

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 22 December 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 45/25** : **SECRETARY REF NO: CDTM/32/45/25/01**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
- CENTRE** : HR Division, Chief Directorate Transformation Management Defence HQ, Erasmuskloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.
- DUTIES** : The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence

		claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Capt (SAN) D. Siweya Tel No: (012) 355 5828/Ms A. Dookaran Tel No: (012) 355 5780
<b><u>APPLICATIONS</u></b>	:	HR Division, Chief Directorate: Transformation Management (CDTM), Private Bag X159, Pretoria, 0001 or hand deliver to Defence HQ, 370 Nossob Street, Erasmuskloof, Pretoria or Email to <a href="mailto:molatso.mabetwa@dod.mil.za">molatso.mabetwa@dod.mil.za</a>
<b><u>POST 45/26</u></b>	:	<b><u>SECRETARY REF NO: ARMYCOLLEGE/03/45/25/01</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	SA Army College, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit on Microsoft Word. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Maj T.P. Papi/2Lt L. Seleke Tel No: (012) 674 4059/4011
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, Pretoria, 0143 or hand deliver at SA Army College, 137 Van Riebeeck Road, Thaba Tshwane, Pretoria or email to: <a href="mailto:Nyabane.Maswanganyi@dod.mil.za">Nyabane.Maswanganyi@dod.mil.za</a>
<b><u>POST 45/27</u></b>	:	<b><u>SECRETARY REF NO: ARMYSUPFMN/03/45/25/02</u></b>
<b><u>SALARY</u></b>	:	R228 321– R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	SA Army Support Formation, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an added advantage Special requirements (Skills needed): The ideal candidate must be computer literate with excellent communication skills and good telephone etiquette. Must possess good organisational skills

		and the ability to act with tact and discretion. Must have good inter personal relationship skills essential for team support and collaboration.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing secretarial/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit on Microsoft Word. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received. Arrange meetings and events for the Director and the staff in the unit. Identify venues, invites role players, organise refreshments, and set up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where required. Administer matters like leave register and telephone accounts. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for the meetings. Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Capt B. Khumalo Tel No: (012) 339 4059 6537/ Ms M. More Tel No: (012) 339 6768
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Support Formation, Private Bag X172, Pretoria, 0001 or hand deliver at SA Army Support Formation, Corner Vissagie and Thabo Sehume Street, Pretoria or email to: <a href="mailto:asfinvitations@dod.mil.za">asfinvitations@dod.mil.za</a>
<b><u>POST 45/28</u></b>	:	<b><u>FOOD SERVICE AID: SUPERVISOR REF NO: JSBGAR/03/45/25/03 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 - R227 766 per annum (Level 04)
	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
	:	A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<b><u>DUTIES</u></b>	:	Effective supervising of supervise food service aids, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<b><u>ENQUIRIES</u></b>	:	Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to <a href="mailto:Ndishavhelafhi.Netshutungulu@dod.mil.za">Ndishavhelafhi.Netshutungulu@dod.mil.za</a>
<b><u>POST 45/29</u></b>	:	<b><u>FOOD SERVICE AID: SUPERVISOR REF NO: ASBKZN /03/45/25/04</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359 - R227 766 per annum (Level 04)
	:	Army Support Base KwaZulu Natal, Bluff
	:	A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory

		management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.
<b><u>DUTIES</u></b>	:	Effective supervising of supervise food service aid, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
<b><u>ENQUIRIES</u></b>	:	Capt N.T. Mabuyakhulu Tel No: (031) 451 0020/ Ms C. Nienaber Tel No: (031) 451 0205
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030 or hand deliver at Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff or email to <a href="mailto:keresa.gordon@dod.mil.za">keresa.gordon@dod.mil.za</a>
<b><u>POST 45/30</u></b>	:	<b><u>CLEANER: SUPERVISOR REF NO: JSBGAR/03/45/25/05 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Joint Support Base (JSB) Garrison, Thaba Tshwane
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4 or equivalent with a minimum 2 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to <a href="mailto:Ndishavhelafhi.Netshutungulu@dod.mil.za">Ndishavhelafhi.Netshutungulu@dod.mil.za</a>
<b><u>POST 45/31</u></b>	:	<b><u>CLEANER: SUPERVISOR REF NO: ASBKBY/03/45/25/06</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Army Support Base Kimberley.
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4 or equivalent with a minimum 2 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Maj I.W. Februarie, Tel No: (053) 830 3011/ Mr Mohale Tel No: (053) 830 3018
<b><u>APPLICATIONS</u></b>	:	Department of Defence, South African Army Support Base Kimberly, Private Bag X5056, Diskobolos Kimberly, Northern Cape, 8325 or hand deliver at ASB Kimberly, Gen van der Spuy Rylaan, Kimberly or email to <a href="mailto:Mimy.Matimbe@dod.mil.za">Mimy.Matimbe@dod.mil.za</a>

<b><u>POST 45/32</u></b>	:	<b><u>CLEANER: SUPERVISOR REF NO: ASBPOTCH /03/45/25/07</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Army Support Base (ASB) Potchefstroom.
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4 or equivalent with a minimum 2 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	W01 N.S. Makhafola Tel No: (018) 289 3381 / Ms S.S. Shedi Tel No: (018) 289 3378
<b><u>APPLICATIONS</u></b>	:	Department of Defence, South African Army, Support Base Potchefstroom, Private Bag X2012, Noordburg, North West, 2522 or hand deliver at South African Army Support Base Potchefstroom, Corner Eleazer and Ventersdorp road, Noordburg, Potchefstroom or email to <a href="mailto:Mimy.Matimbe@dod.mil.za">Mimy.Matimbe@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 45/33</u></b>	:	<b><u>GROUNDSMAN REF NO: 9SAIBN/03/45/25/08</u></b>
<b><u>SALARY</u></b>	:	R138 486 - RR163 131 per annum (Level 02)
<b><u>CENTRE</u></b>	:	9 South African Infantry Battalion, Cape Town
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Capt P.S. Bam Tel No: (021) 787 6155
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or email to <a href="mailto:Chaney.Bailey@dod.mil.za">Chaney.Bailey@dod.mil.za</a>
<b><u>POST 45/34</u></b>	:	<b><u>CLEANER REF NO: 9SAIBN/03/45/25/09</u></b>
<b><u>SALARY</u></b>	:	R138 486 – R163 131 per annum (Level 02)
<b><u>CENTRE</u></b>	:	9 South African Infantry Battalion, Cape Town
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required.

Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.

**DUTIES**

- : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**ENQUIRIES**

**APPLICATIONS**

- : Capt P.S. Bam Tel No: 021 787 6155  
Department of Defence, SA Army, 9 SAI Bn Private Bag X4, Eersterivier, 7103 or may be hand delivered to Spine Road, Ext 29 Eersterivier or emailed to [Chaney.Bailey@dod.mil.za](mailto:Chaney.Bailey@dod.mil.za)