

# Do You Have At Least Grade 10: You Qualify to Get These Positions

**Do You Have At Least Grade 10: You Qualify to Get These Positions.**

The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service.

Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the [prescribed form Z83](#).



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**POST 01/02 : FINANCE CLERK REF NO: CFO 18/1/2**

**SALARY : Level 5 (R152 862 per annum).**

**CENTRE : Financial Management Division, Joint Operations Budget Management Office,**

Joint Operations Division, Finance Management Office, J OPS HQ, Blenny

Building, Dequaria, Pretoria.

**REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance or Accounting related**

subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge

of main frame Financial Management System (FMS)/Basic Accounting System

(BAS) or any other Private Sectors financial systems would serve as a strong

recommendation. Ability to understand and interpret basic

financial, Procurement, Accounting and Human Resource Management (HRM) policy and prescripts.

Basic knowledge of financial practices and Supply Chain Management (SCM) and

knowledge of the Public Finance Management Act (PFMA), Treasury Regulations

and Procurement Prescripts. Knowledge of budget process as well as the basic

financial functions in the Department of Defence (DOD) or any other Public

Service/Private sectors Department would serve as a strong recommendation.

Well-developed reasoning, organising, problem solving, facilitating, report writing

and accounting skills. Good interpersonal relations. Honesty, integrity, diligent,

ethical, intuitive thinking, decisive, perceptive, positive, creative and good team

worker. Ability to effectively and efficiently communicate and liaise with suppliers

and clients. Permanent RSA citizen with no criminal record. Being in the

possession of valid RSA Vehicle driver's license will be a strong recommendation.

Added advantage: Post matric qualification in Finance or a minimum of one year

relevant experience.

**DUTIES :** Distribute budget management policies and instructions. Assist in the

Administration of the Performance Assessment process. Assist in establishing and

maintaining internal mentorship program. Compile inputs for finance training.

Attend training and development opportunities. Assist with the preparations to

receive new appointees in the section. Facilitate process to

procure/obtain  
equipment and resources by compiling list of requirements,  
initiating procurement  
process, obtaining authority to procure, receive equipment and  
capture in assets  
register. Coordinate performance assessment process for  
personnel in the  
section. Assist in HR administration. Printing and  
Distributing of management

6  
directives. Assist in administrating internal grievance  
procedure. Administrative  
attendance register. Keep record of and process application  
for security  
clearances. Execute equipment maintenance process and initiate  
the process to  
dispose/of retire resources in the section. Managing the  
processing of  
documentation and files and maintaining an internal registry  
office. Maintaining an  
internal stationery store and keeping an office inventory.  
Making travel  
arrangements and arranging S&T. Taking notes and drafting  
minutes and agendas  
for meeting. Performing elementary/auxiliary personnel  
administration tasks.

ENQUIRIES : Ms M.D. Tseka, tel (012) 355 3080.

APPLICATIONS : Applications must be submitted to: Financial  
Management Division, DFSS, Career  
Management Section, Private Bag X137, Pretoria, 0001 or  
applications may be  
hand-delivered to: Department of Defence, Poynton building,  
195 Bosman Street,  
Pretoria where it must be placed in wooden post box number 5  
at Reception. Note:  
(Please use reference number, not post number).

CLOSING DATE : 19 January 2018



## Application for Employment

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p><b>ADDITIONAL INFORMATION</b></p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p><b>SPECIAL NOTES</b></p> <p>1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left; background-color: #e0e0e0;">A. THE ADVERTISED POST</th> </tr> <tr> <td style="width: 50%; height: 40px; vertical-align: top;">Position for which you are applying (as advertised)</td> <td colspan="4" style="width: 50%; vertical-align: top;">Department where the position was advertised</td> </tr> <tr> <td style="height: 40px; vertical-align: top;">Reference number (as stated in the advert)</td> <td colspan="4" style="vertical-align: top;">If you are offered the position, when can you start <b>OR</b> how much notice must you serve with your current employer?</td> </tr> <tr> <th colspan="5" style="text-align: left; background-color: #e0e0e0;">B. 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**POST 01/03 : FINANCE CLERK, REF NO: CF0 18/1/3**

**SALARY : Level 5 (R152 862 per annum).**

**CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), FASC Young field (Cape Town).**

**REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance/Accounting-related subjects. Proven ability in understanding, interpreting and**

correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe and Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering in regard of task finalisation. Permanent RSA citizen with no criminal record. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance or minimum of one year relevant experience.

**DUTIES :** Scrutinize, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents

(FVD) and updating  
the FVD System. Confirmation of TELKOM accounts. Administering  
of Paymaster

General (PMG) account deposits and assisting with general  
administration and  
accounting functions at the FASC.

ENQUIRIES : Mr I. van der Walt, Tel: (012) 392-2850.

APPLICATIONS : Applications must be submitted to: Financial  
Management Division, DFSS, Career

Management Section, Private Bag X 137, Pretoria, 0001 or  
applications may be

hand-delivered to: Department of Defence, Poynton building,  
195 Bosman Street,

Pretoria where it must be placed in wooden post box 5 at  
Reception. Note: (Please

use reference number not post number).

