

# Driver Messenger

Reference Number: FINA6884

Position: Driver Messenger

Department: Finance

Division: Revenue

Salary: R139 680 – R191 628 per annum (plus benefits)

Minimum Requirements:

Grade 12

A valid driver's license

1 year relevant experience

Core Responsibilities:

Deliver post and documents to other Departments to ensure that mail is distributed

Collect mail from Post Office

Assist with cleaning of offices

Deliver outgoing mail to the Post Office

Assist with moving of old files to archive

Assist with document filing duties

Assist with asset verification

Interested candidates whose background and experience match these challenging and exciting positions are invited to apply using an online application form attached to the advertisement on the website of the City of Ekurhuleni ([www.ekurhuleni.gov.za](http://www.ekurhuleni.gov.za)) or the intranet (for internal staff).

Enquiries: Tel: (011) 999 7532

Please attach CV to the online application once completed.

Candidates may be requested to submit proof of the NQF level applicable to the qualifications they have obtained.

Should candidates not be informed of the outcome of the application within six weeks of the closing date, it should be regarded as having been unsuccessful. The City of Ekurhuleni subscribes to the principles of the Employment Equity Act and reserves the right not to appoint.

Closing date: 2018/01/25

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## **CAN YOU WORK AS A CLEANER , minimum requirements of Grade 10 or ABET is needed**

**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



**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.

**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 10

**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

**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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## **SAPS is Looking for Supply Chain Management Interns in Various Areas**

SUPPLY CHAIN MANAGEMENT INTERN 28 POSTS

Division Human Resource Development: Academies

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTER : SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)

SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)

SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)

SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)

SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)

SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)

SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)

SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)

SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)

SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)

SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)

SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)

SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)

SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)

REQUIREMENTS : Be in possession of a National Diploma/Degree Logistics or equivalent qualification

Must have no criminal record Applicants must be unemployed and never

participated in an internship programme previously Applicants must be residents

of the province where the post is advertised Applicants are restricted to apply for

3 positions only

DUTIES : Core Functions Render physical duties pertaining to supply chain management

accounting Perform loss control related tasks render administrative duties

pertaining to supply chain management MGP Ensure the maintenance of assets

registered in respect of movable Government property

### **How to Apply**

ENQUIRIES : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS : Division Human Resource Development: 429 Shorburg Building, Helen Joseph

Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE : 12 January 2018 at 16:00

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# Download Government Job Application Form

To if you want to apply for government jobs. you must download the Z83 form below

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

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>	<p><b>A. THE ADVERTISED POST</b></p> <table border="1"> <tr> <td>Position for which you are applying (as advertised)</td> <td>Department where the position was advertised</td> </tr> <tr> <td>Reference number (as stated in the advert)</td> <td>If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> </table>	Position for which you are applying (as advertised)	Department where the position was advertised	Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?																				
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form Z83

(obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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 into the prescribed rules. (Applications received after the closing date and faxed copies will not be considered).

[Download Z83](#)

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**SA AIR FORCE – SA NAVY**



# Closing date 28 Feb 2018

SA AIR FORCE – SA NAVY Closing date 28 Feb 2018

SA-ARMY. Grade 12, must not be area bound. be within the age group of 18 to 22 years maximum entry age for graduates is 25 years. Preferably be single applicants. must be RSA citizen. must have no criminal record. comply with the SANDF Medical standards. Be prepared to do BMT (Basic Military Training)

# MILITARY SKILLS DEVELOPMENT SYSTEM

## MSDS Application Coupon - SA NAVY

(The Department of Defence reserves the right to employment)

Please complete the following:

I would like to be considered for one of the following occupations in the SA Navy (Mark with an X):

Military Skills Development General Training  Navy Diver  Graduate/Diploma/N4, N5, N6 qualifications

Biographical information

First names: .....

Surname: .....

ID Number: ..... Citizenship: .....

Tel (H): ..... Tel (W): .....

Your cell no: ..... Parent's cell no: .....

Any other contact no: ..... I will be ..... years of age on 1 January

Postal address: .....

Code: ..... Nearest major city: .....

Province, gender and race (for statistical purposes, please mark with an X)

Gauteng  W Cape  N Cape

Mpumalanga  Free State  KZN

E Cape  North West  Limpopo

Gender  Male  Female

Race  African  Indian  Coloured  White

National Senior Certificate: Busy with  Completed  Year of completion

My grade: 11  12  Technical University of Technology  University

My subjects, symbols and levels are as follows:

Subject	Symbol	Level		
		HG	SG	LG

My aggregate is: .....

This coupon serves as a document for pre-selection and is not for sale. Only candidates who will be between the ages of 18 and 22 when commencing Basic Military Training may apply. Successful applicants will be required to serve in uniform and undergo military training. Incomplete application forms will not be considered. Only candidates who are busy with or have passed NSC may apply. Certified copies of your ID document, National Senior Certificate, Tertiary Qualifications (if applicable) or latest available results (if currently completing Grade 12) and a short CV must accompany this application form and be sent to: SANDF Recruiting, Private Bag X281, Pretoria, 0001

Signature (Applicant): ..... Date: .....

