

		Personnel (PSAP). Implementation conditions of service leave: administration of Honours and Awards, Housing, Medical services, Personnel movements, Remuneration. Termination of service. Approve transactions on PERSOL/ PERSAL system. Supervise, allocate and ensure quality of work. Prepare reports on HR administration issues and statics.
<b><u>ENQUIRIES</u></b>	:	Lt Col M.R. Mokwape Tel No: (012) 355 2881/Ms J.M. Mokgoko Tel No: (012) 355 2813
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Artillery Formation, Private Bag X172, Pretoria, 0001 or may be hand delivered to SA Army Artillery Formation HQ, Sebokeng Complex, Corner Koraalboom & Patriot Street, Pretoria 0001 or email to <a href="mailto:Bridget.Masuku@dod.mil.za">Bridget.Masuku@dod.mil.za</a>
<b><u>NOTE</u></b>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<b><u>POST 43/13</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPERVISOR REF NO: ARMYGYM /02/43/25/2</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	SA Army Gymnasium, Heidelberg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in Administration. Special requirements (Skills needed): Knowledge and Understanding of legislative framework governing Public Service Act Personnel (PSAP). Knowledge of administration duties and record keeping. Understanding of procedures in terms of working environment. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good verbal and written communication skills. Planning and organising skills. Good interpersonal skills. Problem solving and analytical thinking skills Initiative in administration work.
<b><u>DUTIES</u></b>	:	Supervise and render general clerical support services: Organise the administration of the Light Workshop Troop (LWT) Section to ensure effective management of LWT matters. Keep record, sort & distribute incoming mail to different responsible members in the LWT Section. Keep record and dispatch outgoing mail and faxes. Answer telephone enquiries. Make necessary copies of documents for the LWT Section. Deal with internal work requisitions and requisitions for stationary and cleaning equipment. Develop a filing system for documents to ensure easy retrieval. Process letters, submissions, agendas, minutes. Check documents for completion and correctness. Type business letters, reports, agendas, minutes and memorandums. Perform elementary personnel administration. Manage and process leave applications. Forward statements and enquiries of LWT members to HR. Submit schedule name list of LWT to HR. Collect and distribute pay sheets. Keep and update name list of the LWT Section. Assist with the planning of the LWT Section. Receive, promulgate within the unit and keep record of all Transport (TPT) and LWT related policies. Keep record of scheduled repairs/services of vehicles. Keep record of non-scheduled repairs. Assist with the LWT planning and budgeting during the SMP Process. Assist with the administration regarding the expenditure of State funds. Prepare reports on administration issues and statics.
<b><u>ENQUIRIES</u></b>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Gymnasium, Private Bag X613, Heidelberg Gauteng, 1438 or hand delivered to SA Army Gymnasium, Cnr Jacobs and Louw Street, Heidelberg or email to <a href="mailto:Aldo.jacobs@dod.mil.za">Aldo.jacobs@dod.mil.za</a>
<b><u>NOTE</u></b>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<b><u>POST 43/14</u></b>	:	<b><u>SECRETARY REF NO: INTFMNHQ/02/43/25/3</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	SA Army Intelligence Formation, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Computer Literate (MS Word, Power Point, Access and Excel), Good communication skills (written and verbal). Proficiency language in English. Organising and planning skills, good interpersonal skills,