

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 September 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 POSTS

- POST 34/01** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DID/17/18**  
Directorate Regulatory Audit
- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : Mpumalanga Regional Office (Nelspruit)
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification in Internal Auditing with experience in Internal Auditing. Possession of either one or more professional certificate: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in control Self-Assessment (CCSA) will be an added advantage. Knowledge of International Standards for the Professional Practise of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999(Act No 1 of 1999) and Treasury Regulations. A valid driver's licence will be an added advantage. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
- DUTIES** : Evaluate the internal control system, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit reports and discuss them with the clients. Supervise the audit teams throughout the audit engagement. Conduct audits in compliance with the International Standard for Professional

	:	Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<b><u>ENQUIRIES</u></b>	:	Lt Col N.J. Kekana, Tel No: (012) 312 4718
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria where it may be placed in a box at the reception.
<b><u>NOTE</u></b>	:	Candidates may be subjected to a technical exercise that intends to test relevant technical elements of the required job. This post was advertised in PSVC 31 of 2018 and the closing date has been extended.
<b><u>POST 34/02</u></b>	:	<b><u>ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/26/18</u></b>
<b><u>SALARY</u></b>	:	R163 563 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Legsato, Thaba Tshwane, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12 (NQF Level 4) or equivalent qualification. An appropriate academic qualification in Administration or related field will be an advantage. Basic knowledge of office administration and records management procedures and practices. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Interpersonal relationship skills, Problem solving, Maintain discipline and the ability to interpret policy directives.
<b><u>DUTIES</u></b>	:	Render clerical service to Legsato Thaba Tshwane. Receive and record incoming and outgoing mail (i.e. letters, packages and submissions). Manage, send and receive facsimiles. Ensure receipt, identification, filling, dispatching and safe keeping of official correspondence when in use. Maintain an updated distribution list(s) for circulars, circular minutes, etc. Keep/Maintain an effective filling system. Ensure that office equipment is in good working condition for the directorate. Assist in monitoring and maintaining office inventories and equipment.
<b><u>ENQUIRIES</u></b>	:	Maj L. Masemola / L/Cpl M.M Mmelese, Tel No: (012) 355 5334.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence Headquarters, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.