Parent (Legal Guardian): ..... Date: .....

# THE SOUTH AFRICAN NAVY

The South African Navy is a modern, balanced and credible Navy of which the people of South Africa are proud, which commands international respect and contributes to the safety, security and welfare of South Africa in times of peace and war.

In order to meet the challenge, the SA Navy relies heavily on the expertise of all serving naval officers and ratings. Discipline, dedication, hard work and a keen interest in the maritime environment will contribute to a successful career with infinite challenges and opportunities.

## TRAINING OPPORTUNITIES IN THE SANAVY

### MILITARY SKILLS DEVELOPMENT SYSTEM (MSDS) PROGRAMME - GENERAL TRAINING

The MSDS programme is a two-year voluntary service system. Recruits are required to sign up for a period of two years, during which they will receive military training and further functional training in a specific field, eg Combat Operators, Support services, Submarine operators etc in their first year of service. During the second year of service, depending on the duration of their functional orientation, they will be deployed where needed and given the opportunity to apply their knowledge and develop their skills.

### REQUIREMENTS

South African citizen  
Age between 18 and 22  
Currently busy with the National Senior Certificate or Grade 12 or completed  
Mathematics and Physical Science will benefit your application  
Preferably single  
Not area bound  
No record of a criminal offences  
Comply with medical fitness requirements for appointment in the SANDF

After completion of the MSDS programme, members will be required to serve in the Reserve Force for 30 days per annum over a 5 year period.

### COMBAT OFFICER

Combat officers are responsible for executing the Navy's main function - maritime warfare. These officers run the Navy's ships and lead the Navy's combat element. Naturally they are highly motivated, well trained leaders with the necessary expertise in putting complex computerised weaponry to effective use. Although this career makes high personal demands, it is unique and very stimulating. The peak of many a combat officer's career is taking command of a warship.

### REQUIREMENTS

South African citizen  
Age between 18 and 22  
Currently busy with the National Senior Certificate or completed Grade 12, Mathematics and Physical Science at level 4  
Preferably single  
Not area bound  
Comply with medical fitness requirements for appointment in the SANDF



### STUDENT ENGINEER

The acquisition of new ships and modern weapon systems provide an exciting and dynamic career for SA Naval Engineers. This branch renders important support to the combat element by means of maintaining operational ships and equipment in a continued state of readiness. This is achieved through maintenance and modernisation of existing weapons, electronic and propulsion systems and the design and development of new systems.

### REQUIREMENTS

South African citizen  
Age between 18 and 22  
Completed Grade 12 or Currently busy with the National Senior Certificate or completed, Mathematics and Physical Science at level 5  
Preferably single  
Not area bound  
Comply with medical fitness requirements for appointment in the SANDF

After completion of Military and Officers training in the first year, Student Engineers will commence studies at the University of Stellenbosch or University of Cape Town in Mechanical or Electrical Engineering.

### STUDENT NAVAL TECHNICAL OFFICER

Naval Technical Officers work closely with Naval Engineering Officers. The acquisition of new vessels and modern armament and electronic systems provide a dynamic career for Naval Technical Officers.

### REQUIREMENTS

South African citizen  
Age between 18 and 22  
Completed Grade 12 or Currently busy with the National Senior Certificate or completed, Mathematics and Physical Science at level 4  
Preferably single  
Not area bound  
Comply with medical fitness requirements for appointment in the SANDF

After completion of Military and Officers training in the first year, Student Technical Officers will commence studies at the Cape Peninsula University of Technology in Mechanical or Electrical engineering.

### SA NAVY DIVER

The SA Navy offers adventurous young people excellent training and a life of challenge and excitement as a navy diver.

To be considered, an applicant must be:

South African citizen  
Preferable single  
Not area bound  
Between 18 and 22 years  
Be in possession of a Grade 12 or currently busy with the National Senior Certificate or completed, Mathematics and Physical Science at level 3  
Due to the requirements of this occupation, applicants must have no physical disabilities and not suffer from claustrophobia or a fear of heights. Applicants should be strong swimmers with a flair for general water activities.

In addition, to the abovementioned MSDS career and information provided, applicants in possession of a recognised University Degree/ or a 3 year Diploma (up to age of 26) or Mechanical or Electrical N4, N5, N6 qualifications, are welcome to apply.

SANDF: Intakes- Close Date // 26 Feb 2018

SA NAVY: Intakes-Close Date // 26 Feb 2018

SAAF: Intakes-Close Date // 26 Feb 2018

Get you're Application Forms before 26 Feb 18.

Otherwise you'd have to sign up again 2019.



