

DEPARTMENT OF DEFENCE

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.

MANAGEMENT ECHELON

POST 41/06 : **DIRECTOR: NATIONAL CONVENTIONAL ARMS CONTROL INSPECTORATE, REF: NCAC/33/17**

SALARY CENTRE : R948 174 per annum.
: Directorate National Conventional Arms Control Inspectorate, Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : A recognized three – year degree in Law, Auditing or Forensic Investigation (NQF Level 7). Knowledge in Strategic Management, Financial Management and Human Resource Management is strongly recommended. Must have 5 years of experience at a middle /senior managerial level. Understanding of Defence Industry. Understanding the National Conventional Arms Control Act, Act 41 of 2002, as amended and the Regulation for Foreign Military Assistance Act, 15 of 1998. Sufficient experience or exposure in the Conventional Arms Control discipline particularly in inspections, investigations and auditing. Special requirements (skills needed): The ability to lead and give direction to a team of Compliance Inspectors and Auditors in the area of Conventional Arms Control. Competency in effective communication, writing and creativity skills. Skills in analytical thinking and problem solving. Good skills in planning, organization and administration. Good interpersonal relations skills. Applicants must be in a possession of a valid driver's license and prepared to travel.

DUTIES : Establish and implement an effective conventional arms control compliance inspections and auditing system. Manage the inspection and auditing system. Manage the inspections and auditing of the related industry to ensure that trade in conventional arms conducted in a manner consistent with provisions of the National Conventional Arms Control Act. Interact with the relevant Government agencies on Inspections and prosecutions. Manage the verification of designated foreign end users. Advise the National Conventional Arms Control Committee (NCACC) on issues of Conventional Arms Control Compliance. Ensure the execution of the NCACC instructions in so far as

Conventional Arms Control Compliance is concerned. Attend all meetings incidental to the conventional arms control compliance function. Manage the Conventional Arms Control Inspectorate and all its related resources.

- ENQUIRIES** : Ms J.F. Smit, Tel: (012) 339 5605.
APPLICATIONS : Department of Defence, Chief Directorate Human Resources Management, Private Bag X137, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria where it may be placed in a marked box at Reception
- NOTE** : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.
- CLOSING DATE** : 10 November 2017 (Applications received after the closing date and faxed copies will not be considered).

OTHER POSTS

- POST 41/07** : **ASSISTANT DIRECTOR, REF NO: CFO 17/5/1**
- SALARY** : R334 545 per annum.
CENTRE : Financial Management Division, Directorate Stores, Services and Related Payments, Cash Payments Region 2, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 Certificate plus a three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience of which at least three years must be at the level of Senior State Accountant (Level 8) or equivalent. In possession of a valid RSA/Military driver licence. Through knowledge of State Tender Board regulations, State contract as well as financial processes and core processes of the Department of Defence (DOD)/Public Service. Conversant regarding Microsoft Office software packages. Comprehensive experience of mainframe programs utilised in the DOD and Public service, including PERSOL/PERSAL, Financial Management System (FMS)/BAS will serve as strong recommendation. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy. Well-developed verbal and written communication skills and able to compile effective reports. Ability to function as part of a team receptive to work related suggestion/ideas, decisive/persevering regarding task finalisation and able to effectively function under pressure. The Financial Accounting Service Centre Management/Public Service course (FASCMC) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommendation.
- DUTIES** : Oversees the management of all transactions processed on the Central Advance System (CAS). Act as the functional custodian of the CAS Sub-System on the Financial Management System. Manage the final approval of Sundry Transactions on the CAS. Manage the advance payments to the Travel Agent of the DOD and processing of transaction for domestic travel expenditure. Management of Main Advance Account and Sub-Advance Account replenishments and cash withdrawals. Manage the administration of all commercial bank accounts utilised for the purpose of dispensing cash in the DOD. Compile inputs related to domestic cash management for the purpose of Interim and Annual Financial Statements. Performing of staff visits to Cash Offices country wide. Responding to audit queries related to cash management in the DOD. Management of Suspense, Disallowance and Link Accounts operated by the Sub-Directorate Cash Payments. Execution of Human Resource Management Responsibilities. Management of all resources utilised by Cash Payment Region 2.
- ENQUIRIES** : Mr J.S. Rademeyer, Tel (012) 392 2884.
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, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Please use reference number not post number.
CLOSING DATE : 27 October 2017 (Applications received after the closing date and faxed copies will not be considered).

