

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.

ERRATUM: kindly note that the following posts: Legal Administration Officer: Policy & General Legal Support, REF: DLSD/58/17/01, Legal Administration Officer: Policy & General Legal Support, REF: DLSD/58/17/02 and Legal Administration Officer: Legislative Drafting & Mou, REF: DLSD/58/17/03 advertised in Public Service Vacancy Circular 09 dated 02 March 2018 with the closing date of 23 March 2018 are hereby withdrawn and put on hold until further notice.

OTHER POST

POST 13/04 : **FINANCE CLERK: PRODUCTION (3 POSTS)**
Financial Management Division, Chief Directorate Fin SANDF, Budget Management Office, Joint Operations Division, Finance Management Office.

SALARY CENTRE : R152 862 per annum (Level 5).
: J TAC HQ Limpopo, Polokwane, Ref No: CFO 18/3/1A.
: J TAC HQ Kwazulu Natal, Bluff Durban, Ref No: CFO 18/3/1B.
: J. TAC HQ North West, Mahikeng, Ref No: CFO/18/3/1C.

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 directives. Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/of retire resources in the section. Managing the processing of documentation and files and maintaining an internal registry office. Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting. Performing elementary/auxiliary personnel administration tasks.

ENQUIRIES

APPLICATIONS

: Ms M.D. Tseka, Tel (012) 355 3080.
: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria 0001 or may be hand-delivered to: Department of Defence, Poynton Building, 195 Bosman Street, Pretoria, where it must be placed in wooden box number 5 at Reception (Please use reference number not post number).

CLOSING DATE

: 16 April 2018 (Applications received after the closing date and faxed copies will not be considered).