

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 02 November 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 42/03** : **SENIOR STATE ACCOUNTANT REF NO: CFO 18/10/1**
 Finance Management Division
 Chief Directorate Financial Services
 Directorate Control Services
 Sub Directorate Loss Administration
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirement: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years' experience in losses and damages environment or Grade 12 certificate with a minimum of seven years' experience in losses and damages environment. At least three years practical experience in a supervisory capacity. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes in Government. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft effective reports. Good communication skills and computer literate including MS Word and Excel. Strongly orientated towards teamwork Receptive towards work-related suggestions/ideas and decisive/persevering in respect of task finalization. Added advantage: Possession of a valid driver's license/Military driver's licence to conduct staff visits and attend meetings as and when required.

- DUTIES** : Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, ect, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis. Conduct training through staff visit when required.
- ENQUIRIES** : Ms M.H.P. Deane Tel No: (012) 392-2672
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Please use reference number not post number
- POST 42/04** : **SENIOR STATE ACCOUNTANT REF NO: CFO 18/10/2**
Finance Management Division
Directorate Central Accounts
Sub Directorate Bank Management
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirement: Grade 12 certificate plus B Degree or three year National Diploma with a minimum of three years relevant experience or Grade12 certificate with finance related subjects and a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Knowledge of Financial Management System (FMS)/BAS, Safety Web System will be an added advantage, PERSOL/PERSAL, MS Word and Excel programs. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts) Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in respect of task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Added advantage: Possession of a valid driver's license/Military driver's licence in order to conduct staff duties and attend meetings.
- DUTIES** : Manage the Bank account of the Department of Defence (DOD) including bank reconciliation and compiling inputs for the Financial Statements, interpret and identify entries on the Paymaster-General Account (PMG) of the DOD. Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions. Effective management of suspense accounts for the Sub-Directorate, manage funds request of the DOD, register verified banking details of all DOD suppliers. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Train, guide and develop subordinate personnel. Finalize audit queries timeously. Manage

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| | | personnel, assets and material. Compile monthly financial reports. Ensure that deadlines are met. Manage and supervise personnel under the control of the post. |
| <u>ENQUIRIES</u> | : | Mr N. Dlepuma Tel No: (012) 392-2727 |
| <u>APPLICATIONS</u> | : | Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception |
| <u>NOTE</u> | : | Please use reference number not post number |
| <u>POST 42/05</u> | : | <u>SENIOR STATE ACCOUNTANT REF NO: CFO 18/10/3</u> Financial management Division Chief Directorate Accounting Directorate Stores, Services and Related Payments (DSSRP) |
| <u>SALARY</u> | : | R299 709 per annum (Level 08) |
| <u>CENTRE</u> | : | FASC; Kroonstad |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Grade 12 certificate plus B degree/ three year National Diploma with finance related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience At least three years practical experience in a supervisory capacity. Knowledge: experience in administration-related duties, functions understanding interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, contract management and related payment processes (e.g. processing of journals, clearing of suspense accounts, cooperate payments and Central Advance System (CAS)). Skills: Computer literate in MS Office software packages will serve as strong recommendation. Well-developed leadership skills. Personal attributes: Team-player, receptive to suggestions and focused on zero defect. Decisive and persevering in respect of task finalisation. Added advantage: Successful completion of the DSSRP Accounting courses. Extensive knowledge of DOD Financial Management Systems and DOD PERSOL/PERSAL System. Valid vehicle drivers. |
| <u>DUTIES</u> | : | Manage the replenishment of all advance accounts. Manage centralised cash withdrawals for all advance accounts. Ensure that all control registers are maintained (utilised) and checked. Oversee the execution of daily-, fortnightly- and monthly bank reconciliations. Manage the opening/closing/maintenance of advance accounts and commercial bank accounts. Act as Budget Manager for the Sub-Directorate Cash Payments. Manage Financial Misconduct as the cash-related nodal point. Compile, verify and capture journal transactions. Manage/present formal functional training at the Finance Education, Training and Development Centre/elsewhere. Sign/countersign warrant vouchers/telegraphic transfers after confirming the validity and correctness of transactions. Provide advice and assistance to Finance- and non-Finance clients on all organisational levels. Provide administrative support in planning, organising, leading and controlling. The Cash Management function. Assist with the management/completion of ad-hoc projects within the cash management environment. Report, investigate and follow-up all cash related irregularities. Compile/submit management/control reports, information and statistics. Ensure effective information management, including the safekeeping of documentation, files and data. Provide strong and disciplined leadership to subordinates, and train, guide and develop them. Assist in investigating and answering audit queries. Ensure the effective, efficient and economic management/use of Allocated resources (human capital, assets and material). |
| <u>ENQUIRIES</u> | : | Mr I. Van Der Walt Tel No: (012) 392 2890 |
| <u>APPLICATIONS</u> | : | Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception |
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POST 42/06 : **FINANCE CLERK SUPERVISOR REF NO: CFO 18/10/4**
 Financial Management Division
 Directorate Stores, and Services and Related Payments
 Financial Accounting Service Centre