POST 41/08 : **ASSISTANT DIRECTOR, REF NO: CFO 17/5/2**

SALARY : R334 545 per annum.
CENTRE : Financial Management Division, Directorate Central Accounts, Debtors Accounts, Poyntons Building, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 Certificate plus a three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience of which three (3) years must be at a level of Senior State Accountant (Level 8) in Debtors Management or equivalent. Knowledge and application of PFMA (Public Finance Management Act) and Treasury Regulation. An RSA/Military valid driver's licence. Computer literate in MS Office particularly MS Word, MS Excel and PowerPoint. Ability to understand, interpret and apply financial policies, regulations and legislation prescripts related to debt management in the Public Service. Project management would be a strong recommendation, be analytical, mathematical and a problem solver. Have skills to draw, compile and present reports with statistics for management. Endeavour to work well under pressure and an ability to work in a team. Good management approach and supervisory skills. The incumbent must be willing to travel to different regional offices in the province.

DUTIES : Rendering effective support in managing, controlling, following-up and maintaining of current as well as new and existing departmental debts. Ensure that all debts of the Department of Defence are accounted for. Administration of Debtor Accounts and monitoring the recovery process. Manage debts that are referred to the State Attorney for legal advice and legal recovery. Attend consultations with the State Attorney on complex matters and to monitor legal process followed by the State Attorney on cases handed over. Respond to audit queries and assist subordinates with the enquiries from debtors, internal sections including the State Attorney. Analyse write off submissions. Adherence to month-end closure procedures. Verify accounting transactions and allocations. Provide supervision, training, motivation and prepare performance assessment of subordinates within your section. Effective management of all personnel under this post and give assistance to the Deputy Director.

ENQUIRIES : Mr K.O. Nyamane, Tel (012) 392 2753.
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, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number
CLOSING DATE : 27 October 2017 (Applications received after the closing date and faxed copies will not be considered).

POST 41/09 : **ASSISTANT DIRECTOR, REF NO: CFO 17/5/3**

SALARY : R334 545 per annum.
CENTRE : Financial Management Division, Directorate Central Accounts, Debtors Accounts, Poyntons Building, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience of which at least three (3) years must be at a level of Senior State Accountant (Level 8) in Debtors Management or equivalent. Knowledge and application of PFMA (Public Finance Management Act) and Treasury Regulation. An RSA/Military valid driver's licence. Computer literate in MS Office particularly MS Word, MS Excel and PowerPoint. Ability to understand, interpret and apply financial policies, regulations and legislation prescripts related to debt management in the Public Service. Project management would be a strong recommendation. Be analytical, mathematical and a problem solver. Have skills to draw, compile and present reports with statistics for management. Endeavour to work well under pressure and an ability to work in a team. Good management approach and supervisory skills. The incumbent must be willing to travel to different regional offices in the province.

DUTIES : Rendering effective support in managing, controlling, following-up and maintaining of current as well as new and existing departmental debts. Ensure that all debts of the Department of Defence are accounted for. Administration of Debtor Accounts and monitoring the recovery process. Manage debts that are referred to the State Attorney for legal advice and legal recovery. Attend

consultations with the State Attorney on complex matters and to monitor legal process followed by the State Attorney on cases handed over. Respond to audit queries and assist subordinates with the enquiries from debtors, internal sections including the State Attorney. Analyse write off submissions. Adherence to month-end closure procedures. Verify accounting transactions and allocations. Provide supervision, training, motivation and prepare performance assessment of subordinates within your section. Effective management of all personnel under this post and give assistance to the Deputy Director.

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APPLICATIONS

: Mr K.O. Nyamane, Tel (012) 392 2753.
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