

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 July 2023@16:00 (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. 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 21/06** : **PRINCIPAL MILITARY INTELLIGENCE OFFICIAL REF NO: DI/22/21/23/01**
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Defence Intelligence, Liberty Life Building, Pretoria
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent with Bachelor's Degree/Advanced National Diploma at NQF level 7 (Total post school study of 3 years) Driving license is essential. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Operating equipment. Language skills. Project Management skills. Knowledge and understanding of Accounting/Finance/Auditing. Information Technology. Formal training skills. Strategic Planning (Including operational planning).
- DUTIES** : The successful candidate will be required to perform the following functions: Collect and compile list of books requirements received. Determine bibliographic details of the publications and obtain NSN number. Compile and submit the procurement request for the books and reference work with DD2779. Collect and compile list of e-Book requirements. Determine bibliographic details of the publications and submit procurement request. Obtain renewal requests through Information Managers and compile list of titles. Obtain NSN numbers for magazines to be ordered. Compile procurement request and submit to CPSC for ordering from the approved service provider. Submit procurement request to DI Log to renew newspaper subscriptions for coming year for DI and SADIC libraries. Place orders for the different products within the limits of the budget. Follow up and ensure that ordered products are delivered. Obtain invoices and submit for payment. Enter all new books into Accession Register, Asset register, INMAGIC and SINET. Manage annual stock taking. Follow up on overdue books. Weeding old and damaged books

from the collection and update the database. Search for new material to fill information gaps in the collection. Catalogue, classify and index new books received on SINET database and the INMAGIC Library Management System. Mark new book with barcodes, Tag numbers, Shelf numbers/classification numbers, return-date leaflets, book pockets and loan cards, library stamps. Conducting interview with client to determine what information is needed. Executing information searches on all the available resources and systems in the library including SINET, INMAGIC and Online Resources in order to retrieve relevant information for clients. Retrieve books, periodicals from shelves and download information from electronic resources/make print-outs or photocopies. Registration of new users on the Library system and the regular update of user details. Lending of material to users. Process return of books to the library. Compile library express notices to promote library awareness. Distribute handouts to new clients explaining library services. Ensure that new library material is brought to the attention of DI members (Accession list). Manage/organise promotion of the library through days such World Book Day or National Library Week.

ENQUIRIES : Ms T.C. Nkopane Tel No: (012) 315 0508/Ms S.H. Mugali Tel No: (012) 315 0351

APPLICATIONS : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Vermeulen Street, Liberty Life Building).

POST 21/07 : **REGISTRY CLERK: PRODUCTION REF NO: DI/22/21/23/02**

SALARY : R202 233 per annum (Level 05)
CENTRE : Defence Intelligence
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. Special requirements (Skills needed): Basic Numeracy, Literacy and language skills.

DUTIES : The successful candidate will be required to perform the following functions: Securing and effective personnel registry service in MB area. Ensuring secure personnel registry service to all clients. Effective administration in the personnel registry. Execution of the daily routine of the in Personnel Registry. The receiving of incoming restricted, confidential documents on Personnel files. Do all the administration in for your office with regards to receiving and dispatching of Personnel files. Ensure the provision of personnel files on request. The routine of files to clients. The analysis of documents wrt restricted and confidential documents. The receiving of incoming restricted and confidential documents. Security control within the personnel registry. Open all personnel files under supervision of person in control of the registry. Ensure that a control card is used for every file which is opened. Person's force number must be on until list available. No duplicated files may be opened. Make sure of the volume number of personnel file. Ensure every personal file has a register card (register for open and closed files). The ability to render personnel service independently. The maintenance of personnel files. Record keeping with full history. Timeous return of files. Control of records. Handles registered post. Completeness of registers. The managing of a Personnel office.

ENQUIRIES : Ms S.H. Mugali Tel No: (012) 315-0351 or Ms T.C. Nkopane Tel No: (012) 315 0508

APPLICATIONS : Department of Defence, Private Bag X367, Pretoria, 0001 (For Hand delivery: Liberty Building 278 Madiba street, Pretoria Central).

POST 21/08 : **SENIOR ADMIN CLERK: PRODUCTION REF NO: SFHQ/21/21/23/01**

SALARY : R202 233 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, Special Forces Headquarters.
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. Special requirements/ skills needed: Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). To be flexible, thorough and pay attention to detail. The ability to work well with others and a desire to help people.

