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 months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules. (Applications received after the closing date and faxed copies will not be considered).

OTHER POSTS

POST 01/01: ASSISTANT DIRECTOR, REF NO: CFO 18/1/1

SALARY: Level 9 (R334 545 per annum).


REQUIREMENTS: Minimum Requirements: Grade 12 plus a three year Degree/National Diploma with finance related main subjects with a minimum of five (5) years’ budget experience of which three (3) years must be at a level of Senior State Accountant (Level 8) or equivalent. Computer literate in Word Processing (MS Word), Spread sheet (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector will also considered. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) or BAS application or any other Private Sectors financial systems and to draft report in this regard will serve as a recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and we-developed presentations skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR
Management skills. In possession of a valid RSA/Military driver’s license to conduct official duties. In possession of or to obtain a DOD confidential security clearance.

**DUTIES**

- Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of the Joint Operations Division. Capture the draft budget of the Joint Operation Division on the Financial Management System (FMS) of the DOD. Preparing budget management documentation and financial reports for Joint Operation Division as required by Budget Manager of Joint Operation Division. Formulation and managing of policy regarding the expenditure of the Joint Operation Division. Managing of accurate and reliable Costing Database for the Joint Operation Division. Managing the re-allocation of budget allocation and income for the Joint Operation Division. Identification of exceptions for the re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control report to higher management by means of Power Point. Direct, Orchestrated and control the execution of the Finance Governance Function within the Joint Operation Division. Direct, orchestrate and control the Finance Formation. Effective management of personnel, assets and material resorting under his/her control.

**ENQUIRIES**

Mr L.L. Ngidi, tel (012) 674 5704.

**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)

**CLOSING DATE**

19 January 2018

**POST 01/02**

FINANCE CLERK REF NO: CFO 18/1/2

**SALARY**

Level 5 (R152 862 per annum).

**CENTRE**


**REQUIREMENTS**

Minimum requirement: Grade 12 certificate with finance or Accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge of main frame Financial Management System (FMS)/Basic Accounting System (BAS) or any other Private Sectors financial systems would serve as a strong recommendation. Ability to understand and interpret basic financial, Procurement, Accounting and Human Resource Management (HRM) policy and prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM) and knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions in the Department of Defence (DOD) or any other Public Service/Private sectors Department would serve as a strong recommendation. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Permanent RSA citizen with no criminal record. Being in the possession of valid RSA Vehicle driver’s license will be a strong recommendation. Added advantage: Post matric qualification in Finance or a minimum of one year relevant experience.

**DUTIES**

Distribute budget management policies and instructions. Assist in the Administration of the Performance Assessment process. Assist in establishing and maintaining internal mentorship program. Compile inputs for finance training. Attend training and development opportunities. Assist with the preparations to receive new appointees in the section. Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section. Assist in HR administration. Printing and Distributing of management...

ENQUIRIES: Ms M.D. Tseka, tel (012) 355 3080.

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).

CLOSING DATE: 19 January 2018

POST 01/03: FINANCE CLERK, REF NO: CFO 18/1/3

SALARY: Level 5 (R152 862 per annum).

CENTRE: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), FASC Young field (Cape Town).

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 or minimum of one year relevant experience.

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: Mr I. van der Walt, Tel: (012) 392-2850.

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).

CLOSING DATE: 19 January 2018

POST 01/04: MESSENGER, REF: ARMY/38/17/01

SALARY: Level 2 (R90 234 per annum).

CENTRE: KZN Signal Unit, Bluff, Kwazulu Natal.

REQUIREMENTS: A minimum of Grade 10 (NQF Level 2). A valid B drivers' license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.
DUTIES : Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS : Department of Defence, KZN Signal Unit, Private Bag X21096, Bluff, 4036 or may be delivered at Bluff Military Base, C/o Light House and Marine Drive, Bluff.

ENQUIRIES : Ms T.A. Sishi, Tel: (031) 451 1843.

CLOSING DATE : 26 January 2018

POST 01/05 : MESSENGER, REF: ARMY/38/17/02

SALARY : Level 2 (R90 234 per annum).
CENTRE : Mpumalanga Signal Unit, Mbombela.
REQUIREMENTS : A minimum of Grade 10 (NQF Level 2). A valid B drivers' license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.

DUTIES : Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200 or may be delivered at Mpumalanga Signal Unit, 5 Cruise circle, Ventina, Mbombela, 1200.

ENQUIRIES : Sgt S. Godfrey, Tel: (013) 756 2547.

CLOSING DATE : 26 January 2018

POST 01/06 : MESSENGER, REF: ARMY/38/17/03

SALARY : Level 2 (R90 234 per annum).
CENTRE : Western Cape Signal Unit, Youngsfied.
REQUIREMENTS : A minimum of Grade 10 (NQF Level 2). A valid B drivers' license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.

DUTIES : Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS : Department of Defence, Western Cape Signal Unit, Private Bag X01, Kenvyn, 7790 or may be delivered at Western Cape Signal Unit, Wetton Rd, Ottery.

ENQUIRIES : WO2 D.D. de Villiers, Tel: (021) 787 1710.

CLOSING DATE : 26 January 2018

POST 01/07 : FOOD SERVICE AID II (6 POSTS), REF: ARMY/38/17/04

SALARY : Level 2 (R90 234 per annum).
CENTRE : School of Artillery, Potchefstroom.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
APPLICATIONS: Department of Defence, School of Artillery, Private Bag X2005, Noordbrug 2522.