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : FASC Bloemfontein
 : Minimum requirements: Grade 12 certificate plus B Degree or three (3) years 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. Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sectors will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Public Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in respect of task finalisation and able to effectively function under pressure. Added advantages: In possession of a valid RSA/Military driver's licence.

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS : Mr T.T. Nyuswa, Tel No: (012) 392 2890
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

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POST 42/07 : **FINANCE CLERK SUPERVISOR REF NO: CFO 18/10/5**
 Finance Management Division
 Chief Directorate Budget Management
 Sub-Directorate Chief Corporate Staff
 MP Division Finance Management Office

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Thaba Tshwane
 : Minimum requirements: Grade 12 Certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years of experience in budget management or Grade 12 certificate with finance related subjects with a minimum of three (3) years of experience in budget management. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective management skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering in terms of task finalisation. Knowledge of computer programs used in the Department of Defence (DOD)/Public Service. Financial Management System (FMS)/BAS/Information Centre (IC) qualified. Added

- advantages: In possession of a RSA/military valid drivers' licence and willing and able to travel as and when required.
- DUTIES** : Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 3 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process and approval of expenditure. Preparing cash flow reports for the Region. Manage allocation of funds for the Region. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC Reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Capture budget estimates and motivations for the Region. Administering of cash purchase requisitions for the Region. Assist in the administration of the approval of inland accommodation expenditure for the Region. Supervising all personnel who resort under the post.
- ENQUIRIES** : Ms M.K. Esterhuysen, Tel No: (012) 355 5164
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
- NOTE** : Please use reference number not post number
- POST 42/08** : **FINANCE CLERK SUPERVISOR REF NO: CFO 18/10/6**
Finance Management Division
Chief Directorate Accounting
Directorate Personnel Payments (S&T sub-section)
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 Certificate plus B Degree / three year National Diploma with finance/accounting related subjects with a minimum of two (02) years relevant experience or Grade 12 Certificate with finance/accounting related subjects with three (03) years relevant experience. Knowledge: sound reasoning, mathematical and problem solving ability, knowledge of the Public Finance management Act and Treasury Regulations. Thorough knowledge of S&T system and processes, ability to correctly interpret and effectively apply policy and regulations iro S&T advances and claims. Knowledge of computer system in the DOD/Public Service/Private Sectors, including PERSOL/PERSAL, MS Word and MS Excel will be a strong recommendation, well developed verbal and written communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment, ability to effective function as part of a team, receptive to work related suggestion/ideas, decisive/persevering iro task finalisation and able to effective function under pressure. Added Advantage: A valid driver s licence or military drivers licence and able to travel outside Pretoria area at short notice when required.
- DUTIES** : Scrutinising, checking, verifying and execution of all S&T claims, salary and allowances for members/employees of the Department of Defence, timely finalising of all Central System(CAS) events, quarterly audit to confirm correct S&T document administration ,capturing and compiling of related journals, approving of computer codes documents with regard to S&T and with conjunction with the SSA, answering and finalising audit queries, Managing the statistics of the section, capturing and approving transactions on PERSOL and Financial Management System(FMS),regularly clearing suspense accounts in use, constantly collaboration and communication with SSA ,supervising subordinate and manage equipment's under control of this post.
- ENQUIRIES** : Ms T.T. Tshioma, Tel No: (012) 392 2245
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
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- POST 42/09** : **FINANCE CLERK (X5 POSTS)**
 Financial Management Division
 Chief Directorate Accounting
 Directorate Stores, Services and Related Payments (DSSRP)
 Finance Accounting Service Centres (FASCs).
- SALARY CENTRE** : R163 563 per annum (Level 05)
 : FASC Potchefstroom, Ref No: CFO 18/10/7A
 : FASC Hoedspruit, Ref No: CFO 18/10/7B
 : FASC Durban, Ref No: CFO 18/10/7C
 : FASC Garrison, Ref No: CFO 18/10/7D
 : FASC MOD, Ref No: CFO 18/10/7E
- 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 in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. 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. A minimum of one year relevant experience. A valid RSA driver's licence.
- 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 APPLICATIONS** : Mr T.T. Nyuswa, Tel No: (012) 392 2890
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
- NOTE** : Please use reference number not post number
- POST 42/10** : **FINANCE CLERK REF NO: CFO 18/10/8**
 Finance Management Division
 Directorate Stores, Suppliers and Related Payments
 Sub Directorate Supplier Payment
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with finance related subjects. Knowledge: Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting process. Basic knowledge of Journal processing, contract management or state tender board regulation and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulation. Knowledge of financial management mainframe computer system will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and

communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering in respect of task finalization. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance. A minimum of one year relevant experience. Being in the possession of valid driver 'license.