# ENQUIRIES

All posts are advertised in the main Sunday newspapers  
For further enquiries, contact your nearest Recruiting Office:

Pretoria  
Cape Town  
Bloemfontein  
Durban  
Kimberley  
Port Elizabeth  
Potchefstroom  
Polokwane  
Nelspruit  
Special Forces  
Recruitment Office

Tel (012) 339 5395  
Tel (021) 787 1144  
Tel (051) 402 1262  
Tel (031) 369 1203  
Tel (053) 830 3204  
Tel (041) 505 1268  
Tel (018) 289 3322  
Tel (015) 299 3420  
Tel (013) 756 2080  
Tel (012) 674 5827/5520

Fax (012) 339 5727  
Fax (021) 787 1288  
Fax (051) 402 1003  
Fax (031) 451 1738  
Fax (053) 830 3206  
Fax (041) 505 1272/1209/1268  
Fax (018) 289 3355  
Fax (015) 299 3420  
Fax (013) 756 2045  
Fax (012) 674 5521



The South African  
Department of Defence

Directorate HR Acquisition  
Private Bag X281  
Pretoria  
0001  
South Africa  
[www.mil.za](http://www.mil.za)





**SA Air Force**

An Air Force That Inspires Confidence

**PILOTS / NAVIGATORS/ ENGINEERS**



Enquiries:  
Tel: 012-312-2875/2319/2148/1261/2752/2665/2462  
Website: WWW.AF.MIL.ZA

SA Air Force Headquarters  
(Directorate Human Resource Services)  
Private Bag X199  
Pretoria  
0001



**defence**

Department  
Defence  
REPUBLIC OF SOUTH AFRICA

**MILITARY SKILLS DEVELOPMENT SYSTEM 2018**

The Department of Defence reserves the right to empanelment

**ENLISTMENT COUPON**

The South African Air Force is an equal opportunity and affirmative action employer. The candidature of persons, whose appointment will promote representivity, will receive preference. Successful candidates will undergo full time training for two-years, during which, they will receive military and further functional training. The SA Air Force intends to capacitate the candidates to be highly skilled and disciplined military professionals and patriotic citizens.

**GENERAL REQUIREMENTS**

- Members with Commercial Pilots Licence (CPL) not older than 28 years of age with no Maths and Science required.
- 25 Years if in possession of a degree with Level - 4 Maths and Science
- 18-24 Years – Completed Grade 12 or Equivalent (University Entrance) Mathematics and Physical Science minimum Level - 4 (Essential);
- English Level-4 (Essential)
- Mathematics and Physical Science (N4 to N5 minimum-80%; N5 or 1st year University of Technology or University minimum-50%)
- RSA Citizen (No dual citizenship)
- Unmarried
- Not Area Bound
- No Criminal Record
- Physically Fit
- Medically Fit
- No Hearing Impairment (No hearing aid)
- Have 6/5-eye vision (No contact lenses or corrective lenses or surgery)

**SELECT ONE OF THE FOLLOWING**

- Pilot
- Navigator
- Airspace Controller

**PILOTS AND NAVIGATORS ARE TO COMPLY WITH THE FOLLOWING COCKPIT MEASUREMENTS**

-Minimum Height –1600mm, Maximum Height –1900mm  
-Minimum Weight – 53kg; Maximum - 102kg

**ENGINEERS REQUIREMENTS**

-18-24 Years - Completed Grade 12 or NSC or Equivalent (University Entrance)  
- Mathematics and Physical Science minimum Level-6 (Essential)  
-English Level-5 (Essential)  
-University Admission Point Score (APS) of 35

**SELECT ONE OF THE FOLLOWING**

- Industrial Engineering
- Electronic Engineering
- Civil Engineering
- Mechanical Engineering
- Aeronautical Engineering

**NB: Attach Certified Identity Document and CV with Qualifications**

Full Names & Surname:.....

Postal Address:.....

Postal Code:..... Nearest major Town/City:.....

Province:.....

ID number: [ ]

Race:..... Gender:..... (For statistical purposes)

Telephone number: (H) (.....) (.....)

(W) (.....) (.....) (Cell) (.....)

Name of Parent/Legal Guardian:.....

(W) (.....) (.....) (Cell) (.....)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT OF DEFENCE**

"Serving the Nation"

**CLOSING DATE: 28 Feb 2018**

**If you have not been contacted by the 31 October 2018, kindly consider your application to be unsuccessful.**

The South African Air Force is part of the Joint Aviation Awareness Programme (JAAP). This is a state initiated entity that brings together aviation role players to pursue and achieve transformation of the aviation industry by ensuring that previously disadvantaged youth have access and plays part in initiatives aimed at education, awareness and career development. The JAAP group consists of SA Air

Force, ACSA, ATNS, SAA and SAPS. Through this initiative the general public is constantly informed of career possibilities in the aviation field. This can be seen in the amount of applications that are received by the SA Air Force on a yearly basis.