CLOSING DATE : 19 January 2018

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**POST 01/04 : MESSENGER, REF: ARMY/38/17/01**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : KZN Signal Unit, Bluff, Kwazulu Natal.**

REQUIREMENTS : A minimum of Grade 10 (NQF Level 2). A valid B  
drivers' license (Code 08) or

above. Special requirements (Skills needed): Good driving,  
communication

(verbal/written), problem-solving and Interpersonal skills.

Must be reliable and

physically fit to perform duties.

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DUTIES : Fetch post, parcels, Photostats, files, typings and  
other forms of

documentation/articles and deliver them to the relevant role  
players. Assist with

the execution of functions attached to the registration  
division. Keep a register of

received and dispatched documents. Perform other messenger

tasks directed.

APPLICATIONS : Department of Defence, KZN Signal Unit, Private Bag X21096, Bluff, 4036 or may be delivered at Bluff Military Base, C/o Light House and Marine Drive, Bluff.

ENQUIRIES : Ms T.A. Sishi, Tel: (031) 451 1843.

CLOSING DATE : 26 January 2018

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**POST 01/05 : MESSENGER, REF: ARMY/38/17/02**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : Mpumalanga Signal Unit, Mbombela.**

REQUIREMENTS : A minimum of Grade 10 (NQF Level 2). A valid B drivers' license (Code 08) or above. Special requirements (Skills needed): Good driving, communication

(verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.

DUTIES : Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200 or may be delivered at Mpumalanga Signal Unit, 5 Cruise circle, Vintonia, Mbombela, 1200.

ENQUIRIES : Sgt S. Godfrey, Tel: (013) 756 2547.

CLOSING DATE : 26 January 2018

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**POST 01/06 : MESSENGER, REF: ARMY/38/17/03**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : Western Cape Signal Unit, Youngsfield.**

**REQUIREMENTS :** A minimum of Grade 10 (NQF Level 2). A valid B drivers' license (Code 08) or

above. Special requirements (Skills needed): Good driving, communication

(verbal/written), problem-solving and Interpersonal skills.

Must be reliable and

physically fit to perform duties.

**DUTIES :** Fetch post, parcels, Photostats, files, typings and other forms of

documentation/articles and deliver them to the relevant role players. Assist with

the execution of functions attached to the registration division. Keep a register of

received and dispatched documents. Perform other messenger tasks directed.

**APPLICATIONS :** Department of Defence, Western Cape Signal Unit, Private Bag X01, Kenwyn,

7790 or may be delivered at Western Cape Signal Unit, Wetton Rd, Ottery.

**ENQUIRIES :** W02 D.D. de Villiers, Tel: (021) 787 1710.

**CLOSING DATE :** 26 January 2018

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**POST 01/07 : FOOD SERVICE AID II (6 POSTS), REF: ARMY/38/17/04**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : School of Artillery, Potchefstroom.**

**REQUIREMENTS :** A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed:

Knowledge of a limited range of work procedures such as planning and organizing,

equipment use, training, food preparation, etc. Must be physically fit and healthy.

**DUTIES :** Rendering assistance with the preparation and serving of food/drinks in all its forms

by: Hygienically preparation (i.e. 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 the 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.

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APPLICATIONS : Department of Defence, South African Army Artillery Formation, School of Artillery,

Private Bag X2005, Noordbrug 2522.

ENQUIRIES : Capt B.M. Zulu, Tel: (018) 289 3817.

CLOSING DATE : 26 January 2018

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**POST 01/08 : FOOD SERVICE AID II (2 POSTS), REF: ARMY/38/17/05**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : 4 Artillery Regiment, Potchefstroom.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements/ skills needed:

Knowledge of a limited range of work procedures such as planning and organizing,

equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms

by: Hygienically preparation (i.e. 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

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tables. Ensure only authorised personnel have access to the 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.

APPLICATIONS : Department of Defence, South African Army Artillery Formation, 4 Artillery

Regiment, Private Bag X2003, Noordbrug 2522.

ENQUIRIES : Major C. Venter, Tel: (018) 289 4051.

CLOSING DATE : 26 January 2018.

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**POST 01/09 : FOOD SERVICE AID II, REF: ARMY/38/17/06**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : 21 Signal Unit, Boekenhoutkloof.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements/ skills needed:

Knowledge of a limited range of work procedures such as planning and organizing,

equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms

by: Hygienically preparation (i.e. 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 the 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.

APPLICATIONS : Department of Defence, 21 Signal Unit, Boekenhoutkloof Military Base, P0 Box 438, Pyramid, 0102 or may be delivered at 21 Signal Unit, Military Base

Boekenhoutkloof, Dinokeng North, Hammanskraal.

ENQUIRIES : Ms K.E. Mahlaule, Tel: (012) 529 1904.

CLOSING DATE : 26 January 2018).

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**POST 01/10 : FOOD SERVICE AID II, REF: ARMY/38/17/07**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : 5 Signal Unit, 524 Squadron (Phalaborwa).**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements/ skills needed:

Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms

by: Hygienically preparation (i.e. 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

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cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the 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.

