

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 22 September 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. 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 to the prescribed rules.

OTHER POSTS

- POST 36/01** : **SENIOR STATE ACCOUNTANT REF NO: CFO 17/4/1**
- SALARY CENTRE** : R281 418 per annum, Level 08
Financial Management Division, Chief Directorate Fin SANDF, Defence Reserve Budget Manager, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus B degree or three year National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience and or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Knowledge of Financial Management System (FMS/ BAS/ POL) and Information Centre and able to draft complex programs. Sound mathematical and problem solving ability. Thorough knowledge of all expenditure control transaction on FMS/BAS/POL. Thorough knowledge of computer system in the Department of Defence, including MS Word and Excel and Power Point. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering in term of task finalisation. Preferably in possession of valid RSA/ Military driver's license.
- DUTIES** : Assist with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentations. Assisting with the financial authority process. Preparing monthly early warning report for CFO. Re-allocation of funds. Participating in expenditure Control Committee meetings. Preparing of management reports for the client through development of Information Centre Reports. Assisting in executing of budgeting processes as and when required. Preliminary investigations in term of potential irregularities and compiling of required reports for submitting to CFO.
- ENQUIRIES** : Mr T.R. Sidogi, Tel no: (012) 339 5110

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.

POST 36/02 : **SENIOR STATE ACCOUNTANT REF NO: CFO 17/4/2**

SALARY CENTRE : R281 418 per annum, Level 08
Finance Management Division, Chief Directorate Budget Management, Navy Budget Management Office, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B degree or three year National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience and or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Understanding and interpret financial prescripts of the State and the DOD/Public Service. A thorough knowledge of the DOD/Public Service computerised systems FMS/BAS and the Management Information System (MIS). Knowledge of planning, budget, and regulatory processes in the DOD/Public Service. Knowledge of spread sheet, word processing and presentation packages (preferable Excel, MS Word, MS Access and PowerPoint). The ability to understand and interpret financial policy. Ability to write FOCUS programs and to extract information from the FMS/BAS. Very good writing and oral communication skills and able to effectively communicate with senior officials and managers. Proven ability in the drafting of effective reports. Analytical/innovative, thinking ability oriented towards team-work, receptive to work related suggestion/ideas, decisive/persevering in regard to task finalisation. Confidential security clearance or proof that such application has been submitted.

DUTIES : Assist in providing information to compile the following reports: Estimate of expenditure reports, revenue reports, quarterly and monthly reports, deviation reports and audit reports. Assist the Assistant director Budget in collecting information and capturing budgeting transactions on the Financial Management System (FMS). Manage the domestic budget and assets of the Navy Budget Management section at Navy Headquarters. Provide support to the AD Budget with regard to budgeting matters on the FMS and MIF system. Provide secretarial duties at budget and regulatory meetings as and when required by the AD Budget. Assist in investigation of financial misconduct and reporting of cases on the Consolidated Control Database. Assist in drafting of submission for financial misconduct cases for condonement at the various condonement forums. Assist in obtaining/providing information to draft the SA Navy Estimate of Expenditure. Provide financial/regulatory advice to the client (SA Navy).

ENQUIRIES : Mr R. Chowles, Tel no: (012) 339 4231.

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.

POST 36/03 : **SENIOR STATE ACCOUNTANT REF NO: CFO 17/4/3**

SALARY CENTRE : R281 418 per annum, Level 08
Finance Management Division, Chief Directorate Accounting, Directorate Central Accounts, Debtors Management, Cape Town Regional Office (Western Cape).

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma with Finance / Accounting related subjects with a minimum of three (3) years Debtors Management experience or Grade 12 certificate with finance related subjects with a minimum of seven years in Debtors Management or equivalent. At least three years practical experience in a supervisory capacity. Knowledge and application of PFMA (Public Finance Management Act) and Treasury Regulation. Computer literate in MS Office particularly MS Word, MS Excel and PowerPoint. Must have capability of working on a Financial Accounting System and PERSAL / PERSOL used in the DOD or Public Service. Ability to understand, interpret and apply financial policies, regulations and legislation prescripts related to debt management and recovery in the Public Service. Be able to know how debts in the DOD or Public Service emanate, administered and the recovery process thereof. Thorough knowledge on the origin of salary related and study contract debts will be an added advantage. Ability to advise subordinates to enhance the recovery

processes and follow-ups on debts due. Must have a potential for good reasoning, be analytical, mathematical and problem solver. Have skills to draw, compile and present reports with statistics for management. Ability to present good written and verbal communications together with good personal relations. Have the endeavour to work well under pressure and an ability to work as a team. Good management approach and supervisory skills.