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## SAPS Academy: Graduate / Internship Programme 2018

**Closing Date: 12 January 2018**

This Internship Programme is divided under these sections / departments and the table below is structured in that manner:

- Management Intervention
- Division: Human Resource Development (HRD)
- Division: Human Resource Development SAPS Academies

<b>Management Intervention</b>
<b>NATIONAL LEVEL : PRETORIA</b>
<p><b>Communication Intern</b>[x1]Section: MIA C:Communication Liason Officer Location Head Office,Pretoria,Gauteng Ref No: MI / 01 / 2017</p> <p style="text-align: center;"><b>Additional requirements</b></p> <ul style="list-style-type: none"> <li>• Be in a possession of a Diploma / Degree in Journalism / Public Relations</li> </ul> <p style="text-align: center;"><b>Core Functions</b></p> <ul style="list-style-type: none"> <li>• Coordinate the rendering of excellent media coverage and relations building on core police functions of the SAPS               <ul style="list-style-type: none"> <li>• Coordinate the establishment and maintenance of an international media network using existing mediums of communication.                   <ul style="list-style-type: none"> <li>• Administer the preparation and publishing of audio visual material.</li> </ul> </li> </ul> </li> <li>• Ensure the provision of assistance and guidance to film, television institutions and social media platforms</li> </ul>

**Human Resource Utilization Intern [x2]**Section: Human Resource Management Location Head Office, Pretoria,GautengRef No: MI / 02 / 2017

**Additional requirements**

- Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology.
- Core Functions
- Coordinate and monitor the implementation of Performance Management functions within the Division.
  - Administer and facilitate labour engagements and ensure the correct implementation of equity policies.

**Personnel Management Intern [x4]**Section: Human Resource Management Location Head Office, Pretoria,GautengRef No: MI / 03 / 2017

**Additional requirements**

Be in a possession of a Diploma or Degree in Human Resource Management, Public Administration or Industrial or Organisational Psychology.

Core Functions

- Administer all medical aid related matters within the Division.
  - Administer Service terminations
  - Administer Discipline related matters
  - Administer absenteeism

**Finance and Administration Intern [x2]**Section: Finance :Budget Office Location Head Office, Pretoria, GautengRef No: MI / 05 / 2017

**Additional requirements**

- Be in a possession of a Diploma or Degree in Financial Management, Cost and Management Accounting or Public Administration

Core Functions

- Manage budget, all itineraries and claims
- Render financial administration support
- Maintain the station revenue fund and administer advances and claims.

**Finance and Administration [x2]** Section: Administration and Records Management Location Head Office, Pretoria, GautengRef No: MI / 06 / 2017 Additional requirements

- Be in a possession of a Diploma or Degree in Public Administration, Office Management or Records Management

Core Functions

- Organise and maintain a filing system
  - Opening and closing of files
- Assist staff by keeping all personnel files and records up to date
- Maintain file register, draft letters and provide front desk customer services to internal staff

**PROVINCIAL LEVEL**

**Administrative Intern [x1]**Section: Support Services Location Provincial Office, Free State, BloemfonteinRef No: MI / 07 / 2017

**Additional requirements**

- Be in a possession of a Diploma or Degree in Public Administration or Office Administration

Core Functions

- Receive and record incoming and internal posts / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / records and maintain bring forward system



**Administrative Intern [x1]**Section: Support Services Location Provincial Office,LimpopoRef No:  
MI / 08 / 2017

**Additional Requirements**

- Be in a possession of a Diploma or Degree in Public Administration or Office Administration

**Core Functions**

- Receive and record incoming and internal post / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / record and maintain bring forward system

**Administrative Intern [x1]**Section: Support Services Location Eastern Cape,King Williams  
TownRef No: MI / 08 / 2017

**Additional Requirements**

- Be in a possession of a Diploma or Degree in Public Administration or Office Administration

**Core Functions**

- Receive and record incoming and internal post / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / record and maintain bring forward system.

**Administrative Intern [x1]**Section: Support Services Location Provincial Office Western  
Cape,CapeTownRef No: MI / 08 / 2017

**Additional Requirements**

- Be in a possession of a Diploma or Degree in Public Administration, Office Administration

**Core Functions**

- Receive and record incoming and internal post / correspondence
  - Categorize and classify documents
  - Dispatch and distribute post
- Provide a reference service for officially registered files and other documentation
  - Attend and deal with telephone and other related enquiries
  - Diarise / records and maintain bring forward system.

### GENERAL

- Only the official application form for the internship programme ( available on the SAPS website and DPSA website ) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The post particulars and reference number of the post must be correctly specified on the application form.
- A comprehensive Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. Copies must be attached to each application form.
- The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months.
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is 2018 – 01 – 12 at 16h00 .
- If a candidate is short – listed, it can be expected of him / her to undergo a personal interview as well as a practical assessment.
- Short – listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters ) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.
- The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 of January 2015 shall (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.
- All short – listed candidates will be subjected to fingerprint screening and reference checking .
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- Recommended candidates will be expected to sign a 12 months internship contract.

