

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.
- CLOSING DATE** : 02 June 2023 (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 POST

- POST 16/19** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHRCM/16/18/23/01**
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : DFSC Office, Kasteel Park, Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 and NQF L5/6 (Higher Certificate/Diploma). Applicants must have a minimum of two (2) to three (3) years' relevant experience. Special Requirement (skills needed): Communication (verbal & written), Analytical, Planning and Organisation, Computer (MS Word and MS Excel). Ability to interpret and apply policies and prescripts. Knowledge of the PERSOL mainframe system. Sound knowledge of personnel acquisition and staffing guidelines.
- DUTIES** : The successful candidate will be required to perform the following core functions: Assist and coordinate the staffing processes and procedures for the DFSC. Coordinate the probation processes of the newly appointed employees within the DFSC Secretariat. Coordinate Nomination of courses, symposia, seminars for DFSC. Provide Secretarial function to the ETD Board and coordinate the processing of applications. Ensure maintenance of personal files and personal documents for all employees of the DFSC (Secretariat and Commissioners). Ensure the updating of personal information on PERSOL. Coordinate and process leave application of all employees in the DFSC. Ensure effective administration and processed of appointments of new

employees and Commissioners. Provide the HR administration service to the Commissioners with regard to: Salary admin, S&T admin, maintain list of attendance Registers of the Commissioners. Coordinate and facilitate compensatory allowance for employees of the DFSC. Provide HR Administrative service for all new appointees appointed in the DFSC. Administer and coordinate attachments and detachments to and from the DFSC. Administer the termination of Service of employees of the DFSC. Ensure effective Pension Administration of all officials within the DFSC. Complete and monitor the work attendance register. Ensure the completion of monthly schedule name list with relevant transactions by capturing schedules and non-confirmation on PERSOL in time. Ensure the effective management of HR processes for the DFSC. Facilitate the capturing of HR transactions on PERSOL.

ENQUIRIES

: Mr Z.R. Munyai Tel No: 012 367 9340.