DUTIES

: Rendering effective support in managing, controlling, follow-up and maintaining current as well as new and existing departmental debtors. Administration of Debtor Accounts and monitoring the recovery process of all debts due to the DOD. Ensure that debts are referred to the State Attorney for legal advice and legal recovery. Attend consultation with the State Attorney on complex matters and to monitor legal process followed by the State Attorney on cases handed over. Responding and assisting subordinates with the enquiries from debtors, internal sections including the State Attorney. Preparation of write off submissions. Control and analyse incoming and outgoing correspondence. Verify accounting transactions and allocations. Provide supervision, training, motivation and prepare performance assessment of subordinates within your section. Assist the Chief Accounting Clerk with the running of the section and be responsible for reporting to the Assistant Director.

**ENQUIRIES
APPLICATIONS**

: Mr K. O. Nyamane, Tel no: (012) 392-2753.
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: 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.

POST 36/04

: **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/4**

**SALARY
CENTRE**

: R226 611 per annum, Level 07
: Finance Management Division, Directorate Stores, Services and Related Payments, Sub-directorate: Corporate Payment, Pretoria.

REQUIREMENTS

: Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Regional Accounting Management/Public Service related course qualification would be a strong recommendation Sound reasoning, mathematical and problem solving ability as we as being trustworthy, honest and loyal. Ability to understand and interpret financial policy, broad knowledge of financial policy and the PFMA. Well-developed verbal and written communication skills and to compile effective function under pressure. Knowledge of the budget press, the basic financial function in the DOD, computer system and programs utilized in the DOD. Including Ms Word, Excel and Power Point as well as the Financial Management System (FMS)/BAS. Be in possession of a valid RSA/DOD vehicle driver's license.

DUTIES

: Timely payments of all medical invoices in the Department of Defence (DOD). Assisting in the management of all payment documentation, which must be correct in terms of prescriptions, regulations, instructions and policy prior to such payment to suppliers being effected. Assisting in the effective personnel management and supervision of all personnel under his /her control. Assisting in the management and execution of formal as well as in-post training of all personnel under his/her control. Compiling and submission of management report and management information statistics. Reporting, investigating and following-up of all finance-relate irregularities. Assisting in the management of internal security of personnel, system, assets and material in the section. Safekeeping of all medical payments documentation for audit purposes in terms of the Treasury Regulations and the Public Finance Management Act (PFMA).

**ENQUIRIES
APPLICATIONS**

: Mr I. Van Der Walt, Tel no: (012) 392 2353.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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.

POST 36/05 : **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/5**

SALARY CENTRE : R226 611 per annum, Level 07
 Financial Management Division, Directorate Store, Services and Related Payments, Financial Accounting Service Centre, FASC Wonderboom, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. In possession of a valid RSA/Military driver's licence. Knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service will be an added advantage. Knowledge of computer system and programs utilised in the DOD and Public Service, including PERSOL/ PERSAL, Financial Management System (FMS)/BAS, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in relation to State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ ideas, decisive/ persevering in respect of task finalisation and able to effectively function under pressure.

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follow up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration in relation to cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for clients in area of responsibility. Manage/ supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS : Mr I. van der Walt, Tel no: (012) 392-2850.
 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.

POST 36/06 : **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/6**

SALARY CENTRE : R226 611 per annum, Level 07
 Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management, SA Army Training Formation (AM), Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Sound knowledge of estimating, budget and expenditure control processes and related programs on the FMS/BAS. Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Being qualified to operate the FMS/BAS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering in relation to task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES

: Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulation as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army training formation. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army training formation. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army training formation. Managing of valid accurate and reliable Costing Database for the SA Army training formation. Managing the relocation of budget allocations and income for the SA Army training formation. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army training formation. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army training formation. Effective manage all personnel, assets and material resorting under control of this post.

**ENQUIRIES
APPLICATIONS**

: Mr M.J. Ngoma, Tel no: (012) 355 1238.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: 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.