ENQUIRIES: Capt B.M. Zulu, Tel: (018) 289 3817.

CLOSING DATE: 26 January 2018

POST 01/08: FOOD SERVICE AID II (2 POSTS), REF: ARMY/38/17/05

SALARY: Level 2 (R90 234 per annum).

CENTRE: 4 Artillery Regiment, Potchefstroom.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

APPLICATIONS: Department of Defence, South African Army Artillery Formation, 4 Artillery Regiment, Private Bag X2003, Noordbrug 2522.

ENQUIRIES: Major C. Venter, Tel: (018) 289 4051.

CLOSING DATE: 26 January 2018.

POST 01/09: FOOD SERVICE AID II, REF: ARMY/38/17/06

SALARY: Level 2 (R90 234 per annum).

CENTRE: 21 Signal Unit, Boekenhoutkloof.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

APPLICATIONS: Department of Defence, 21 Signal Unit, Boekenhoutkloof Military Base, PO Box 438, Pyramid, 0102 or may be delivered at 21 Signal Unit, Military Base Boekenhoutkloof, Dinokeng North, Hammanskraal.

ENQUIRIES: Ms K.E. Mahlaule, Tel: (012) 529 1904.

CLOSING DATE: 26 January 2018.

POST 01/10: FOOD SERVICE AID II, REF: ARMY/38/17/07

SALARY: Level 2 (R90 234 per annum).

CENTRE: 5 Signal Unit, 524 Squadron (Phalaborwa).

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and
cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

APPLICATIONS: Department of Defence, 524 Squadron, PO Box 557, Phalaborwa, 1390. 524 Squadron, Schietocht Military Base, Phalaborwa, 1390.
ENQUIRIES: Sgt R.M. Khumalo, Tel: (015) 780 4994.
CLOSING DATE: 26 January 2018

POST 01/11: CLEANER II (3 POSTS), REF: ARMY/38/17/08

SALARY: Level 2 (R90 234 per annum).
CENTRE: JSB Wonderboom, Pretoria.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS: Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 0017 or may be delivered at Military Base Wonderboom, Lintveld Rd, Doornpoort, 0017.
ENQUIRIES: SSgt N.A. Mangcangaza, Tel: (012) 529 0430.
CLOSING DATE: 26 January 2018

POST 01/12: CLEANER II, REF: ARMY/38/17/09

SALARY: Level 2 (R90 234 per annum).
CENTRE: North Western Signal Unit, Potchefstroom.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS: Department of Defence, North West Signal Unit, Private Bag X2012, Noordbrug, Potchefstroom; 2531 or may be delivered at North West Signal Unit, Cnr/o Eleazer and Venlersdorp Road, Noordbrug.
ENQUIRIES: SSgt H. Esterhuizen, Tel: (018) 289 3205.
CLOSING DATE: 26 January 2018.

POST 01/13: CLEANER II (3 POSTS), REF: ARMY/38/17/10

SALARY: Level 2 (R90 234 per annum).
CENTRE: 2 SAI Battalion, Zeerust.
REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES: Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS: Department of Defence, SA Army Infantry Formation, 2 SAI Battalion, Private Bag X1348, Zeerust 2865. Or Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Peterson Bothango House No: 1, Corner Visagie and Thabo Sehume Streets, Pretoria.
ENQUIRIES: Capt I.E. Chake, Tel: (018) 642 6048. Mr A. Molokoane, Tel: (012) 339 6252.
CLOSING DATE: 26 January 2018
POST 01/14 : CLEANER II (2 POSTS), REF: ARMY/38/17/11

SALARY : Level 2 (R90 234 per annum).
CENTRE : 21 SAI Battalion, Johannesburg.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS : Department of Defence, SA Army Infantry Formation, 21 SAI Battalion, Private Bag X02, Bertsham 2013. Or Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Peterson Bothango House No: 1, Corner Visagie and Thabo Sehume Streets, Pretoria.
ENQUIRIES : Capt M.M.G. Nketsi, Tel: (011) 212 2618. Mr A. Molokoane, Tel: (012) 339 6252.
CLOSING DATE : 26 January 2018

POST 01/15 : CLEANER II (4 POSTS), REF: ARMY/38/17/12

SALARY : Level 2 (R90 234 per annum).
CENTRE : 44 Parachute Regiment, Bloemfontein.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS : Department of Defence, 44 Parachute Regiment, Private Bag X40008, Tempe 9318.
ENQUIRIES : Capt L.V. Mosieteng, Tel: (051) 402 1509.
CLOSING DATE : 26 January 2018

POST 01/16 : GROUNDSMAN II (4 POSTS), REF: ARMY/38/17/13

SALARY : Level 2 (R90 234 per annum).
CENTRE : School of Engineering, Free State.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.
APPLICATIONS : Department of Defence, School of Engineering, Private Bag X20, Kroonstad 9500.
ENQUIRIES : Capt T. Makulane, Tel: (056) 216 2010 / 2020.
CLOSING DATE : 26 January 2018

POST 01/17 : GROUNDSMAN II (5 POSTS), REF: ARMY/38/17/14

SALARY : Level 2 (R90 234 per annum).
CENTRE : JSB Wonderboom, Pretoria.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds.
Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

**APPLICATIONS**
Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 0017 or may be delivered at Military Base Wonderboom, Lintveld Rd, Doornpoort, 0017.

**ENQUIRIES**
SSgt N.A. Mangcangaza, Tel: (012) 529 0430.

**CLOSING DATE**
26 January 2018.