

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 July 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 21/01** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DHRMAINT/22/21/25**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
- CENTRE** : D HR Maintenance, Bank of Lisbon, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three to five (3-5) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Honours and Awards Policies, processes. Qualified in PERSOL system and remain abreast with relevant policies. Good communication skills (Verbal and Written), ability to work under pressure, and client orientated. Interpersonal relationship and, problem solving skills, Maintain self-discipline and be able to interpret policy directives.
- DUTIES** : Ensure management and maintenance of a register wrt approved general orders. Receive medal application forms. Verify the completeness and correctness of all applications and relevant documentation attached. Obtain approval for the award of clasps, decorations and medals for long service to members of the SANDF. Obtain approval when necessary for forfeiture or annulments. Compile General Orders for Public Service Act Personnel (PSAP) Long Service Awards. Updating of the central awards register and Mainframe system at all times. Filing of all documentation. Registration of all Long Service

		applications. Bravery and Merit awards (Register all citations). Register Campaign awards Handle enquiries relating to Long Service Awards.
<u>ENQUIRIES</u>	:	Maj M.P. Monaheng Tel No: (012) 339 5607/Ms B.T. Nkuna Tel No: (012) 339 5385
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Human Resource Maintenance, Private Bag X976, Pretoria, 0001, may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets, Pretoria or email to: lesegodibakwane@yahoo.com
<u>POST 21/02</u>	:	<u>PERSONAL ASSISTANT REF NO: CSD/13/14/25</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Chief of Staff SANDF, Corporate Staff Division, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or equivalent qualification. A minimum of three to five (3-5) years' experience in rendering administrative support to a senior manager, including specific experience in assisting with the compiling of agendas and taking minutes during strategic meetings. The successful candidate must be willing to travel locally and globally with the Senior Manager in executing his/her functions directed by the Senior Manager. Special Requirement (skills needed): Excellent written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; Computer skills; Excellent telephone etiquette; Interpersonal skills; Conceptual thinking and problem solving skills; Planning Skills; Sound organising skills; Analytical thinking; Ability to analyse documents; Good interpersonal relationships; Good presentation skills. Basic knowledge of financial administration and regulatory framework. Possession of valid driver's license is recommended.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Provide administrative and Secretarial support services to the senior manager. Analyse the relevant regulatory prescripts/policies and advise the senior manager accordingly in terms of their applicability for effective and efficient support to the senior manager. Analyse and scrutinise documents to determine actions required before the meetings. Coordinates the procurement of goods and items for the activities of the senior manager. Coordinates logistical arrangements for the meetings of senior manager. Coordinates the travel and accommodation arrangements for senior manager during meetings and visits. Ensure configuration control of the senior manager Agendas, Minutes, Decision Register and related Instructions.
<u>ENQUIRIES</u>	:	Col F.H. Josephs Tel No: (012) 355 6026
<u>APPLICATIONS</u>	:	Chief of Staff SANDF, Corporate Staff Division, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building, corner of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or may email to csdrecruitment@dod.mil.za.