POST 36/07

: **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/7**

**SALARY
CENTRE**

: R226 611 per annum, Level 07
: Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management, SA Army Artillery Formation, Pretoria.

REQUIREMENTS

: Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Sound knowledge of estimating, budget and expenditure control processes and related programs on the Financial Management System (FMS/BAS). Knowledge of estimating, budgeting and budget control in the Public Service will also being considered. Being qualified to operate the Financial Management System (FMS/BAS) Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread Sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES

: Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Artillery formation. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army Artillery formation. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Artillery formation. Managing of valid accurate and reliable Costing Database for the SA Army Artillery formation. Managing the relocation of budget allocations and income for the SA Army Artillery formation. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army Artillery formation. Direct orchestrate and

control the Finance Non-Compliance Administration function within the SA Army Artillery formation. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES
APPLICATIONS

: Mr M.J. Ngoma, Tel no: (012) 355 1238.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: 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.

POST 36/08

: **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/8**

SALARY
CENTRE

: R226 611 per annum, Level 07
: Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management, SA Army Command Division, Pretoria.

REQUIREMENTS

: Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Sound knowledge of estimating, budget and expenditure control processes and related programs on the Financial Management System (FMS/BAS). Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Being qualified to operate the FMS/BAS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread Sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering in relation to task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES

: Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Command Division. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army training formation. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Command Division. Managing of valid accurate and reliable Costing Database for the SA Army Command Division. Managing the relocation of budget allocations and income for the SA Army Command Division. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army Command Division. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army Command Division. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES
APPLICATIONS

: Mr M.J. Ngoma, Tel no: (012) 355 1238.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: 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.

POST 36/09

: **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/9**

SALARY
CENTRE

: R226 611 per annum, Level 07
: Finance Management Division, Chief of Finance SANDF, Directorate Budget Management, SAMHS, Pretoria.

- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Thorough knowledge of state procurement prescripts and procedures to enable the candidate to effectively perform his/her budget control duties plus knowledge of the Public Finance Management Act (PFMA), Financial Management System (FMS/BAS), Information Centre qualification. Ability to draft programs in this regard would serve as a strong recommendation. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on the FMS/BAS (strongly recommended). Computer literacy in MS Word, Excel and Power Point as well as the ability to interpret and apply policy. Well-developed verbal written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions, ideas, decisive and persevering in relation to task finalization. In possession of valid RSA/DOD military vehicle drivers licence and willing and able to travel as when required (preferred).
- DUTIES** : Assisting with monitoring and implementation of compliance to internal controls, policies and operating procedures. Assisting with budget and expenditure control as well as preparing budgeting and expenditure control documentation. Assist with the financial authority process. Assist in preparing monthly early warning report. Assist with on-site informal audit as to compliance to prescripts. Participating in expenditure Control Committee meetings. Assist in preparation of management reports for the clients through development of information centre Reports and graphic presentation. Assist in budgeting process as and when required Participating in preliminary investigation in relation to potential irregularities and compiling of required reports. Managing of all personnel, assets and materiel resorting under control of this post.
- ENQUIRIES** : Mr A.P. du Pisani, Tel no: (012) 367-9072/74
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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.
- POST 36/10** : **FINANCE CLERK SUPERVISOR REF NO: CFO 17/4/10**
- SALARY** : R226 611 per annum, Level 07
- CENTRE** : Finance Management Division. Chief Directorate Budget Management, Sub-Directorate: Chief Central Staff, DHQ, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (2) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective HR and management skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering regarding task finalisation. Knowledge of computer programs used in the Department of Defence (DOD)/Public Service, Financial Management System (FMS/BAS) and Information Centre (IC) qualified. Valid RSA/Military driver's licence and willing able to travel as and when required.
- DUTIES** : Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process. Preparing cash flow. Assist in the re-allocation of funds. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC reports and graphic presentations. Assisting in executing of budgeting processes as and when required.
- ENQUIRIES** : Ms E.J. van Vuuren, Tel: (012) 335 5805.
- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: 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.