DUTIES : Ensuring the timely payments of invoice by scrutinizing, verifying, registering and coupling supplier invoice for payments. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of supplier payments related documents at/to other sections concerned.

ENQUIRIES APPLICATIONS : Mr T.T. Nyuswa, Tel No: (012) 392 2890
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

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POST 42/11 : **FINANCE CLERK REF NO: CFO 18/10/9**
Finance Management Division
Directorate Stores, Services and Related Payments
Sub Directorate: Corporate Payments

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Pretoria
: Minimum requirements: 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 process. Basic knowledge of Journal processing, contract management and supply chain management would be an advantage. Sound knowledge of the Public Finance Management Act and Treasury Regulation. Knowledge of financial management mainframe computer system will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering task finalisation. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance. Minimum of one year relevant experience. A valid RSA/Military driver' license.

DUTIES : Ensuring the timely payments of invoice by scrutinising, verifying, registering and coupling supplier invoice for payments. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of payment related documents at/to other sections concerned.

ENQUIRIES APPLICATIONS : Mr T.T. Nyuswa, Tel No: (012) 392 2890
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

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POST 42/12 : **FINANCE CLERK REF NO: CFO 18/10/10**
Finance Management Division
Chief Directorate Accounting
Directorate Central Accounts, Debtor Management

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Durban
: Minimum Requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Office, MS Word and Excel. Basic knowledge of the processes and procedures of the collection, recording and management of debt and related accounting transactions and actions are required. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect. Added advantage: Post matric qualification in Finance. A minimum of one year relevant experience.

DUTIES : Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Registering, prepare outgoing correspondence and process all related accounting transactions. Liaising and corresponding with the State Attorney's office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filling and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.

ENQUIRIES APPLICATIONS : Mr K.O. Nyamane Tel No: (012) 392 2753
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

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POST 42/13 : **FINANCE CLERK REF NO: CFO 18/10/11**
Finance Management Division
Chief Directorate Accounting
Directorate Personnel Payments (S&T sub-section)

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Pretoria
: Minimum requirement: Grade 12 Certificate with finance/Accounting related subjects. Sound reasoning, mathematical abilities. Knowledge of Computer literacy (MS Word and Excel). Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work related suggestions/ideas decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience.

DUTIES : Administration of Foreign S&T claims, scheduling appointments and receiving foreign S&T claims, registering and distributing claims to the relevant clerks/sections, reconciling of foreign S&T claims according to the prescribed policies. Compiling and capturing of journals. Managing suspense accounts. Administration of persol transactions. Handle enquiries pertaining to foreign S&T.

ENQUIRIES APPLICATIONS : Ms T. Tshioma Tel No: (012) 392 2245
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

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- POST 42/14** : **FINANCE CLERK REF NO: CFO 18/10/12 (X2 POSTS)**
 Finance Management Division
 Directorate Central Accounts, Sub Bank Management
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance related subjects. Knowledge: Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts) Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in terms of task finalisation and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Knowledge of Financial Management System (FMS)/BAS, Safety Web Banking System, PERSOL/PERSAL. MS Word and Excel programs will serve as a strong recommendation. Added advantage: Post Matric qualification in Finance. A minimum of 1 year relevant experience.
- DUTIES** : Reconcile the bank account of the Department of Defence (DOD) by registering bank transactions received from National Treasury on FMS and transfer the data to State Information Technology Agency (SITA). Identify entries on the Paymaster-General Account (PMG) of the DOD, Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions, capture stop payments as requested by DOD accountants. Clear suspense accounts for the Sub-Directorate, Capture Funds requisition of the DOD on Safety web, capture and register verified banking details of all DOD suppliers, compile and submit the prescribed management reports, information and statistics, ensure the safe keeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts.
- ENQUIRIES** : Ms N. Dlepuma Tel No: (012) 392 2727
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
- NOTE** : Please use reference number not post number
- POST 42/15** : **FINANCE CLERK REF NO: CFO 18/10/13**
 Financial Management Division
 Directorate Finance Support Services
 Sub-directorate Contract Administration
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance related subjects. Knowledge and application of the Public Finance Management Act (PFMA), Prescription Acts, Treasury Regulations and Regulatory Framework relating to general contract administration/management environment and the operating and utilisation of the legal processes. Computer literacy (MS Word, Excel and PowerPoint). Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile reports, letters, memoranda, minutes and statistics. Ability to work in team and independently. Trustworthy and reliable, with good interpersonal relations. Receptive to work-related suggestions /ideas and decisive/persevering in respect of task finalisation. Able to handle routine tasks of repetitive nature. Added advantage: Post Matric qualification in Finance. A minimum of 1 year relevant experience. Be in possession of RSA/Military drivers' licence.
- DUTIES** : Administering general office tasks. Receive, register and administer new contracts (Incentive Schemes for pilots, navigators, technical officers, Special Forces operators and formal agreements). Maintain internal contract register. Collect, deliver, dispatch, copy and file documentation. Handle queries, draft and type letters, memoranda, signals, minutes and presentation. Assist in the execution and

