

## 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 into the prescribed rules.

## MANAGEMENT ECHELON

**POST 45/19** : **DIRECTOR: REGULATORY AUDIT, REF: DID/41/17**

**SALARY** : R948 174 per annum (Level 13).  
**CENTRE** : Defence Inspectorate Division, Head Office, Pretoria.  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in auditing/finance or equivalent. 10 years' experience in an internal auditing environment of which 5 years should be at middle/senior management level. Knowledge of Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Understanding and application of International Standards for the Professional Practice of Internal Auditing. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presenting skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence as will be required to travel regularly.

**DUTIES** : Develop three-year risk based strategic internal audit plan and annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits. Maintain internal audits reporting processes and procedures.

Ensure adherence to the utilisation of policies and procedures. Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management. Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guidelines. Provide advice to internal audit staff on the implementation of the approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Monitor adherence to internal audit standards and procedure.

- ENQUIRIES** : Lt Col N.J. Kekana, Tel: (012) 312 4718.WO1 M.M. Motwe Tel: (012) 312 4853  
**APPLICATIONS** : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria where it may be placed in a box at the reception.  
**NOTE** : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.  
**CLOSING DATE** : 08 December 2017 (Applications received after the closing date and faxed copies will not be considered).

#### OTHER POSTS

- POST 45/20** : **DEPUTY DIRECTOR, REF NO: CFO 17/6/1**
- SALARY** : R779 295 per annum (Level 12).  
**CENTRE** : Financial Management Division, Chief Directorate Finance Management Division, Directorate Financial Control Services, Defence HQ, Armscor building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Minimum requirements: A Bachelor's Degree in Finance, Auditing and Management Accounting. Have at least five years' experience as a minimum in Financial Management. Have knowledge in respect of the application of the Public Finance Management Act and Treasury Regulations. Well-developed verbal as well as written communication skills. Computer literate and advanced working knowledge of Word Processing, Spreadsheets and Database applications. Analytical and Innovative thinking ability. Well-developed reasoning and problem solving ability. Proven managerial capabilities at middle management level with good communication, negotiating and presentation skills. Be able to function independently and strongly orientated towards teamwork. Must be willing and able to travel extensively at short notice. Minimum security clearance: Confidential. Must be in possession of a valid driver's license.
- DUTIES** : Co-ordinate the development of a network based application to manage the Compliance Management function of the Department of Defence (DOD). Manage the Divisional Regulatory framework. Liaison with other sub-directorates in the Directorate Financial Control Services. Execute personnel management tasks with regards to the personnel under direct supervision. The provision of a departmental financial misconduct administration service. The maintenance of a data base of all reported incidents of financial misconduct reflecting the status of each incident. The referral of all recorded cases of financial misconduct to appropriate line, functional, investigating and prosecuting authorities for appropriate action. The monitoring of progress with investigations, prosecutions and recoveries. The reporting of all incidents of financial misconduct to the appropriate authorities. The conducting of Financial related investigations as tasked by higher authority. The provision of a financial management delegation administration service. The promulgation of general and functional assignment of financial management duties prescripts. The processing of application for the delegation of financial management powers by budget authorities. The reporting of non-compliance of delegations system to appropriate authorities. The provision of a departmental financial management prescripts administration service. The ability to develop, formulate and maintain departmental policy. The maintenance of a data base of all departmental prescripts relating to financial management reflecting the status of such prescripts. The evaluation and adaptation of all departmental prescripts for compliance with the finance management regulatory framework. The monitoring of progress made with departmental and divisional financial management

prescripts in process. Reporting the legal enforceability status of departmental and divisional prescripts relating to financial management to the appropriate authorities