### NATIONAL LEVEL PRETORIA

- Applications must be posted to: Colonel Molefe MS Molefe Management Intervention Private Bag X 94 Pretoria 0001 6
- Hand Delivered To: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume(Andries and Pretorius Street, Room 324
- Enquiries can be directed To: Captain Esterhuizen or Sergeant Raphela, 012 393 3534 / 012 393 3246
- PROVINCIAL LEVEL The Deputy Provincial Commissioner Management Intervention Free State Private bagx20501 Bloemfontein 9300

### HAND DELIVERY ADDRESS

- The Deputy Provincial Commissioner Management Intervention Free State Charl otte Maxeke Street 126 Bloemfontein 9301
- The Deputy Provincial Commissioner Management Intervention Polokwane Limpopo 0700 Att : Captain Dikhoba / CAC Nchaupa 015 293 7185 / 7175
- The Deputy Provincial Commissioner Eastern Cape King Williams Town Griffiths M xenge Building Room 205,Second floor, Block D Att: Lieutenant Colonel Mpulampula – Waka 040 608 7124
- The Deputy Provincial Commissioner Management Intervention Customs House Building,Room 604 6th Floor Heerengracht Street Foreshore Capetown 8000 Att: Lieutenant Colonel MEA Alberts 021 4678410 / 082469 2874

**Division: Human Resource Development (HRD)**

Internship categories: Graduate Intern:Tertiary Qualification is required  
Student Intern: Need practical experience in order to finalise qualification  
Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required. NB:  
stipend for each category will be as determined by the National Commissioner:  
South African Police Service DIVISION: HUMAN RESOURCE DEVELOPMENT: HEAD OFFICE PRETORIA Post

**Graphic Designer INTERN [x2]**

Section: ETD Operational Support Location Division HRD Pretoria

Ref Number: MISPP1 / 2017 HRD [x1]

ETDCDP1 / 2017 HRD [x1]

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Graphic Designing or equivalent qualification

**Core Functions:**

- Establishing and maintain professional graphic support to the Division Human Resource Development
  - Perform general administrative functions for the  
Section: Management Information & Strategic Planning
- Render assistance to events within the Division Human Resource Development

**Sound Engineering INTERN [x1]**Section: ETD Operational Support Location Division HRD

PretoriaRef Number: MISPP2 / 2017 HRD

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Music Technology / Arts or equivalent qualification

**Core Functions:**

- Manage and administration of technical audio – visual support service
- Manage the provision of support in the maintenance of audio – visual equipment's for events nationally and Division HRD
- Administer proper utilisation of resources allocated to the post environment

**Events Management & Strategic Planning INTERN [x1]**Section: ETD Operational Support Location

Division HRD PretoriaRef Number: MISPP3 / 2017 HRD

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Event Management or equivalent qualification

**Core Functions:**

- Organise in consultation with the events coordinator and the event planning committee
- Manage the provision of support in the maintenance of audio – visual equipment's for events nationally and Division HRD
  - Administer proper utilisation of resources allocated to the environment
- Monitor and evaluate the Annual Performance Plan and handling of the monthly feedback reports.
  - Administration on the Training Administration System and related correspondence .

**Demand Management INTERN [x1]**Section: ETD Operational Support Location Division HRD

PretoriaRef Number: AFM5 / 2017 HRD

**Additional Requirements:**

- Be in possession of a National Diploma / Degree in Logistics or equivalent qualification

**Core Functions:**

- Administer all current needs for equipment via resource plan
- Establish a database for all National Transversal Term contract and a specific period of contract
- Conduct industry and commodity analysis in respect of required goods and services

<p><b>Supply Chain Management INTERN ( 2 post s )</b>Section: ETD Operational Support Location Division HRD PretoriaRef Number: AFM6 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Senior Certificate / N6 / National Diploma in Supply Chain Management / Computer Literacy or equivalent qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Arrange all travelling and accommodation booking s for all Senior Management and personnel including external candidates</li> <li>• Administer the acquisition process for training academies and the Division Human Resource Development</li> <li>• Ensure the maintenance of assets registered in respect of movable Gov ernment property</li> </ul>
<p><b>Financial Management INTERN [x1]</b>Section: ETD Operational Support Location Division HRD PretoriaRef Number: AFM7 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a National Diploma / Degree Finance Accounting or equivalent qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Manage the Training Provisioning Plan</li> <li>• Administer functions regarding training intervention <ul style="list-style-type: none"> <li>• C apture allowances</li> </ul> </li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions regarding physical fitness maintenance . Compile and consolidate reports <ul style="list-style-type: none"> <li>• Arrange and coordinate venues, accommodation and travelling f or physical fitness maintenance</li> </ul> </li> <li>• Update and maintain administration fil ing systems, compile and consolidate reports</li> </ul>
<p><b>Sport Management INTERN [x1]</b>Section: Basic Police Development Location Division HRD PretoriaRef Number: SRM 15 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Senior Certificate / Computer Literacy</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions regarding physical fitness maintenance Compile and consolidate reports <ul style="list-style-type: none"> <li>• Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance.</li> </ul> </li> <li>• Update and maintain administration filling systems compile and consolidate reports</li> </ul> <p>Post Provisioning Admin Clerk INTERN [x1] Section: Basic Police Development Location Division HRD Pretoria Ref Number: BPD 16 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Diploma in Office Management / Administration or equivalent qualification</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions within the Component Basic Policing Development <ul style="list-style-type: none"> <li>• Perform typing functions and compile reports</li> <li>• Update and maintain administration fili ng systems</li> </ul> </li> </ul>
<p><b>Administration Clerk INTERN [x1]</b>Section: Basic Police Development Location Division HRD PretoriaRef Number: BPD 17 / 2017 HRD</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be in possession of a Senior Certificate / Computer Literacy</li> </ul> <p><b>Core Functions:</b></p> <ul style="list-style-type: none"> <li>• Perform administration functions within the Component Basic Policing Development <ul style="list-style-type: none"> <li>• Perform typing functions and compile reports</li> <li>• Update and maintain administration filing systems</li> </ul> </li> </ul>

