

DEPARTMENT OF DEFENCE



- 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 CBD, where it must be placed in wooden post box number 5 at Reception (Please use reference number not Post number).
- CLOSING DATE** : 27 July 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 to the prescribed rules.

OTHER POSTS

- POST 27/03** : **DEPUTY DIRECTOR, COMPLIANCE MANAGEMENT REF NO: CFO 18/8/1**
Candidates who previously applied for this post must apply as their previous applications will not be considered.
Financial Management Division
Chief Directorate Finance Management Division
Directorate Financial Control Services
- SALARY** : R826 053 per annum (Level 12)
CENTRE : Defence HQ, Armscor building, Erasmuskloof, Pretoria
REQUIREMENTS : A Bachelor's Degree in Finance, Auditing and Management Accounting. Have at least five years' experience as a minimum in financial control, compliance and financial misconduct at middle management level. 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. Liaise with other sub-directorates in the Directorate Financial Control Services. Execute personnel management tasks with regards to the personnel under direct supervision. Provide a departmental financial misconduct administration service, maintenance of a data base of all reported incidents of financial misconduct reflecting the status of each incident, referral of all recorded cases of financial misconduct to appropriate line, functional, investigating and prosecuting authorities for appropriate action, monitoring of progress with investigations, prosecutions and recoveries, reporting of all incidents of financial misconduct to the appropriate authorities, 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.

ENQUIRIES : Ms A. Nkomo, Tel No: (012) 355 5830

POST 27/04 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 18/8/3**
Financial Management Division
Chief Directorate Budget Management
SA Army Budget Management
Budget Management

SALARY : R242 475 per annum (Level 07)
CENTRE : SA Army Artillery Formation, Pretoria
REQUIREMENTS : Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Sound knowledge of estimating, budget and expenditure control processes and related programs on the Financial Management System (FMS/BAS). Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Being qualified to operate the Financial Management System (FMS/BAS) Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread Sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES : Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Artillery formation. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army Artillery formation. Assisting the Budget

Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Artillery formation. Managing of valid accurate and reliable Costing Database for the SA Army Artillery formation. Managing the relocation of budget allocations and income for the SA Army Artillery formation. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army Artillery formation. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army Artillery formation. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES

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Mr M.M Netsianda, Tel No: (012) 355 1238.