

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 11 July 2025 at 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 POSTS

- POST 22/07** : **PERSONNEL OFFICIAL: SUPERVISOR: REF NO: DI/13/22/25**
- SALARY** : R325 101 - R382 959 per annum(Level 7)
- CENTRE** : Defence Intelligence Division, Pretoria.
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4) or equivalent with three to five (3 – 5) years' experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (skills needed): Knowledge and understanding of Public Service Act Personnel (PSAP) Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to Public Service Act Personnel (PSAP) appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : The successful candidate will be responsible to perform the following duties: Recruitment and selection, appointments, Probation reports. Inter departmental transfer, verification of qualifications of Public Servants Act Personnel (PSAP). Formulate career plans for Defence Intelligence (DI) Public Servants Act Personnel (PSAP) in collaboration with the line function. Capturing Performance Management Development System (PMDS). Implement conditions of service and service benefits. Capture HR transaction on PERSOL system. Handle termination of service administration. Prepare reports on human resource administration issues and statistics.
- ENQUIRIES** : Ms R.J. Moeketsi, Tel: 012 315-0586
- APPLICATIONS** : Department of Defence, Defence intelligence Division Private Bag X367, Pretoria, 0001. (For hand delivery: Liberty Building 278 Madiba Street, Pretoria Central or email to: [psap.recruitment@di.mil.za](mailto:psap.recruitment@di.mil.za)
- POST 22/08** : **ADMINISTRATIVE CLERK: PRODUCTION: REF NO: IAD/23/22/25/01**

<b><u>SALARY CENTRE</u></b>	:	R228 321 - R268 950 per annum(Level 5)
	:	Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) or equivalent. Administrative experience will be an added advantage. Special requirements (Skills needed): Computer literate (MS Word, Excel and Power point). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills. Ability to work in a team and independently.
<b><u>DUTIES</u></b>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system of the office. Type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms to purchase office supplies. Control office stationery stock. Keep and maintain asset register of the Directorate. Provide personnel administration clerical support service; maintain leave register. Keep and maintain personnel records and attendance register. Arrange travelling and accommodation. Provide financial administration support service; capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit to Head Quarter (HQ) for approval. Handle telephone accounts and petty cash.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A. Rocher, Tel no: 012 649 - 1065 or Ms S. Nkosi, Tel no: 012 649 - 1051
	:	Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion emailed to <a href="mailto:adrirocher6@gmail.com">adrirocher6@gmail.com</a>
<b><u>POST 22/09</u></b>	:	<b><u>SENIOR DRIVER OPERATOR: REF NO: IAD/23/22/25/02</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 – R227 766 per annum (Level 4)
	:	Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 10 (NQF Level 2) or equivalent. A valid driver's license with a minimum of two to three (2-3) years' experience as a Messenger/Driver. Military Driver's license and Public Driver's Permit (PDP) will be an added advantage. Special requirements (Skills needed): Advance driving skills will be an advantage. Knowledge of routine vehicle maintenance, inspections for defects. Knowledge of the procedure to operate military motor vehicles e.g. procedures to obtain trip authorities, complete the logbooks of the vehicles, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicles e.g. how and for what purpose can the vehicles be utilised, what is the requirements for the storage of the vehicles. Knowledge of the procedures to ensure that the vehicles are maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies.
<b><u>DUTIES</u></b>	:	A successful candidate will be responsible to perform the following functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicles and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department, Copy and fax documents and assist in the Chief Audit Executive Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A. Rocher, Tel no: 012 649 - 1065 or Ms S. Nkosi, Tel no: 012 649 - 1051
	:	Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion or emailed to <a href="mailto:adrirocher6@gmail.com">adrirocher6@gmail.com</a> .