

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 09 June 2017 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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 (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. Potential candidates, declared in excess must indicate their excess status on Z83, 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.

OTHER POSTS

- POST 21/16** : **DEPUTY DIRECTOR: OPERATING BUDGET REF NO: CFO 17/2/1**
- SALARY CENTRE** : R 779 295 per annum, Level 12 (All-inclusive salary package).
: Financial Management Division, Chief Directorate Budget Management, Directorate Budgeting, Defence HQ, Pretoria.
- REQUIREMENTS** : Minimum requirements: B Degree or three years National Diploma in Finance or Accounting. At least five years' experience on Assistant Director or Equivalent level in Accounting/Finance/Budget of which three years must be in a budgeting environment. Working knowledge of the composition, capabilities and limitations of the various higher order user system used in the Department of Defence (DOD) or Public Service. Proven ability of understanding and interpreting financial prescripts of the Public Service. Knowledge of working with Spreadsheet, Word processing and Presentation packages and preferably qualified in Advance Excel, MS Word and Power-Point. Thorough knowledge of Financial Management System (FMS)/Basic Accounting System (BAS) and Public Service SCoA. Practical skills in Financial Management System (FMS) will be an added advantage. Working knowledge of the financial processes of the DOD/Public Service as well as the DOD/Public Service Strategic and Annual Planning and Reporting process. Good communication, interpersonal, analytical, problem solving, numerical and decision making skills. Ability to draft policy, write effective minutes, write Management of Information System (MIS) reports and compile high level reports. Well-developed reasoning ability, innovative thinking and problem solving ability as well as human resource management skills. Proven managerial skills and capabilities with ability to communicate and negotiate with senior officers and officials both inside and outside the DOD. Proven ability in conducting effective presentations and briefings to senior

managers. Oriented towards team work but also able to operate individually. Decisive and persevering in respect of task finalisation and able to work accurately under pressure. Receptive to work related suggestions and ideas. In possession of a valid DOD/Public Service top secret security clearance or able to obtain such clearance within one year after appointment.

DUTIES

: Prepare and maintain the budget policy, process and procedures for the DOD. Maintain a complete and updated record of government budget policies, processes and procedures. Formulate the annual budget guideline for the DOD, formulating of annual guideline with regard to the preparation and submitting of inputs for the Estimate of National Expenditure, calculating of the provisional and final budget allocations of the Budget Holders of the DOD. Preparing budget documentation required for briefing and presentations to the Portfolio Committee on Defence (PCD), the Council on Defence (COD) as well as the Plenary Defence Staff Council (PDSC). Ensure the budget of the DOD is completed in accordance with the prescripts of the Public Finance Management Act (PFMA), National Treasury Regulation (NTR), the National Treasury guideline on Preparing Budget Submission and the Departmental Budget Policy. Execute the following functions in respect of the FMS. Maintain the Codes and Budget sub-system in consultation with the Deputy Director Financial System (DD Fin System) and the State Information Technology Agency (SITA). Conduct the opening and closing of the Budget sub-system on the FMS on the prescribed date. Ensure regular updating of the FMS Budget Information Centre (BIC). Ensure the estimates and motivations of all Budget Holders of the DOD are captured on the FMS. Compile a budget submission and a budget motivation report for the DOD Evaluate all budget estimates. Compile a Defence Chapter to the Estimates of National Expenditure. Executing the April Shift in conjunction with SITA. Obtaining a Budget Vote for the DOD. Briefing the PCPD and the Medium Term Expenditure Committee (MTEC) on the draft Defence Budget. Managing and assessment of personnel in the Operating Budget section.

ENQUIRIES

: Ms O.A. Samuels, Tel: (012) 355 6480.

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.

NOTE

: The successful candidate will be required to sign a performance agreement and employment contract.

POST 21/17

: **ASSISTANT DIRECTOR, REF NO: CFO 17/3/1**

SALARY

: R334 545 per annum, Level 9.

CENTRE

: Sub-directorate Contract Admin, Pretoria.

REQUIREMENTS

: Minimum requirements: B degree in Law or equivalent legal qualification (NQF 7) e.g. B Proc, Bcom Law, LLB, etc. A minimum of 3-year work experience in contract management environment, operating at the level equivalent to level 8 in the Public Service. Valid driver's license. Must be able to obtain security clearance within a year. Knowledge: Good knowledge of all relevant legislations and regulatory frameworks in the Public Service. Good knowledge of legal and financial processes related to the contracts. Abilities: Ability to research, draft, interpret and manage legal contracts. Ability to work in a team and independently. Skills: problem solving, communication (i.e. verbal & written), negotiation and interpersonal skills.

DUTIES

: Researching, drafting, negotiating and assisting with litigation of formal and study contracts, as requested by different clients in the Department of Defence (DOD). Ensuring that all contracts are legally enforceable. Attending meetings, negotiations and give legal opinions as/when required. Represent the DOD by liaising and assisting the State Attorney to appoint the legal counsels to deal with litigations involving contract matters. Managing administration relating to breach of study contracts. Assist stakeholders such as Directorate Central Accounts (Debtors Section), e.g. with debt recovery. Manage the contractual obligations, e.g. buy participating in the study policy review to ensure compliance on study contracts. Provide monthly and quarterly management information reports to the Deputy Director Special Finance Service. Manage all resources allocated to this section.

ENQUIRIES

: Ms. M.P. Molefe, (012) 392 2559.

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