GENERAL:

- Only the official application form for the internship programme (available on DPSA website and at all SAPS Institutions ) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The reference number of the post must be correctly specified on the application form.
  - A Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e – mailed applications will be considered.
- Applicants will be subjected to fingerprint screening and reference checking .
- Applications must be mailed timeously. Late applications will not be accepted or considered.

The closing date for all applications is 2018 – 01 – 12 at 16h00 .
- If an applicant is short – listed, it can be expected of him / her to undergo a personal interview. Short – listed applicants may be subjected to security clearance.
  - Correspondence will be conducted with successful interns only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
  - A stipend will be paid according to proof of relevant qualification.
- Internship programme in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551 CAC Baloyi Tinyiko Tel no. ( 012 ) 334 3699  
APPLICATIONS POSTED : Division Human Resource Development 429 Shorburg Building, Helen Joseph Street Pretoria, 6 th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries )

APPLICATIONS HAND DELIVERED : Division Human Resource Development 429 Shorburg Building, Helen Joseph Street Pretoria, 6 th Floor North Wing.

**Division: Human Resource Development SAPS Academies**

Internship categories: Graduate Intern: Tertiary Qualification is required Student Intern: Need practical experience in order to finalise qualification  
Matric Intern: Senior Certificate (Grade 12) no tertiary qualification is required.  
NB: stipend for each category be as determine by the National Commissioner: South African Police Service DIVISION: HUMAN RESOURCE DEVELOPMENT: SAPS ACADEMIES

**Supply Chain Management ( INTERN S )**

Section:

SAPS Academy All Saints: Ref ISPD1 / 2017 HRD [x2]  
SAPS Academy Arcadia: Ref ISPD2 / 2017 HRD [x2]  
SAPS Academy Atteridgeville: Ref ISPD3 / 2017 HRD [x2]  
SAPS Academy Benoni: Ref ISPD4 / 2017 HRD [x2]  
SAPS Academy Chatsworth: Ref ISPD5 / 2017 HRD [x2]  
SAPS Academy Graaff Reinet: Ref ISPD6 / 2017 HRD [x2]  
SAPS Academy Hammanskraal: Ref ISPD7 / 2017 HRD [x2]  
SAPS Academy Moloto: Ref ISPD8 / 2017 HRD [x2]  
SAPS Academy Mankwe: Ref ISPD18 / 2017 HRD [x2]  
SAPS Academy Rietondale: Ref ISPD9 / 2017 HRD [x2]  
SAPS Academy Roodeplaat: Ref ISPD10 / 2017 HRD [x2]  
SAPS Academy Thabong: Ref ISPD11 / 2017 HRD [x2]  
SAPS Academy Thabazimbi: Ref ISPD12 / 2017 HRD [x2]  
SAPS Academy Philip pi : Ref BPD13 / 2017 HRD [x2]

**Additional Requirements:**

- Be in possession of a National Diploma / Degree Logistics or equivalent qualification

**Core Functions:**

- Render physical duties pertaining to supply chain management accounting
- Perform loss control related tasks and render administrative duties pertaining to supply chain management MGP
- Ensure the maintenance of assets registered in respect of movable Government property

**Hospitality Management ( INTERN S )** Section: SAPS Academy All Saints: Ref ISPD14 / 2017 HRD: [x2]

SAPS Academy Arcadia: Ref ISPD15 / 2017 HRD [x2]  
SAPS Academy Atteridgeville: Ref ISPD16 / 2017 HRD [x2]  
SAPS Academy Benoni: Ref ISPD4 / 2017 HRD [x2]  
SAPS Academy Chatsworth: Ref ISPD18 / 2017 HRD [x2]  
SAPS Academy Graaff Reinet: Ref ISPD19 / 2017 HRD [x2]  
SAPS Academy Hammanskraal: Ref ISPD20 / 2017 HRD [x2]  
SAPS Academy Moloto: Ref ISPD21 / 2017 HRD [x2]  
SAPS Academy Mankwe: Ref ISPD22 / 2017 HRD [x2]  
SAPS Academy Rietondale: Ref ISPD23 / 2017 HRD [x2]  
SAPS Academy Roodeplaat: Ref ISPD24 / 2017 HRD [x2]  
SAPS Academy Thabong: Ref ISPD25 / 2017 HRD [x2]  
SAPS Academy Thabazimbi: Ref ISPD26 / 2017 HRD [x2]  
SAPS Academy Philip pi : Ref BPD27 / 2017 HRD [x2]