- POST 36/11** : **FINANCE CLERK (7 POSTS)**
- SALARY CENTRE** : R152 862 per annum, Level 05
: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP),
2 x FASC Wonderboom (Pretoria), Ref No: CFO 17/4/11A
FASC Bloemfontein (Free State), Ref No: CFO 17/4/11B
4 x FASC MOD (Pretoria), Ref No: CFO 17/4/11C
- 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 and/or minimum of one year relevant experience and being in the possession of valid code 8 driver' license. The successful candidate will be required to complete all relevant courses.
- 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 APPLICATIONS** : Mr I. van der Walt, Tel: (012) 392-2850
: 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.
- POST 36/12** : **FINANCE CLERK REF NO: CFO 17/4/12**
- SALARY CENTRE** : R152 862 per annum, Level 05
: Financial Management Division, Chief Directorate Budget Management, Command Division, Defence Intelligence Budget Management Office, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with finance related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge of Financial Management main frame would serve as a strong recommendation. Ability to understand and interpret basic financial policy. Basic knowledge of Financial Policy and PFMA, budget process as well as the basic financial functions in the Department of Defence (DOD) or any other Public Service Department would serve as a strong recommendation. Reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Good verbal and written communication skills and able to compile basic reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering in relation to task finalization and able to effectively function under pressure. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience and being in the possession of valid code 8 driver' license.
- DUTIES** : Assist in maintaining expenditure information, historical information and statistics for the Budget Management (BM). Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal Registry incoming/outgoing correspondence and maintain a filing system for BM.

Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at the office of the BM. Prepare and compile budgetary and expenditure control documentation, e.g. expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivation. Maintain a register of fund re-allocations and FA application as well as updating the database on the Financial Management System (FMS). Assist in the process of preparing monthly Early Warning Reports (EWR's). Assist in the drafting and finalization of Reconciliation Statements. Assist in the management of the logistics and stationery requirements of the BM and take roll call of all personnel under control of the BM.

ENQUIRIES : Mr R.J. Hammill, Tel no: (012) 315 0221
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.

POST 36/13 : **FINANCE CLERK (3 POSTS) REF NO: CFO 17/4/13**

SALARY : R152 862 per annum, Level 05
CENTRE : Finance Management Division, Chief Directorate Accounting, Directorate Central Accounts, Debtors Management, Pretoria.

REQUIREMENTS : Minimum Requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Office, MS Word and Excel. Basic knowledge of the processes and procedures of collection, recording and management of debt and related accounting transactions and actions as required. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect. Added advantage: Post matric qualification in Finance and/or a minimum of one year relevant experience.

DUTIES : Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Registering, prepare outgoing correspondence and process all related accounting transactions. Liaising and corresponding with the State Attorney's office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filling and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.

ENQUIRIES : Mr K.O. Nyamane, Tel no: (012) 392 2753.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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.

POST 36/14 : **FINANCE CLERK REF NO: CFO 17/4/14**

SALARY : R152 862 per annum, Level 05
CENTRE : Finance Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance related subjects. Computer Literate. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answer submitted by clients. Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different Divisions, bases

and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. A valid DOD/RSA vehicle driver's license. Team-worker, trustworthy, reliable and receptive to work related suggestion and ideas. Effective reasoning ability. Added advantage: Post matric qualification in Finance and/or a minimum of one year relevant experience.

DUTIES : Assist the Chief Accounting Clerk and Senior State Accountant in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to CAC on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.

ENQUIRIES APPLICATIONS : Ms M.L. Mabasa, Tel no: (012) 392 2564.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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.

POST 36/15 : **FINANCE CLERK REF NO: CFO 17/4/15**

SALARY CENTRE : R152 862 per annum, Level 05
: Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment), Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance and/or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word, Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorata bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES APPLICATIONS : Mr V. Mtengwane, Tel no: (012) 392 2110.
: 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.

POST 36/16 : **FINANCE CLERK REF NO: CFO 17/4/16**

SALARY CENTRE : R152 862 per annum, Level 05
: Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Subsistence & Transport (S&T) Section, Simons Town (Cape Town).

REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance related subjects. Computer literate in relation to MS Office, MS Word and Excel. Ability to understand, interpret and correctly apply basic financial policy. Ability to interpret & work with ROE (Rate of Exchange) from various foreign countries is essential.

Reasoning, mathematical and problem solving abilities are necessary. Ability to effectively communicate with clients and officers in the DOD is important. Well-developed verbal and written communication skills and ability to compile effective reports and statistics is needed. Must be able to function well as part of a team and be receptive to work related suggestions and ideas. A positive, creative, trustworthy, loyal and sound judgmental ability is vital. Must be able and willing to initiate self-development by means of further training. Must be continuously aiming for zero defects. Being in possession of a valid RSA/ Military vehicle driver's licence will be a strong recommendation. Added advantage: Post Matric qualification in Finance and/or a minimum of one year relevant experience.

