNOLOGY PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/10**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha.
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree.

DUTIES : Academic support to residential as well as Telematic Education students. Training at various Department of Defence colleges as required. Support programme development and developing of training materials and methods for vulnerable students in language proficiency, comprehension and writing skills. Service rendering to the Department of Defence and Military Veterans related to area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Dr L.M. Khoza Tel No: (022) 702 3064 (khozal@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

NOTE : Recommendations: Familiarity and exposure to e-learning/hybrid learning systems.

POST 04/11 : **SENIOR PERSONNEL PRACTITIONER: FURTHER EDUCATION AND TRAINING REF NO: DETD/04/04/25**
Directorate: Education Training and Development (ETD)

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Pretoria
: Grade 12 (NQF L4) or equivalent with a minimum of three years recognised National Diploma (NQF Level 6) in Human Resource Development or Education Training and Development practices. Minimum of two to three (2 – 3) years of experience in HRD/HRM with special reference to ETD. Special requirements (skills needed) Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Good interpersonal, organising, problem solving, research, analysing, innovative and creative, assertiveness, decision making, influencing, presentation and negotiating skills. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Drivers' license is essential and willing to obtain a military drivers' license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Participate in the prescribed processes for the composition and promulgation of Further Education and Training (FET) strategy and policy including that for special programmes. Coordinate the availability of FET learning programmes. Conduct research on FET. Participate and report on review outcome analysis for Defence Civilians (Def Civ) with special reference to FET. Participate in the advocacy of FET. Participate in the design, development and maintenance of a learning path for Def Civ. Contribute to the monitoring, evaluation and reporting on FET, with special reference to monthly, quarterly and annual reporting on own objectives, as part of Performance against Plan (PAP). Assist the Def Civ ETD Development Section with any additional tasks that might be allocated i.e. Projects on Service Delivery Improvement.

ENQUIRIES APPLICATIONS : Ms. V.M. Sebeho Tel No: (012) 355 5710/Ms M.N. Seanego Tel No: (012) 355 6081
: Department of Defence, Human Resource Division, Chief Directorate HR Development, Private Bag X159, Pretoria, 0001 or hand deliver at Department of Defence, Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria or emailed to ysebeho30@gmail.com

NOTE : People living with disabilities are encouraged to apply. The confirmation of appointment of the successful candidate will be reliant on the positive outcome regarding the verification of qualifications by SAQA and clearance/vetting by Defence Intelligence.

CLOSING DATE : 14 February 2025

POST 04/12 : **PERSONNEL OFFICIAL: PRODUCTION (MOBILITY) REF NO: DHRCM/01/04/25/0**
Directorate: Human Resource Career Management PSAP

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Pretoria
: Grade 12 Certificate (NQF Level 4) or equivalent. Experience in HR administration will be an added advantage. Special requirements (skills needed): Language proficiency in English (written and verbal). Computer literate. Typing skills, Good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation, policies, practises and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret, verify data on PERSOL system. Demonstrate higher level of professionalism. Good telephone etiquette. Client orientated.

DUTIES : Successful candidate will be required to perform the following duties: Administer and coordinate the appointment of Public Servant Act Personnel (PSAP) on PERSOL System. Capture Senior Management Services (SMS) Performance Management and Development System (PMDS) on PERSOL system. Administer allocation of salary progression of employees not covered by Occupational Specific Dispensation (OSD). Handle acting allowance enquiries. Handle HR issues such as SMS appointments, PSAP detached duty, service conditions, and remuneration and employment matters.

ENQUIRIES APPLICATIONS : Ms Z.E. Zwane Tel No: (012) 339 5462
: Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria, 0001 or may be hand-delivered at Bank of Lisbon, 400 Paul Kruger Street, Pretoria or emailed to dhrcmstaffing@gmail.com

CLOSING DATE : 14 February 2025

POST 04/13 : **PERSONNEL OFFICIAL: PRODUCTION (RECRUITMENT AND SELECTION) REF NO: DHRCM/01/04/25/02**
Directorate: Human Resource Career Management PSAP

SALARY CENTRE : R216 417 per annum (Level 05)
: Pretoria

- REQUIREMENTS** : Grade 12 Certificate (NQF Level 4) or equivalent. Experience in HR Recruitment and Selection administration will be an added advantage. Special requirements (skills needed): Language proficiency in English (written and verbal). Computer literate. Typing skills. Knowledge of MS Word, Excel and Power Point., Good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation, policies, practises and procedures in the areas of recruitment and selection. Ability to interpret and verify data on PERSOL system. Demonstrate higher level of professionalism. Good telephone etiquette. Client orientated.
- DUTIES** : Successful candidate will be required to perform the following duties: Provide an internal consultancy service to colleagues, Line management and clients iro recruitment, selection and appointments matters. Interpret rules and regulations that regulate recruitment, selection and appointment. Prepare and present submission iro filling of vacant post to higher authority. Compile letter of appointment and general staffing enquiries. Provide a personnel administration support with reference to placement of advertisements of vacant post in the Department of Defence (DOD). Conduct administration of Preliminary Vetting and Send submission to DI.
- ENQUIRIES APPLICATIONS** : Ms T.N. Gqunu Tel No: (012) 339 5421
- CLOSING DATE** : Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria, 0001 or may be hand-delivered at Bank of Lisbon, 400 Paul Kruger Street, Pretoria, 0001 or emailed to dhrcmstaffing@gmail.com
- POST 04/14** : **SENIOR SECRETARY GRADE II REF NO: CDHRM/ 01/04/25/03**
Chief Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
- DUTIES** : A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Language skills and the ability to communication well with people at different levels. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
- DUTIES** : Provide a secretarial support service to the Chief Director. Receive telephone calls and refers the calls to the correct role. Record appointments and events in the dairy of the Chief Director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Processes travel and subsistence claims for Chief Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Chief Director endorsed the accommodation prior confirmation. Arrange meetings and events for Chief Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Chief Director. Records basic minutes of the meetings of the Chief Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Chief Director. Administers matters like the leave for the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Chief Director to prepare for meetings. Manage the correspondences in and out of the Chief Director's office. Ensure that documents submitted for the Chief Director's approval adhere to set norms and standards. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Chief Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel J.K. Rapolai Tel No: (012) 339 5246
- CLOSING DATE** : Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria, 0001 or emailed to psocdhrm@outlook.com
- CLOSING DATE** : 14 February 2025
- POST 04/15** : **FOOD SERVICE AID II: REF NO: MILACD/03/04/25/11**
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
: Training Command, Military Academy Saldanha
- DUTIES** : A minimum of Grade 2-9 or ABET Level 1-4/ Standard 2 – 7. Special requirements (Skills needed): Basic literacy and numerical skills. Knowledge of Hygiene. Knowledge of reading recipes and preparing food accordingly to the quantity of meals needed. Ability to read, speak and write in official language. Ability to operate heavy duty cleaning equipment and handle heavy cooking equipment. Occupational health and safety principles. Be willing to work shifts and overtime which include weekends and public holidays.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the food service unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food. Clean all areas, utensils and equipment in the Combined Club. Follow and adhere to health and safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.
- ENQUIRIES** : Major R.C. Selomo Tel No: (022) 702 3010 or 2Lt M.R. Ngwenya Tel No: (022) 702 3007

APPLICATIONS

: Department of Defence, defence human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395 or email to ngwenya@sun.ac.za