**ENQUIRIES** : Ms A. Nkomo, Tel: (012) 355-5830

**APPLICATIONS** : 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)

**CLOSING DATE** : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).

**POST 45/21** : **ASSISTANT DIRECTOR, REF NO. CFO 17/6/2**

**SALARY** : R334 545 per annum (Level 9).

**CENTRE** : Finance Management Division, Chief of Finance SANDF, SA Air Force Budget Management Office, Pretoria.

**REQUIREMENTS** : Minimum requirements: A three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience in the budget management environment of which three (3) years must be at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service. Exposure to and/or knowledge of the Air Defence Programme, hands-on experience and good working knowledge of Financial Management Systems (FMS) will be an added advantage. Information Centre (IC) qualified. Ability to analyze and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Proven managerial skills and knowledge of spreadsheets, word-processing and presentation packages (preferably MS Excel, Word and PowerPoint). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability. Possession of a valid driver's license/military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

**DUTIES** : Executing of all SA Air Force budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure of the Air Defence Programme through development of IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWR's). Facilitate the Financial Authorisation (FA) process in the SA Air Force. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI's) in respect of potential irregularities and compilation of reports to the SA Air Force. Compile delegations with regard to the management of essential resources in the SA Air Force. Monitor the SA Air Force in-year expenditure trends and advise on methods to address deviations. Provision of Budget Control inputs to SA Air Force in preparations of the attendances to Councils and Committees. Attendance of the SA Air Force Budget Control Committee meetings and the DOD Budget Control workgroup meetings. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.

**ENQUIRIES** : Mr. S.R. Molekwa, Tel: (012) 312-2209.

**APPLICATIONS** : 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).

**CLOSING DATE** : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).

- POST 45/22** : **FINANCE CLERK, REF NO: CFO 17/6/3**
- SALARY CENTRE** : R152 862 per annum (Level 5).  
Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments (S&T sub-section), Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 Certificate with finance and/or Accounting related subjects. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and 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 iro task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance and/or a minimum of one year relevant experience in the relevant field.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES APPLICATIONS** : Ms T. Tshioma, Tel: (012) 392 2245.  
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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 5 at Reception. Note: (Please use reference number not post number).
- CLOSING DATE** : 24 November 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 45/23** : **FOOD SERVICE AID II, REF: DODHQ/10/17/01**
- SALARY CENTER REQUIREMENTS** : R90 234 per annum (Level 2).  
DOD HQ Unit, Pretoria.  
A minimum of Grade 10 or ABET Level 1 – 4. Previous experience in hospitality environment will serve as an advantage. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organising, equipment use, training, food preparation, etc. Must be physically fit and healthy to perform the duties.
- DUTIES** : Ensure that the dining hall is clean, that tables are clean, neat and set correctly according to the menu. Fold serviettes and ensure that cutlery, condiments, butter and assorted jams are available on the table. Ensure that water and juice jugs are clean and always refilled. Assist in preparing, serving and storing food. Ensure safekeeping of office/storeroom keys and report any losses, damages or theft.
- ENQUIRIES APPLICATIONS** : Capt D.M. Chauke, Tel: (012) 355 5404. Maj G. Smit, Tel: (012) 355 5640.  
Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or may be hand delivered to Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
- CLOSING DATE** : 01 December 2017 (Applications received after the closing date and faxed copies will not be considered).
- POST 45/24** : **CLEANER II (7 POSTS), REF: DODHQ/10/17/02**
- SALARY CENTER REQUIREMENTS** : R90 234 per annum (Level 2).  
DOD HQ Unit, Pretoria.  
A minimum of Grade 10 or ABET Level 1 – 4. Previous experience as a cleaner will serve as an advantage. Special requirements (Skills needed): Ability to

communicate effectively (verbal) in English. Must be physically fit and healthy to perform the duties.

**DUTIES**

: Ensure that places allocated to you are at all times clean. Ensure that bins are emptied at a least twice a day, especially in the afternoon. Ensure safekeeping of office/storeroom keys and report any losses, damages or theft.

**ENQUIRIES**

: Capt D.M. Chauke, Tel: (012) 355 5404.Maj G. Smit, Tel: (012) 355 5640

**APPLICATIONS**

: Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or may be hand delivered to Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.

**CLOSING DATE**

: 01 December 2017 (Applications received after the closing date and faxed copies will not be considered).