DUTIES : Compile and type documentations as per CSW e.g. minutes, letters, memorandum, warning orders and operational instructions. Ensure that the operational records and costs are updated daily as required by SSO Ops and the command element. Ensure that the information for quarterly and annual operations reports are compiled as required by COS. Ensure that the Ops room is prepared, and the IT equipment is ready for the VTC meetings with OC's of SF units under command. Ensure that all incoming and outgoing mail via electronic fax, hand delivered signals passing through the control room are

disseminated to the SF sections. Ensure that any classified documents are handled accordingly, place documents in a secure place. Ensure that any situation report received for accident, personnel injury, etc are forwarded to SSO Ops immediately. Ensure that the SF trust fund is collected and managed according to GOC SA Spec Forces requirements.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822 or WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

POST 21/09 : **DRIVER REF NO: DI/22/21/23/04**

SALARY CENTRE : R147 036 per annum (Level 03)
: Defence Intelligence (SA Defence Intelligence College) (SADIC) Monument Park.

REQUIREMENTS : NQF Level 3 (Intermediate Certificate)/ Junior Certificate (Grade 10/ N1, N2). With 3-5 years' experience. Special requirements (skills needed): To drive military vehicles ranging from B, C and D vehicles in order to transport personnel and / or freight. Communication and interpersonal skills. Must have a valid code (14)10 driver's. Must be physically fit.

DUTIES : The successful candidate will be required to perform the following functions: Driving trucks with a capacity of more than 3 tons to transport cargo or as indicated or requested. Maintain radio and cell phone contact with base and or supervisor to receive instructions or to be dispatched to different location. Maintain trucks (vehicles) log book according to state regulations. Keep records of equipment and material transported. Position blocks and ties rope around items to secure cargo for transport. Cleans, Inspects and ensure vehicle is booked in time for transport. Operate equipment on vehicle to load, unload or disperse cargo or material. Map out driving routes ahead of time to determine the most expedient trip. Conduct the 10-task maintenance on the vehicles. Ensure that vehicles are clean and roadworthy. Utilise the vehicles according to prescripts and rules. Keep record of trips regularly and exact. Collect stores at the line warehouses. Ensure that freight is safe and secure on vehicles. Arrange for tollgate documentation when required. Transport personnel and students to and from base / port of 25 to 45 seated buses safely. S/Sgt Mukwebo Tel No: (012) 315-0909.or WO1 Y.D. Dyers Tel No: (012) 315-0959.

ENQUIRIES : S/Sgt Mukwebo Tel No: (012) 315-0909.or WO1 Y.D. Dyers Tel No: (012) 315-0959.

APPLICATIONS : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge).

POST 21/10 : **MESSENGER REF NO SFHQ/21/21/23/02 (X1 POST)**

SALARY CENTRE : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, Special Forces Headquarters.

REQUIREMENTS : Grade 4 – 9 (NQF Level 1) or equivalent. Special requirements/Skills needed: Knowledge and/or experience in operating a facsimile machine and photocopies. Basic numeracy and communication efficiency (verbal and written) in English. Drivers License Code EB. Preferential that member is able to drive a sedan vehicle in order to obtain a military license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Distribute the copies of correspondences to the relevant section as proof of receipt. Collecting of post at the Post Office on daily basis and distribute it in the Headquarters. Ensure collection of files from the registries is done on daily basis. Ensure that the filing of documents is up to date in the offices whenever required. Updating of the stamp register after each postage being used. Fetch and deliver post on weekly basis from Division and SA Army Formations. Operating and managing of facsimile machine in registry by receiving and transmitting faxes and operate photocopier to make copies of relevant documents. Ensure that the photocopies of documents are done whenever required to do so.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822 or WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

