

		to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street,, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<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 43/11</u>	:	<u>DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CDPSP/30/43/25/02</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Armscor Building, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with a recognised Bachelors' Degree/Advanced Diploma in Strategy and Planning/Public Administration/Management or relevant qualification at (NQF level 7). A minimum of 3 years' experience in planning at an Assistant Director level. Special requirements (Skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. General Management, Project Management, Strategic Planning (including operational planning), Financial Management and must have advanced Knowledge in Planning. Communication skills (Verbal and written communication), Leadership, Problem-solving and decision making Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Advance Computer Skills (applications such as MS Word, Excel, PowerPoint and Outlook. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creative and Innovative, Objectiveness and professionalism. Confidentiality. Reliability. Flexibility. Teamwork. Ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to provide and manage strategic plans and reports for the Chief Defence Policy, Strategy and Planning (CDPSP) and perform the following key functions: Integrate DPSP Strategic Plan and Annual Performance, Manage DPSP reporting process, Provide Risk Management Support to the DPSP and Provide Special Project Support to DPSP.
<u>ENQUIRIES</u>	:	Ms R.F. Mahlangu Tel No: (012) 355 6034
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<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 43/12</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR: REF NO: ARTFMN/02/43/25/1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Artillery Formation HQ, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with a minimum of 3 years relevant experience in Human Resource Management. Special requirements (Skills needed): Knowledge and Understanding of Human Resource (HR) legislative framework governing Public Service Act Personnel (PSAP). Knowledge and understanding of applicable HR prescripts. Knowledge, understanding and interpretation of PERSOL/PERSAL system. 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.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following duties: Supervise and undertake more complex implementation and maintenance of human resource administration practices which consist of recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions and probationary for Public Service Act

		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.
<u>ENQUIRIES</u>	:	Lt Col M.R. Mokwape Tel No: (012) 355 2881/Ms J.M. Mokgoko Tel No: (012) 355 2813
<u>APPLICATIONS</u>	:	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 Bridget.Masuku@dod.mil.za
<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 43/13</u>	:	<u>ADMINISTRATION CLERK: SUPERVISOR REF NO: ARMYGYM /02/43/25/2</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SA Army Gymnasium, Heidelberg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj M.D. Sejake Tel No: (016) 340 2272/WO1 A.A. Jacobs Tel No: (016) 340 2065
<u>APPLICATIONS</u>	:	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 Aldo.jacobs@dod.mil.za
<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 43/14</u>	:	<u>SECRETARY REF NO: INTFMNHQ/02/43/25/3</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Intelligence Formation, Pretoria
<u>REQUIREMENTS</u>	:	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,