

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001, may hand delivered to: Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria, 0001 or email to: dhrcm.staffing@dod.mil.za
- CLOSING DATE** : 30 June 2025 @16h00 (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 POST

- POST 20/09** : **SENIOR SECRETARY GRADE II REF NO: CDHRM/21/20/25 (X3 POSTS)**
Chief Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05)
Pretoria
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 Director. Receive telephone calls and refers the calls to the correct role. Record appointments and events in the diary of the 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 Director. Follow up the arrangements and discuss with the Chief Director when the relevant

documents are received to ensure that the Director endorsed the accommodation prior confirmation. Arrange meetings and events for 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 Director. Records basic minutes of the meetings of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administers matters like the leave for the Director. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Manage the correspondences in and out of the Director's office. Ensure that documents submitted for the 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 Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES

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Mr M. de Wit Tel No: (012) 339 5316