- POST 21/11** : **CLEANER FOREMAN REF NO: SFHQ/21/21/23/05 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).
- REQUIREMENTS** : Grade 4 – 9 (NQF Level 1) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.
- DUTIES** : Supervise job output of Cleaners. Divide the work between work teams and individuals. Serve as team leader of work teams and divide equipment amongst work teams and individuals. Assist in the training of Cleaners in the usage of machines. Assist in the completion of performance assessments forms and performance incentives of subordinates. See to the attendance, leave and relieve of cleaning personnel. Apply for daily supplies/equipment, collect it and issue to Cleaners and keep supply register up to date. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Exercise control over keys and the locking and unlocking of halls. See to and ensure the rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Check the general condition of cleaning machinery regularly and report faults where equipment is not up to standard. Maintaining all equipment and machinery used and reporting any defects. Ensure safety awareness with the use of all equipment on all tasks. It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process.
- ENQUIRIES** : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503
- APPLICATIONS** : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
- POST 21/12** : **DRIVER REF NO: SFHQ/21/21/23/14 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
- REQUIREMENTS** : NQF Level 3 (Intermediate Certificate) ABET Level 3-4/Grade 10) with (3-5) years' drivers experience. Driver's License Code EC. Due to the Unit Geographical location, preference will be given to nearby residence. Special Requirements/Skills needed. The ability to maintain transport system, planning of trips and road movement.
- DUTIES** : The upkeep of vehicles, maintenance and serviceability of vehicles. Provide reliable transport system to the unit. Delivery of post and transportation of unit members. Conduct regular vehicle inspection and stable parade.
- ENQUIRIES** : Supply Unit, Wallmansthal. Capt K.O. Bulannga Tel No: (012) 529 1434/38) or WQ2 M.J. Tladi.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces
- NOTE** : Ensure serviceability of vehicles and report any defects or incidents. He must apply higher standard of safety measures and standard of hygiene. It will be expected of the candidate to do practical test to provide his or her competency in this field as part of selection processes.
- POST 21/13** : **FOREMAN III REF NO SFHQ/21/21/23/15 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
- REQUIREMENTS** : Grade 4 – 9 (NQF Level 1) or equivalent. Due to the Unit Geographical location, preference will be given to nearby residence. Special Requirements /Skills needed. The ability to function independently must be able to use the lawn mower and a weed eater.
- DUTIES** : The upkeep of all gardens and facilities in the Unit, Neatness of working areas, Maintenance of machinery, adherence to OHS Act and prescript. Administer

- compost on lawns, Daily removal of garden refuse, sweeping trenches and roads, cutting grass, planting of flowers and trees.
- ENQUIRIES** : Capt K.O. Bulanga Tel No: (012) 529-1434/38 or WO2 M.J. Tladi.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- NOTE** : Ensure serviceability of equipment and report any defects or shortages. He must apply higher standard of safety measures and standard of hygiene. It will be expected of the candidate to do practical test to provide his or her competency in this field as part of selection processes.
- POST 21/14** : **BRICKLAYER ASSISTANT REF NO: SFHQ/21/21/23/19 (X1 POST)**
- SALARY** : R147 036 per annum (Level 03)
- CENTRE** : Joint Operations, SA Special Forces, Special Forces Supply Unit – 4 Special Forces Regiment Satellite, Langebaan (Western Cape).
- REQUIREMENTS** : ABET Level 1 – 4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge and experience of different building techniques, plastering, paving and tilling techniques together with health and safety measures and incident handling procedures. Basic numeracy, literacy, driving skills and operating of equipment. Communication (verbal and written) in English.
- DUTIES** : Perform preventive maintenance through accurate fault or failure diagnosis, accurate assessment of the repair tasks to be performed, performing service schedule of equipment and/or facilities and identifying rejects and request for rework. Perform corrective maintenance by assuring reliable and serviceable special tools and test equipment, optimal use of maintenance resources, maintaining buildings and structures in the unit and maintaining equipment used to perform tasks in the unit. Perform administrative and related functions by accurate capturing of task data, accurate and timely finalisation of task related administration, providing inputs on the compilation of technical reports and reporting all accidents and incidents. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503
- APPLICATIONS** : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
- POST 21/15** : **GROUNDSMAN REF NO: DI/22/21/23/03 (X3 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Defence Intelligence (SA Defence Intelligence College) (SADIC) Monument Park.
- REQUIREMENTS** : ABET 1-4 (Grade 3-9) or equivalent. Special requirements (skills needed): The applicant must be able to operate equipment
- DUTIES** : The successful candidate will be required to perform the following functions: Loading, unloading and transporting of garden refuse (waste) from the Unit lines with a military truck (Tipper truck) to a dumping site. To remove all the tree branches as well as all garden waste from the street, sidewalks, open areas and general cleaning and sweeping of the sidewalks in the Unit. To remove the household refuse from the Guesthouses, and load it into the Tipper truck to the dumping site. To cut the grass and making of the flower bedding and pruning of trees as well as watering the flowers in the Unit. To assist your supervisor with general preparations of all regimental tasks that needs your assistance functions parades that may take place inside the Unit lines or outside the Unit lines. To assist on cleaning around the area of your change room while the rest of the team are busy with the loading and transporting of the refuse to the dumping site. Pruning of trees as well as to water the flowers in the unit lines. Clean around the guest-house and conference areas, and also around the class-rooms. Assist your supervisor in all activities during the preparation and execution of regimental aspects. Assist in emergency preparations of meetings and conferences.
- ENQUIRIES** : S/Sgt Mukwebo Tel No: (012) 315-0909.or WO1 Y.D. Dyers Tel No: (012) 315-0959
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105. (208 Johann Rissik Drive, Waterkloof Ridge)

