

<u>NOTE</u>	:	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.
<u>POST 43/21</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: 16MAINT/02/43/25/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05) 16 Maintenance Unit, Lohatla A minimum Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of supply chain and procurement administration. Knowledge of clerical duties and practices. Language proficiency in English. Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint). Good interpersonal skills. Problem solving and analytical skills. Ability to act with tact and discretion. Ability to work independently.
<u>DUTIES</u>	:	A successful candidate will provide logistic support to Procurement officer: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement form for the purchasing of standard office items. Track and manage stock levels of facility related supplies and consumables. Maintain accurate records of facility usage, maintain schedules and asset inventories. Handle filing system, correspondence and document control. Coordinate routine inspection and maintenance of building, grounds and equipment.
<u>ENQUIRIES</u>	:	WO P. Mofokeng Tel No: (053) 321 2431/Ms K. Modubeki Tel No: (053) 321 2407
<u>APPLICATIONS</u>	:	Department of Defence. SA Army Combat Training Centre, Private Bag X3001, Postmasburg, 8420 or hand deliver SA Army 16 Maintenance Unit, Combat Training Centre, Lohatla, Postmasburg or email to Jaco.Opperman@dod.mil.za
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<u>POST 43/22</u>	:	<u>CLEANER: SUPERVISOR REF NO: CTC/02/43/25/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) SA Army Combat Training Centre, Lohatla, Postmasburg ABET Level 4 or equivalent with a minimum 3 years experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.
<u>DUTIES</u>	:	Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.
<u>ENQUIRIES</u>	:	Maj E.T. Olehile Tel No: (053) 321 2088/2101/WO1 M.W. Gall Tel No: (053) 321 2109/2184
<u>APPLICATIONS</u>	:	Department of Defence, SA Army Combat Centre, Lohatla Military Area, Private Bag X3001, Postmasburg, 8420. Department of Defence SA Army Combat Centre Lohatla, Postmasburg 8420 or email to Ashley.Erasmus@dod.mil.za
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