APPLICATIONS : Department of Defence, 524 Squadron, PO Box 557, Phalaborwa, 1390. 524

Squadron, Schietocht Military Base, Phalaborwa, 1390.

ENQUIRIES : Sgt R.M. Khumalo, Tel: (015) 780 4994.

CLOSING DATE : 26 January 2018

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**POST 01/11 : CLEANER II (3 POSTS), REF: ARMY/38/17/08**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : JSB Wonderboom, Pretoria.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by

Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing

furniture and floors). Clean ablution facilities. Report any defects in the work place

to immediate supervisor.

APPLICATIONS : Department of Defence, JSB Wonderboom, Private

Bag X01, Doornpoort, 0017 or  
may be delivered at Military Base Wonderboom, Lintveld Rd,  
Doornpoort, 0017.

ENQUIRIES : SSgt N.A. Mangcangaza, Tel: (012) 529 0430.

CLOSING DATE : 26 January 2018

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**POST 01/12 : CLEANER II, REF: ARMY/38/17/09**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : North Western Signal Unit, Potchefstroom.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements (Skills  
needed): Ability to communicate effectively (verbal) in  
English. Must be physically  
healthy.

DUTIES : Perform cleaning related duties in offices and other  
facilities as determined by

Supervisor (i.e. sweeping, vacuuming, window cleaning,  
dusting, polishing

furniture and floors). Clean ablution facilities. Report any  
defects in the work place

to immediate supervisor.

APPLICATIONS : Department of Defence, North West Signal Unit,  
Private Bag X2012, Noordbrug,

Potchefstroom, 2531 or may be delivered at North West Signal  
Unit, Cnr/o Eleazer

and Ventersdorp Road, Noordbrug.

ENQUIRIES : SSgt H. Esterhuizen, Tel: (018) 289 3205.

CLOSING DATE : 26 January 2018.

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**POST 01/13 : CLEANER II (3 POSTS), REF: ARMY/38/17/10**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : 2 SAI Battalion, Zeerust.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements (Skills  
needed): Ability to communicate effectively (verbal) in

English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

APPLICATIONS : Department of Defence, SA Army Infantry Formation, 2 SAI Battalion, Private Bag X1348, Zeerust 2865. Or Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Peterson Bothango House No: 1, Corner Visagie and Thabo Sehume Streets, Pretoria.

ENQUIRIES : Capt I.E. Chake, Tel: (018) 642 6048. Mr A. Molokoane, Tel: (012) 339 6252.

CLOSING DATE : 26 January 2018

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**POST 01/14 : CLEANER II (2 POSTS), REF: ARMY/38/17/11**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : 21 SAI Battalion, Johannesburg.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

APPLICATIONS : Department of Defence, SA Army Infantry

Formation, 21 SAI Battalion, Private Bag  
X02, Bertsham 2013.Or Department of Defence, SA Army Infantry  
Formation,  
Private Bag X172, Pretoria 0001 or may be hand delivered to  
Peterson Bothango  
House No: 1, Corner Visagie and Thabo Sehume Streets,  
Pretoria.  
ENQUIRIES : Capt M.M.G. Nketsi, Tel: (011) 212 2618. Mr A.  
Molokoane, Tel: (012) 339 6252.  
CLOSING DATE : 26 January 2018

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**POST 01/15 : CLEANER II (4 POSTS), REF: ARMY/38/17/12**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : 44 Parachute Regiment, Bloemfontein.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.

Special requirements (Skills

needed): Ability to communicate effectively (verbal) in  
English. Must be physically  
healthy.

DUTIES : Perform cleaning related duties in offices and other  
facilities as determined by

Supervisor (i.e. sweeping, vacuuming, window cleaning,  
dusting, polishing

furniture and floors). Clean ablution facilities. Report any  
defects in the work place

to immediate supervisor.

APPLICATIONS : Department of Defence, 44 Parachute Regiment,  
Private Bag X40008, Tempe  
9318.

ENQUIRIES : Capt L.V. Mosieteng, Tel: (051) 402 1509.

CLOSING DATE : 26 January 2018

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**POST 01/16 : GROUNDSMAN II (4 POSTS), REF: ARMY/38/17/13**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : School of Engineering, Free State.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.  
Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be

physically fit to perform duties.

DUTIES : Cultivate garden areas. 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

transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

APPLICATIONS : Department of Defence, School of Engineering, Private Bag X20, Kroonstad 9500.

ENQUIRIES : Capt T. Makulane, Tel: (056) 216 2010 / 2020.

CLOSING DATE : 26 January 2018

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**POST 01/17 : GROUNDSMAN II (5 POSTS), REF: ARMY/38/17/14**

**SALARY : Level 2 (R90 234 per annum).**

**CENTRE : JSB Wonderboom, Pretoria.**

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4.  
Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be

physically fit to perform duties.

DUTIES : Cultivate garden areas. 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



transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

APPLICATIONS : Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 0017 or  
may be delivered at Military Base Wonderboom, Lintveld Rd, Doornpoort, 0017.

ENQUIRIES : SSgt N.A. Mangcangaza, Tel: (012) 529 0430.

CLOSING DATE : 26 January 2018.

Source:DPSA