**Additional Requirements:**

- Be in possession of a Senior Certificate / N6 / National Diploma in Hospitality Management, Computer Literacy or equivalent qualification

**Core Functions:**

- Planning and preparation of food
- Cleaning of the kitchen accessories and serving of meals

**Musician INTERN [x3]**Section: SAPS Academy Tshwane (Band) Location Pretoria WestRef Number: CD19 / 2017 HRD

**Additional Requirements:**

- Be in possession of a Senior Certificate / NQF 6 / Diploma in Music or equivalent qualification 3

**Core Functions:**

- Perform as an individual on a primary and secondary instrument as a musician with a band or any other group.
  - Participate in practising and rehearsals with a band or group, maintain allocated instruments and equipment.
- Pack, load, unpack and unload musical instruments, equipment and sheet music and comply with SAPS Directives

**Administration Clerk ( INTERN S )**Section:

SAPS Academy All Saints: Ref ISPD28 / 2017 HRD [x2]

SAPS Academy Arcadia: Ref ISPD29 / 2017 HRD [x2]

SAPS Academy Atteridgeville: Ref ISPD30 / 2017 HRD [x2]

SAPS Academy Benoni: Ref ISPD31 / 2017 HRD [x2]

SAPS Academy Chatsworth: Ref ISPD32 / 2017 HRD [x2]

SAPS Academy Graaff Reinet: Ref ISPD33 / 2017 HRD [x2]

SAPS Academy Hammanskraal: Ref ISPD34 / 2017 HRD [x2]

SAPS Academy Moloto: Ref ISPD35 / 2017 HRD [x2]

SAPS Academy Mankwe: Ref ISPD36 / 2017 HR D [x2]

SAPS Academy Rietondale: Ref ISPD37 / 2017 HRD [x2]

SAPS Academy Roodeplaat: Ref ISPD38 / 2017 HRD [x2]

SAPS Academy Thabong: Ref ISPD39 / 2017 HRD [x2]

SAPS Academy Thabazimbi: Ref ISPD40 / 2017 HRD [x2]

SAPS Academy Philip pi : Ref BPD41 / 2017 HRD [x2]

**Additional Requirements:**

- Be in possession of a Senior Certificate / N6 / Diploma in National Office Management & Technology / Administration / Public Administration or equivalent qualification

**Core Functions:**

- Conduct Administration of files, maintaining of outgoing and incoming correspondence
- Register and maintain the database dealing with telephone inquiries, assist with the diary of the office of theSection: Head
  - Perform typing functions and compile reports
  - Update and maintain administration filing systems

#### GENERAL :

- Only the official application form for the internship programme (available on DPSA website and at all SAPS Institutions ) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- The reference number of the post must be correctly specified on the application form.
  - A Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant's ID document, Senior Certificate and all post school educational qualifications obtained must also be submitted and attached to every application. Certified copies should not be older than 3 months. No faxed or e – mailed applications will be considered.
- Applicants will be subjected to fingerprint screening and reference checking .
- Applications must be mailed timeously. Late applications will not be accepted or considered. The closing date for all applications is 2018 – 01 – 12 at 16h00 .
- If a n applicant is short – listed, it can be expected of him / her to undergo a personal interview. Short – listed applicants may be subjected to security clearance.
  - Correspondence will be conducted with successful interns onl y. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
  - A stipend will be paid according to proof of relevant qu alification.
- Internship program me in the SAPS may not be regarded as a guarantee for automatic absorption for permanent appointment.
- Recommended candidates will be expected to sign a 12 month internship contract.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551 CAC Baloyi Tinyiko Tel no. ( 012 ) 334 3699  
APPLICATIONS POSTED : Division Human Resource Development 429 Shorburg Building, Helen Joseph Street Pretoria, 6 th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries )

#### APPLICATIONS HAND DELIVERED :

SAPS Academy All Saints R63 Komga Road Bhishe 5605 (042) 223 0600  
SAPS Academy Arcadia Crime Intelligent 640 Schoeman Street Pretoria 0001 (012) 344 1868  
SAPS Academy Atteridgeville Church Street Pretoria 0001 (012) 353 9662  
SAPS Academy Benoni: C / O Great North & Hospital Road North Mead Benoni 1500 (011) 425 1617  
SAPS Academy Chatsworth 241 Morton Drive Chatsworth Durban 4092 (031) 451 4336  
SAPS Academy Graaff Reinet College Weg Graaff Rainet 6280 (049) 891 0050  
SAPS Academy Hammanskraal No: 1 Soutpan Road Hammanskraal 0407 (012) 711 8000  
SAPS Academy Moloto Moloto Road Farm 243 Moloto (012) 735 9600  
SAPS Academy Mankwe SAPS Academy Rietondale Chailmberlain Street 661 Alben Building Rietondale (012) 329 6860  
SAPS Academy Roodeplaar Kwamhlanga Road Roodeplaar (012) 329 6860  
SAPS Academy Thabong Portion 1 Stand No: 8004 Modikeng Road Thabong 9436 (057) 391 8132  
SAPS Academy Thabazimbi Alma Road Thabazimbi 0380 (014) 721 0097  
SAPS Academy Philip pi New Eislleban Road Philippi (021) 370 2602

## How To Apply

[Download Application Form](#)

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# Learnerships for Boiler making C&I Mechanician Electrician Fitter Millwright Plater / Welder Rigging

**Closing Date: 30 january 2018**

**Location: Limpopo, Venetia Mine**

**This advert is open to applicants residing within the Venetia Mine labour sending areas (Musina Municipality and Blouberg Municipality**

## **PURPOSE AND ROLE IN THE BUSINESS:**

The incumbent will be required to successfully complete a structured MQA registered Learnership training programme in order to qualify as an Artisan.

Applicants can apply in the following trades:

- Boiler making
- C&I Mechanician
- Electrician
- Fitter
- Millwright
- Plater / Welder
- Rigging

## **MINIMUM REQUIREMENTS:**

### **Boiler Making**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics
- N2 Engineering drawings

- N2 Boiler making trade theory

### **C&I Mechanician**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics
- N2 Industrial Electronics
- N2 Electrical trade theory

### **Electrician**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics
- N2 Engineering Drawings
- N2 Electrical trade theory

### **Fitter**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics
- N2 Engineering Drawings
- N2 Fitting and Machine trade theory

### **Millwright**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics
- N2 Industrial Electronics
- N2 Electrical trade theory
- N2 Fitting and Machine trade theory

### **Plater/Welder**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics

- N2 Plating and Structural Steel Drawings
- N2 Platers trade theory

## **Rigging**

- Gr 12/Std 10 with Mathematics and
- N2 Engineering Science
- N2 Mathematics
- N2 Engineering Drawings
- N2 Rigging trade theory

**In addition to above minimum criteria the incumbent will also meet the following requirements:**

- Code EB/Code 08 driver's license
- Able to travel.
- Successfully obtain a Red Ticket (Medical Fitness certificate) on mine.
- Your consideration for employment is subject to your SAPS Criminal Record verification and qualifications verification.
- Psychometric and Technical assessments.

### **Note:**

*Persons who completed their off-the-job modules and in need of on-the-job training are also invited to apply. The minimum requirements stipulated above will apply including proof of successful completion of the off-the-job modules.*

### **SKILLS/ COMPETENCIES:**

- Strong technical, interpersonal and organizational skills.
- Good written and verbal communication in English.
- Analyze and interpret information.
- Must be able to work independently as well as in a team.
- High energy with a bias towards high standards.
- A continuous mindset.

- Computer literacy.
- Assist in building a high performance culture.

#### **ADDITIONAL INFORMATION:**

- CV's must be uploaded on the Page Up system together with **original certified proof of the minimum criteria.**
- No deviation to the minimum criteria as stipulated will be accommodated.
- The successful applicant will be appointed on a section 18.1 OR 18.2 four year Learnership contract.
- Will receive formal training at our accredited training Centre in Kimberley as well as on the job training at Venetia mine.
- Consideration will be given to the Company's Employment Equity Policy
- External search: **Yes/ No**
- Secondment terms: **Yes/ No**

## **How To Apply**

[Apply Online for the De Beers: Learnership Programme 2018](#)

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## **GROUNDSMAN**

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. 11 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, 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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## **SENIOR SECRETARY JOBS , SALARY** **: R15 296.00 PER MONTH**

(REFERENCE: DOW/015/2017)

SALARY : R 183,558 basic salary plus applicable benefits (salary level 06)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent NQF 4 qualification plus a Secretarial Certificate or similar qualification. 2 years administrative support experience. Proven experience in: secretarial support. Knowledge of: departmental policies and applicable protocols; regulatory framework governing the public service. Primary skills:

effective verbal communication; basic numeracy; computer literacy, particularly in MS Office Suite and Intranet; general office administrative and clerical skills; ability to effectively work under tight deadlines and stressful situations. Attributes: ability to communicate at all levels, resourceful, people orientated, trustworthy, punctual, hard-working, self-motivated, ability to work independently. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES : To provide secretarial support to the Chief Directorate Economic Empowerment and Participation: provide secretarial and clerical support; manage the front desk operation of the office; render logistical support services; render administrative support to the office.

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**kitchen workers at the  
department of defence  
requirements: grade 10 or  
Abet**

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. 8

**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