- POST 21/16** : **GROUNDSMAN REF NO SFHQ/21/21/23/03 (X3 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, Special Forces Headquarters.
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmans: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Maj S.D. Mabaya Tel No: 012 674 5822 or WO2 L.J. Thubakgale Tel No: (012) 674 5845
- APPLICATIONS** : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.
- POST 21/17** : **FOOD SERVICE AID II REF NO SFHQ/21/21/23/04 (X2 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces Headquarters.
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment, food preparation and preparation of Kosher, Halaal and diabetic foods.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES** : Maj S.D. Mabaya Tel No: (012) 674 5824 or WO2 L.J. Thubakgale Tel No: (012) 674 5845
- APPLICATIONS** : Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001.
- POST 21/18** : **FOOD SERVICE WORKER AID II REF NO SFHQ/21/21/23/06 (X2 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, and preparation of Kosher, Halaal and diabetic foods. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration

thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

POST 21/19 : **MESSENGER REF NO SFHQ/21/21/23/07 (X1 POST)**

SALARY : R125 373 per annum (Level 02)

CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special Requirements/Skills Needed: Knowledge and/or experience in operating a facsimile machine and photocopier. Basic numeracy and communication efficiency (verbal and written) in English. Drivers License Code EB. Preferential that member is able to drive a sedan vehicle in order to obtain a military license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Collecting of post at the Post Office on a daily basis and distribution thereof in the Regiment. Preparing of outgoing post by ensuring all post and parcels are compiled according to Postal Services guidelines and ensuring sufficient postage are on the envelopes and parcels. Updating of the stamp register after each postage being used. Fetch and deliver post on a weekly basis from/to Air Force Base Langebaanweg. Operating and managing of facsimile machine in registry by receiving and transmitting faxes and operate photocopier to make copies of relevant documents.

ENQUIRIES : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

POST 21/20 : **CLEANER II REF NO SFHQ/21/21/23/08 (X1 POST)**

SALARY : R125 373 per annum (Level 02)

CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Maj H.P. Kortje Tel No: (022) 707 4519 or Ms M. Labuschagne Tel No: (022) 707 4503

APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

POST 21/21 : **SENIOR ADMINISTRATION CLERK: PRODUCTION REF NO SFHQ/21/21/23/09 (X1 POST)**

SALARY : R125 373 per annum (Level 02)

CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa.

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, experience in records will be an advantage. Special Requirements/Skills Needed: Must be computer literate. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt records and filling. Analytical and innovative thinking ability as well as problem solving skills. High level of reliability. Ability to do research and analyses documents and situations.

DUTIES : Receiving and dispatching of mail/documents. The ability to render Record Management services independently and receiving of the signal from signal section. Keep strict control of all files within the registry as well as preparation, opening of new files according to the implementation of the new up to date filling system of the SANDF, and the maintenance of files currently being circulated. You must ensure that the secret and top secret are locked away in the safe at all times. All classified incoming and outgoing documents are to be written in the relevant registers as well as DD1054 of outgoing documents must be indicated in your incoming register. All classified files, secret and top secret documents are to be sealed in an envelope and hand delivered to the relevant individuals. Filing of all incoming documents on the files. Allocating numbers to each documents page, doing cross-reference where applicable. Competing of control cards and distribution of the files asap. Daily preparation of classified documents for distribution with a properly filled out DD1054 attached. Ensure that your office is out of bounds to all except of OC, 2IC, RAM, Mil Sec, Off and Record Management Manager.