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| | | co-ordination of administrative tasks. Manage all equipment, resources, statistics, files and material resorting under the control of this post. Assist with asset scanning and counting. Assist with asset register when required. |
| <u>ENQUIRIES</u> | : | Mr. L.S. Khotle, Tel No: (012) 392 2557 |
| <u>APPLICATIONS</u> | : | Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception |
| <u>NOTE</u> | : | Please use reference number not post number |
| <u>POST 42/16</u> | : | <u>ADMINISTRATION CLERK REF NO: CFO 18/10/14</u> Financial Management Division, Office of the Chief Financial Officer, Admin Support |
| <u>SALARY</u> | : | R163 563 per annum (Level 05) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Minimum requirements: Grade 12 certificate. Knowledge of microcomputer applications such as MS Word, Excel. Being in the possession of valid RSA drivers' licence. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft basic reports and returns. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering in relation to task finalisation and must be able to obtain a valid confidential security clearance. Added advantage: A minimum of one year relevant experience in administrative support. Post Matric qualification in administration. |
| <u>DUTIES</u> | : | Provide secretarial role to the Budget Command Council Meeting. Provide registry services within the office of the CFO. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies; receive/send facsimile/emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system within the office of the CFO. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register within the office of the CFO. Manage the Electronic Document Management System (EDMS) within the office of the CFO. Manage the Archive System within the office of the CFO. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office inventory. Keep and maintain the asset register within the office of the CFO. Maintain leave register within the office of the CFO. Keep and maintain personnel records within the office of the CFO. Keep and maintain the roll-call book within the office of the CFO. Arrange travelling and accommodation. Support the Performance Management Development System. Capture and update expenditure within the office of the CFO. Check correctness of subsistence and travel (S&T) claims of official and submit to CFO for approval. Handle telephone/petty cash and other payments of accounts within the office of the CFO. |
| <u>ENQUIRIES</u> | : | Mr J.M. Verwey Tel No: (012) 355-5568 |
| <u>APPLICATIONS</u> | : | Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception |
| <u>NOTE</u> | : | Please use reference number not post number |
| <u>POST 42/17</u> | : | <u>SECRETARY REF NO: DRD/25/18</u> |
| <u>SALARY</u> | : | R163 563 per annum (Level 05) |
| <u>CENTRE</u> | : | Defence Reserves Headquarters, Pretoria |
| <u>REQUIREMENTS</u> | : | A minimum of Grade 12 (NQF Level 4) or equivalent qualification. An appropriate Secretarial qualification or experience in a related field will be an advantage. 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. Remain abreast with the procedures and processes that apply in the office of CDR and DDR.

DUTIES

: Manage the diary of the Chief Defence Reserves (CDR) and Director Defence Reserves (DDR), record appointments, meetings and other events. Manage telephone calls and refer the calls to the correct role players if not meant for either CDR or DDR. Type documents, make travel arrangements and record minutes for CDR and DDR. Process all invoices that emanated from the activities of the work of CDR and DDR. Operate office equipment like fax machines, photocopiers etc. Receive visitors for CDR and DDR and provide refreshments as necessary. Arrange meetings and events for CDR and DDR as well as the staff of the Defence Reserves Division. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Record minutes/decisions and communicate it to relevant role players. Follow up on progress, make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Provide clerical support service to the manager as and when required to do so.

APPLICATIONS

: Department of Defence, Defence Reserves 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.

ENQUIRIES

: Ms Joyce Mahlangu Tel No: (012) 355 5332