

Office. Monitor the 'to do' list for the Directorate and ensure quality assurance and proper tracking of tasks. Receive and compile monthly, quarterly and annual statistical requirements (e.g., Outreach Programme attendance register). Arrange and coordinate meetings, minutes, venues and refreshments. Coordinate travel arrangements for the Directorate and related logistical arrangements. Respond to enquiries and provide information to responsible Officials. Support members of the directorate in the execution of their daily tasks Collaborate with other directorates to ensure seamless workflow. Receive and compile monthly and quarterly statistical requirements for the Director. Manage the Asset Register for the Directorate. Keep control of pool equipment and cutlery, crockery and perishable food items. Procure/purchase of basic goods and services in line with procurement prescripts (e.g., stationery and refreshments). Operating and ensuring good working condition of equipment like fax machines and photocopiers. Ensure safe working environment by reporting OHS shortcomings to the Director. Perform over and above tasks. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the Directorate.

ENQUIRIES : Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2
APPLICATIONS : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157 or email to recruitment@milombud.org.

**INTERNSHIP PROGRAMME 2023/2024
 24 Months (Graduate Interns)**

CLOSING DATE : 06 October 2023
NOTE : The Department of Defence (DOD) would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Year 2023/2024. The Graduate Programme is meant to provide work exposure to graduates in their field of study. The applicants must be unemployed and never participated in any Internship programme in the Public Service. They must be between the ages of 18-35. Applications must consist of: A fully completed and signed new Z83 form obtainable from any Public Service department or on the DPSSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Applicants who participated in any other Government Internship and Learnership Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record and security Clearance). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered. Graduates living with Disabilities are encouraged to apply. Successful applicants will be responsible to arrange their own accommodation and transport to and from place of work, during the period of the Internship.

OTHER POSTS

POST 33/42 : **SOUTH AFRICAN ARMY REF NO: SAA 01/2023 (X12 INTERNS)**
STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
CENTRE : Pretoria/ Kimberly/ Heidelberg/ Lohatla
REQUIREMENTS : National Diploma / B Tech/ B Degree in Communication Studies, Human Resource Management, Library Science & Information, Political Science, Logistics Management, Hospitality Management, International Relations, Financial Management, Accounting, Auditing, Management of Accounting, Language Practice, Psychology.
ENQUIRIES : Lieutenant Colonel N.I. Cain Tel No: (012) 355 1294

- APPLICATIONS** : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, SA Army Headquarters, Directorate Army Human Resources, Private Bag X981, Pretoria, 0001 or. Hand delivery at South African Army, Dequar Road, Pretoria.
- POST 33/43** : **SOUTH AFRICAN AIR FORCE REF NO: SAAF 02/2023 (X8 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Communication Studies (Media Studies), Journalism, Public Relations Management, Marketing Management, Hospitality Management and Tourism, Supply Chain Management, Logistics Management, Archive and Records Management and Electrical Engineering.
- ENQUIRIES** : Mr E.M. Rabapane Tel No: (012) 312 1038
- APPLICATIONS** : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, SA Air Force Headquarters, Air Command-Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, 1 Dequar Road, Pretoria.
- POST 33/44** : **SOUTH AFRICAN NAVY REF NO: SAN 03/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria/ Simon's Town
National Diploma/ B Tech/ B Degree in Culinary Arts, Hospitality, Sports Management, Human Resource Management, BSc in Chemical Engineering or Equivalent.
- ENQUIRIES** : Commander N.R. Nchabeleng Tel No: (012) 339 4405
- APPLICATIONS** : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, SA Navy Headquarters, Private Bag X104, Pretoria 0001 or hand delivery at 224 Visagie Str, SA Navy Headquarters, Pretoria.
- POST 33/45** : **FINANCE MANAGEMENT DIVISION REF NO: FMD 04/2023 (X8 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria/ Bloemfontein/ Durban/ Makhado/ Kimberly/ Hoedspruit
National Diploma/ B Tech/ B Degree in Public Administration, Accounting Management and Financial Management.
- ENQUIRIES** : Ms G.V.T. Maditla Tel No: (012) 674 4745/4741/Mr N. Mashola Tel No: (012) 674 4628/4627
- APPLICATIONS** : General Enquiries: Mr J.M. Kgosiemang Tel: 012 355 6079
Department of Defence, Financial Management Division, Private Bag X137, Pretoria 0001 or hand delivery at 195 Bosman Str, Poyntons Building, Pretoria.
- POST 33/46** : **DEFENCE RESERVES DIVISION REF NO: DRD 05/2023 (X3 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Logistics Management, Marketing Management, Human Resource Management.
- ENQUIRIES** : Corporal N.P. Buthelezi Tel No: (012) 355 5332
- APPLICATIONS** : General Enquiries: Mr J.M. Kgosiemang Tel No: 012 355 6079
Department of Defence, Defence Reserves, Private Bag X161, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