DUTIES

: Receiving, registering, checking, processing and controlling of Inland & Foreign S & T claims from DOD directorates, bases, units and HR Support Satellite Offices prior to approval. Assisting in providing written and verbal feedback to clients with regard to Inland & Foreign S & T claims, informing and advising clients as to S & T policy, prescripts and procedures. Interviewing DOD members & compilation of foreign reconciliations is an asset. Liaising and communicating with HR Support Satellite personnel/Managers. Assisting in compiling and preparing reports and Statistics with relation to both Inland & Foreign S&T Claims. Assist management in general administrative functions and tasks in the section, analysing and interpreting new policy, researching and developing existing systems and processes. Assist in ensuring effective, efficient and correct accounting of Inland & Foreign S & T in accordance with State prescripts. Checking, controlling, registering and processing of correspondence and all related accounting transactions. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaboration, liaison and communication with the Chief Accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions as approved by the DOD. Recording, filing and safeguarding of all S & T administration related documentation and information for future reference and audit purposes.

**ENQUIRIES
APPLICATIONS**

: Ms K. Moodley, Tel no: (021) 787 4291
 : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: 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.

POST 36/17

: **FINANCE CLERK REF NO: CFO 17/4/18**

**SALARY
CENTRE**

: R152 862 per annum, Level 05
 : Financial Management Division, Chief Directorate Budget Management, SA Army Signal Formation Budget Management Office, Pretoria.

REQUIREMENTS

: Minimum requirements: Grade 12 certificate with finance related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge of financial management main frame system. Ability to understand and interpret basic financial policy. Basic knowledge of Financial Policy and PFMA, budget process as well as the basic financial functions in the Department of Defence (DOD) or any other Public Service Department would serve as a strong recommendation. Reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Good verbal and written communication skills and able to compile basic reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering in relation to task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance and/or a minimum of one year relevant experience. Being in the possession of valid RSA/Military drivers licence would be a strong recommendation.

DUTIES

: Assist in maintaining expenditure information, historical information and statistics for the Budget Management (BM). Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry incoming/outgoing correspondence and maintain a filing system for BM. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at the office of the BM. Prepare and compile budgetary and expenditure control documentation, e.g. expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivation. Maintain a register of fund re-allocations and FA application as well as updating the database on the Financial Management System (FMS). Assist in the

process of preparing monthly Early Warning Reports (EWR's). Assist in the drafting and finalization of Reconciliation Statements. Assist in the management of the logistics and stationery requirements of the BM and take roll call of all personnel under control of the BM.

ENQUIRIES : Mr M.J. Ngoma, Tel no: (012) 355 1238.
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.

POST 36/18 : **SENIOR SECRETARY GR II REF NO: CFO 17/4/19**

SALARY : R152 862 per annum, Level 05
CENTRE : Finance Management Division, Chief Directorate Accounting, Directorate Stores, Service and Related Payments, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate with computer certificate and one year relevant experience. Grade 12 certificate with Commercial subjects will be an added advantage. Computer literate (Excel, PowerPoint, and Word). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.

DUTIES : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

ENQUIRIES : Mr I. Van Der Walt, Tel no: (012) 392 2353.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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.

POST 36/19 : **FINANCE CLERK REF NO: CFO 17/4/20**

SALARY : R152 862 per annum, Level 05
CENTRE : Financial Management Division, Chief Directorate Finance Services, Directorate Finance Support Services, Finance ETD Centre, Pretoria.

REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance subjects. Knowledge of microcomputer applications such as MS Word, Excel and Access. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft basic reports and returns. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering in relation to task finalisation and must be able to obtain a valid confidential security clearance. Added advantage: Post Matric qualification in Finance and/or a minimum of one year relevant experience. Being in the possession of valid RSA/Military drivers licence would be a strong recommendation.

DUTIES : Delivering general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division. Maintaining and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receiving, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in

typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.

ENQUIRIES
APPLICATIONS

- : Ms M. Wehl, Tel no: (012) 674-4626.
- : 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.