

DEPARTMENT OF DEFENCE



- APPLICATIONS** : 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, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception
- CLOSING DATE** : 10 August 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 in terms of the prescribed rules.

OTHER POST

- POST 30/04** : **FINANCE CLERK SUPERVISOR REF NO: CFO 18/9/1**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Finance Support Services, Contract Administration Section
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with a minimum of 6 years relevant experience. Three (3) Years National Diploma in Finance, Human Resources, Public Administration or Law would be an added advantage. Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations and Prescription Act. Analytical thinking ability and problem solving skills. A minimum of five (3) years' experience in contract administration in State Funded Education, Training and Development (ETD). Communication skills (verbal and written). Ability to compile reports, letters, submissions and minutes. Able to draft and have presentation skills. Ability to work and draft documents in MS Package (Excel, Word and Access). Must be able to work in a team and function independently. Must have good interpersonal relations. Receptive to work

related suggestions/ideas and decisive/persevering in respect of task finalisation. Valid driver's licence would serve as a strong recommendation and would be required to obtain military driving licence within a year. Must be able to obtain security clearance (confidential) within a year.

DUTIES

: Perform general office tasks: Receiving and registering of contracts for state-funded studies, formal and other service contracts. Analyse the study contracts for compliance with legislative framework. Evaluate and process reimbursement applications from Services and Divisions. Capture and update contracts on the system. Verify and submit contracts for endorsement. Compile and submit monthly reports to management. Maintain the filing and archive system. Supervise junior officials. Provide training of subordinates and new appointees under your direct supervision. Monitor and ensure compliance to prevailing regulatory framework. Assist in the coordination and execution of administrative tasks. Attend meetings as and when required. Handle queries and enquiries from Services and Divisions. Liaise with other stakeholders and role-players.

ENQUIRIES

: Mr. L.S. Khotle Tel No: (012) 392 2557

NOTE

: Please use reference number not post number.