- POST 33/47** : **DEFENCE MATERIAL DIVISION REF NO: DMD 06/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma in Public Management, National Diploma in Logistic or Supply Chain Management.
- ENQUIRIES** : Mr K.N. Nkoko, Tel No: (012) 355 6299
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Defence Reserves, Private Bag X910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/48** : **DEFENCE CORPORATE COMMUNICATION REF NO: DCC 07/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Public Relations, Photography, Journalism and Fine Art.
- ENQUIRIES** : Lieutenant Colonel N.I. Ndesi/ Major N.J. Masigo Tel No: (012) 355 6315/6322.
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Directorate Corporate Communications, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/49** : **DEFENCE INTERNATIONAL AFFAIRS REF NO: DIA 08/2023 (X7 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
Degree in International Relations/Political Science.
- ENQUIRIES** : Mr E. Bogopane Tel No: (012) 355 5435.
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Defence International Affairs, Private Bag X910, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/50** : **INTERNAL AUDIT DIVISION REF NO: IAD 09/2023 (X4 INTERS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Internal Auditing.
- ENQUIRIES** : Mrs J.S. Nkosi/Ms L. Mtsweni Tel No: (012) 649 1031/1051
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Internal Audit Division, Private Bag X1910, Pretoria, 0001 or hand delivery at 70 Ribbon Grass Road, Eco Glades 1, Eco Park Highveld, Pretoria 0001.
- POST 33/51** : **COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF NO: CMIS 10/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE** : Pretoria

- REQUIREMENTS** : National Diploma/ B Tech/ B Degree in Diploma in Information Science/Management, Supply Chain Management, Information Systems, Archive and Records Management, Human Resource Management, Project Management.
- ENQUIRIES** : Mr Y.M. Manyo/ Warrant Officer S.A. McMaster Tel No: (012) 649 1462/1458.
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, 70 Ribbon Grass Road, Eco Glades 1, Eco Park, Highveld, Pretoria 0001.
- POST 33/52** : **CHIEF DIRECTORATE HUMAN RESOURCE MANAGEMENT REF NO: CD HRM 11/2023 (X4 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Human Resource Management, Public Administration and Industrial Psychology.
- ENQUIRIES** : Major K.C. Mphokane / Ms G. Mzenze Tel No: (012) 339 5246/5133
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, CD HR Management, Private Bag X976, Pretoria, 0001 or hand delivery at Bank of Lisbon Building Cnr Paul Kruger and Visagie Streets Pretoria
- POST 33/53** : **CHIEF DIRECTORATE HUMAN RESOURCE DEVELOPMENT REF NO: CD HRD 12/2023 (X1 INTERN)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Human Resource Management/Development.
- ENQUIRIES** : Lieutenant Colonel N.E. Semaushu Tel No: (012) 355 5253
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/54** : **HUMAN RESOURCE DIVISIONAL STAFF REF NO: HRDS 13/2023 (X2 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Supply Chain Management/ Logistics Management and Transport Management.
- ENQUIRIES** : Major M.P. Mohlola Tel No: (012) 355 5046
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/55** : **TRAINING COMMAND REF NO: TRG COMD 14/2023 (X6 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Human Resource Development/Management, Management of Training, Research and

Development/ Design, Supply Chain Management, Logistics and Language Practice.

ENQUIRIES : Ms E. du Preez Tel No: (012) 674 4767

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Training Command HQ (PS School), Private Bag X1024, Thaba Tshwane, 0143 or hand delivery at Department of Defence, PS School, 7 Johannes Pretorius Str, Thaba Tshwane 0143.

POST 33/56 : **DIRECTORATE LANGUAGES REF NO: DLANG 15/2023 (X6 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Degree in Languages (majoring in English language and Editing).

ENQUIRIES : Mr D. Smit Tel No: (012) 355 5311

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.

POST 33/57 : **DIRECTORATE PHYSICAL TRAINING SPORTS & RECREATION REF NO: DPTSR 16/2023 (X4 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Supply Chain Management, Human Resource Management and Sport Management (with coaching qualifications)

ENQUIRIES : Major C.B. Mehlo Tel No: (012) 392 5825

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Human Resource Division, Directorate Physical Training Sport & Recreation, Private Bag X159 Pretoria, 0001 or hand delivery at Department of Defence, 195 Poyntons building, Cnr Bosman and W.F. Nkomo Street, Pretoria.

POST 33/58 : **DEFENCE ENTERPRISE INFORMATION SYSTEM MANAGEMENT REF NO: DEISM 17/2023 (X5 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Information Technology/ Information Science and Knowledge Management. National Diploma in ParaLegal /LLB in Law degree.

ENQUIRIES : Ms C.M. Msiza Tel No: (012) 649 1401

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Defence Enterprise Information System Management Division, Private Bag X910, Pretoria, 0001 or hand delivery at Department of Defence, 70 Ribbon Grass Road, Eco Glades 1, Eco Park, Highveld, Pretoria 0001.

POST 33/59 : **LOGISTIC DIVISION REF NO: LOG DIV 18/2023 (X5 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Industrial Psychology, Human Resource Management, Marketing, Public Relations, Journalism,

ENQUIRIES

Communication, Logistics Management, Supply Chain Management, Public Administration and Freight Management.
Colonel V.Z. Willie Tel No: (012) 402 2704, Lieutenant Colonel M. Baloyi Tel No: (012) 402 2665

APPLICATIONS

General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Logistic Division, Private Bag X319, Pretoria, 0001 or hand delivery at House 2 Buthongo building, Visagie street, Pretoria.