

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof, or emailed to DFSC@dod.mil.za / dfscza@gmail.com
- CLOSING DATE** : 29 November 2024 (Applications in any format received after the closing date 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 the 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 POST

- POST 41/15** : **PERSONAL ASSISTANT REF NO: DFSC/02/41/03**
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Defence Force Service Commission (DFSC)
- REQUIREMENTS** : Gr 12 (NQF L4) or equivalent with Secretarial Diploma or equivalent qualification. The successful candidate must be available to travel locally and globally with the Commission in executing his/her functions, a directed by the Commission. Experience: A minimum of three (3) years' experience in rendering administrative support to a senior manager, including specific experience in assisting with the compiling of agendas and taking minutes during strategic meetings. Special Requirement (skills needed): Excellent written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; Computer skills; Telephone etiquette; Interpersonal skills; Conceptual thinking and problem solving skills; Planning Skills; Sound organising skills; Analytical thinking; Ability to analyse documents; Good interpersonal relationships; Good presentation skills. Basic knowledge of financial administration and regulatory framework. Excellent telephone etiquette. Possession of valid driver's license is recommended.

DUTIES

: A successful candidate will be required to perform the following duties: Provide administrative and Secretarial support services to the Commission. Analyse the relevant regulatory prescripts/policies and advise the Commission accordingly in terms of their applicability for effective and efficient support to the Commission. Analyse and scrutinise documents to determine actions required before the meetings. Coordinates the procurement of goods and items for the activities of the Commission. Coordinates logistical arrangements for the meetings of the Commission. Coordinates the travel and accommodation arrangements for Commissioners during meetings and visits. Ensure configuration control of the Defence Force Service Commission Agendas, Minutes, Decision Register and related Instructions.

ENQUIRIES

: Mr M.M.P Motsepe Tel No: (012) 367 9340/060975 4594.

NOTE

: All the short-listed candidates will undergo a pre-assessment and competency test.