

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 18 May 2018 (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 into the prescribed rules.

MANAGEMENT ECHELON

- POST 18/02** : **DIRECTOR: STORES SERVICES AND RELATED PAYMENTS, REF NO: CFO 18/4/1**
 Financial administration
 Financial Management Division
 Chief Directorate Accounting
 Directorate Stores Services and Related Payments (Financial administration)
- SALARY** : R948 174 all-inclusive salary package per annum (Level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum Requirements: B.Com (NQF Level 7) in Accounting or Financial Management field with a minimum of five (5) years' experience at Middle Management System or Senior Management System level. Added advantage: Postgraduate degree in the Financial Management field, e.g. BCom (Hons), MBA, MBL, CTA or equivalent to NQF Level 8). Knowledge: Regulatory frameworks in the Public Service, e.g. Financial legislations, regulations, policies and other applicable legislations and regulations. Government financial, budgeting and procurement systems. Abilities: The ability to understand, interpret and apply policy and specifically the policy and regulations in respect of cash, revenue, creditors as well as accruals. Analytical and innovative thinking ability. Proven ability to compile/draft and present effective financial management reports. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for the directorate. Display capabilities of negotiation, empowerment and evaluation of

- personnel under control. Be able to undertake some travelling depending on the need to inspect and do quality control in regional offices.
- DUTIES** : Manage payment administration service in respect of all supplier invoices (e.g. corporate, supplier and medical services invoices) in accordance with Public Finance Management Act (PFMA), Treasury Regulations (TR's), related policy and prescripts for the DOD. Manage a cost effective, professional revenue service to the DOD. Manage a cost effective, professional cash accounting service to the DOD. Manage a professional payroll deducting system and subsequent payment to the different institutions. Quarterly confirmation of correct face value documents administration. Assist in reporting, investigating and following up of all finance-related irregularities. Manage all resources made available to execute the duties resorting under this post, namely, personnel, finances, accommodation and equipment.
- ENQUIRIES** : Mr N.S. Makhani, Tel No: (012) 392 2348.
- APPLICATIONS** : Department of Defence, Financial Management Division (DFSS), Career Management Section, Private Bag X137, Pretoria 0001 or may be hand-delivered to Poynton building, 195 Bosman Street, Pretoria CBD, where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Candidates will be subjected to a competency assessment.

OTHER POSTS

- POST 18/03** : **FINANCE CLERK (4 POSTS)**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Stores, Services and Related Payments, Finance Accounting Service Centres (FASCs).
- SALARY** : R152 862 per annum (Level 05).
CENTRE : FASC Wonderboom (Pretoria), Ref No: CFO 18/5/1A (X1 Post)
 FASC MOD (Pretoria), Ref No: CFO 18/5/1B (X3 Post)
- REQUIREMENTS** : Minimum requirement: Grade 12 certificate with finance related subjects. 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 Systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering iro task finalisation. Permanent RSA citizen with no criminal record. The possession of a valid driver's licence will be an advantage. Willing to undergo driving-and-maintenance training in order to obtain a military driver's license. Willing to undergo training at Finance Education, Training Development Centre. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance and /or a minimum of one year relevant experience. The successful candidate will be required to complete all relevant courses.
- DUTIES** : Scrutinise, 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. Utilise 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 No: (012) 392-2850.

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- POST 18/04** : **SENIOR SECRETARY GR II, REF NO: CFO 18/5/2**
Finance Management Division
Chief Directorate: Budget Management, Budgeting
- SALARY** : R152 862 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate. Computer certificate or proven exposure to Ms Office suite, especially Ms Word. Minimum of one or two years secretarial experience. Grade 12 with Commercial subjects will be an added advantage. Computer literate (Excel, PowerPoint, and MS 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** : Ms O.A. Samuels, Tel No: (012) 355 6481
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