

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 31 March 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 10/01** : **ASSISTANT DIRECTOR: MEDICAL ADMINISTRATION: COMPENSATION OCCUPATION INJURIES AND DISEASES ACT (COIDA) REF NO: DHRMAINT/08/10/25**
 Chief Directorate Human Resource Management
 Directorate: Human Resource Maintenance-Medical Administration
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
 : Bank of Lisbon Building, Pretoria
 : Grade 12 (NQF 4) or equivalent with National Diploma NQF 6 in HRM/Public Administration with a minimum of three (3) to 5 (five) years' experience in administration and supervisory roles. Special Requirements (skills needed): Compensation Occupation Injuries and Diseases Act (COIDA), Computer literate (MS Word, PowerPoint, how to access Internet, MS Excel and mainframe). Good communication skills (verbal and written) and customer orientation. Have supervisor's experience.

Have excellent interpersonal and problem solving skills. Possession of valid driver's licence is recommended. The knowledge and understanding of Compensation Occupation Injuries and Diseases Act (COIDA), Group Life Insurance Scheme (GLIS) Policies and Medical administration process for the regular force. Excellent telephone etiquette. Ability to obtain a confidential security clearance within 12 months of being appointed.

DUTIES : A successful candidate will be required to perform the following duties:
Administration of injuries and disease cases sustained by Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP) whilst on duty. Administration of personnel losses and funerals and Group Life Insurance Scheme (GLIS). Administration/ Approval of inclusion/re-inclusion of dependants of Defence Act Personnel (DAP) for medical privileges. Attend meetings as required. Inspection of all registers maintained by the clerks. Compile and update post profiles and duty sheets for all post incumbents on the structure of Medical Section. Assess and supervise sub-ordinates' performance with regard to strength and weaknesses in order to recognize and reward good, and manage poor performance by identifying relevant courses. Assist with career management with regard to supporting and encouraging sub-ordinates to seek opportunities for development and promotion and their nomination for courses. Nominate all Medical Section's staff for outstanding courses. Personal investigation of critical enquiries and the drafting of draft replies for higher authority signature. Complete bi-annual performance assessment for all subordinates together with relevant reports.

ENQUIRIES : Lt Col D. Tshabalala Tel No: (012) 339 5333
APPLICATIONS : Department of Defence, Human Resources Management, Chief Directorate HR Maintenance Medical section, Private Bag X976, Pretoria, 0001 or hand delivered at Department of Defence, Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to: Daniel.Tshabalala@dod.mil.za

NOTE : The Chief Directorate Human Resource Management (Directorate Human Resource Maintenance) is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability).

POST 10/02 : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**
DHRACQ/09/10/25/01

SALARY : R216 417 per annum (Level 05)
CENTRE : D HR Acquisition Regional Office, North West, Potchefstroom
REQUIREMENTS : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

ENQUIRIES : Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

APPLICATIONS : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office North

West, Army Support Base Recruitment Office, Corner Grobler Street (R53) and Eleazer Road, Potchefstroom 2531. May be emailed to: dhracq.northwest@gmail.com

POST 10/03 : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**
DHRACQ/09/10/25/02

SALARY : R216 417 per annum (Level 05)
CENTRE : D HR Acquisition Regional Office, Limpopo, Polokwane
REQUIREMENTS : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism. Good interpersonal relationship skills. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and an insight on Human Resource Legislation pertaining to recruitment. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

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APPLICATIONS : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office Limpopo D HR Acquisition, Army Support Base Polokwane Recruitment Office, Gateway Drive (Next to Polokwane Airport), Polokwane, 0700. May be emailed to: dhracq.limpopo@gmail.com

POST 10/04 : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**
DHRACQ/09/10/25/03

SALARY : R216 417 per annum (Level 05)
CENTRE : D HR Acquisition Regional Office, Free State, Bloemfontein
REQUIREMENTS : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism. Good interpersonal relationship skills. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and an insight on Human Resource Legislation pertaining to recruitment. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant

register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

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: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office Free State, Army Support Base Bloemfontein Recruitment Office, Pappa Brits Street, Tempe, Bloemfontein, 9300. May be emailed to: dhracq.freestate@gmail.com