ENQUIRIES APPLICATIONS : Warrant Officer Class 1 L. Fourie or Ms H.A. Baloyi Tel No: (015) 780 4610
: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

POST 21/22 : **CLEANER II REF NO: SFHQ/21/21/23/10 (X4 POSTS)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES APPLICATIONS : Warrant Officer Class 1 L. Fourie or Ms H.A. Baloyi Tel No: (015) 780 4610
: Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390.

POST 21/23 : **GROUNDSMAN REF NO: SFHQ/21/21/23/11 (X6 POSTS)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Joint Operations, SA Special Forces, 5 Special Forces Regiment Phalaborwa (Limpopo).

REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.

DUTIES : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmans: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Warrant Officer Class 1 L. Fourie or Ms H.A. Baloyi Tel No: (015) 780 4610

APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390.

POST 21/24 : **GROUNDSMAN REF NO SFHQ/21/21/23/12 (X3 POSTS)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmannstall.
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/ skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.

DUTIES : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : 2 Lt E.O. Maselwane Tel No: (012) 529 1766 or S Sgt F.C. Magata Tel No: (012) 529 1742

APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0120.

POST 21/25 : **FOOD SERVICE WORKER REF NO SFHQ/21/21/23/13 (X1 POST)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Special Forces School (Pretoria) Murray Hill Wallmannstall.
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Special requirements/skills needed: Ability to communicate effectively (written and verbally) in English. Basic knowledge of health and safety. Food preparation and serving Ability to perform routine tasks. Ability to operate kitchen equipment /machinery and good Interpersonal skills.

DUTIES : Ensure the upholding of the unit hospitality service and the standard of the mess are in line with the SANDF food preparation requirements. Ensure the cleanliness of kitchen and equipment after preparation has been done. Ensure food preparation for the next day is finished before shift ends, preparation of food for different meals. Check rations according to scale and issue. Ensure neatness of the chef and working environment. Assist Caterer with the execution of hospitality services that adhere to legislative prescripts. Prepare and serve of food and light refreshments and desserts. Ensure that First in First out (FIFO) method is adhered to when receiving stock. Packing of suppliers received in food storage areas. Clear. Designated areas to ensure high standard of hygiene. Wash of cutlery and crockery Perform tasks of a routine nature.

ENQUIRIES : 2Lt E.O. Maselwane Tel No: (012) 529 1766 or S Sgt F.C. Magata Tel No: (012) 529 1742

APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0120.

POST 21/26 : **DRIVER REF NO: SFHQ/21/21/23/16 (X1 POST)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
REQUIREMENTS : ABET Level 1-4 (Grade 3-9) or equivalent. Driver's License Code EB. Due to the Unit Geographical location, preference will be given to nearby residence. Special Requirements /Skills needed. The ability to maintain transport system, planning of trips and road movement.

- DUTIES** : The upkeep of vehicles, maintenance and serviceability of vehicles. Provide reliable transport system to the unit. Delivery of post and transportation of unit members. Conduct regular vehicle inspection and stable parade.
- ENQUIRIES** : Capt K.O. Bulannga Tel No: (012) 529 1434/38 or WO2 M.J. Tladi.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- NOTE** : Ensure serviceability of vehicles and report any defects or incidents. He must apply higher standard of safety measures and standard of hygiene. It will be expected of the candidate to do practical test to provide his or her competency in this field as part of selection processes.
- POST 21/27** : **CLEANER II REF NO: SFHQ/21/21/23/17 9 (X1 POST)**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
- REQUIREMENTS** : ABET Level 1-4 (Grade 3-9) or equivalent. Due to the Unit Geographical location, preference will be given to nearby residence. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy.
- DUTIES** : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Capt K.O. Bulannga Tel No: (012) 529 1434/38 or WO2 M.J. Tladi.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private Bag X3 Pyramid 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
- POST 21/28** : **GROUNDSMAN REF NO SFHQ/21/21/23/18 (X2 POSTS)**
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Joint Operations, SA Special Forces, Special Forces Supply Unit (Wallmansthal).
- REQUIREMENTS** : ABET Level 1-4 (Grade 3-9) or equivalent. Due to the Unit Geographical location, preference will be given to nearby residence. Special requirements/ skills needed: Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy.
- DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.
- ENQUIRIES** : Capt K.O. Bulannga Tel No: (012) 529 1434/38 or WO2 M.J. Tladi.
- APPLICATIONS** : Department of Defence, Special Forces Supply Unit, Private bag x3, Pyramid 0120 or hand delivered at SFSU (Wallmansthal).