

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer and it is our intention to promote representativity in the Public Sector (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Military Veterans, Private Bag X943, Pretoria, 0001. Applications can also be hand delivered to the Department of Military Veterans, at 328 Festival, cnr Festival & Arcadia Streets, Hatfield, Pretoria.
- CLOSING DATE** : 23 November 2018 (16:00)
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at or downloaded from <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may result in your application not being considered (applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. NB: preference will be given to military veterans and military veterans' dependants. Please indicate your force number on the Z83. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. No faxed or e-mailed applications will be considered. Persons with disabilities are encouraged to apply.

OTHER POST

- POST 45/20** : **SENIOR STATE ACCOUNTANT REF NO: DMV01/10/2018**
Directorate: Financial Management
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Degree or National Diploma in Accounting/Finance/Cost and Management coupled with 3 years' relevant experience, Plus the following key competencies: Knowledge: PFMA, Treasury Regulations, Departmental Policies and procedure. Transversal systems used by Government Institutions, (BAS and

DUTIES

PERSAL). Financial Planning and Costing of the departmental strategic plan. Skills Problem solving, initiative, management and organisational skills and a fast learner. Communication: Excellent interpersonal skills, report writing and presentation skills. Creativity: Analytical and innovative skills. Attention to details.

: Assist with compiling, analysing and submission of budget documents for the Department during the annual budget processes (MTEF, ENE, AENE, Cabinet Memos, Virement and Roll-Overs). Assist with handling of all enquiries relating to budget issues. Assisting Programme and Responsibility Managers in costing strategic initiatives of the branch and translate them into spending plan, prepare monthly cash flow and advise thereof. Coordinate and assist the Programme Managers in compiling reasons and remedial steps for variance on project monthly drawings versus actual expenditure (IYM). Attend the respective responsibilities and programme management, finance and operational meetings and assist with providing financial advice. Assist with providing budget and financial advice to Programmes and Responsibility Managers in terms of PFMA, Treasury Regulations and Treasury Guidelines. Assist with conducting workshops to relevant Programme and Responsibility Managers regarding budget process.

ENQUIRIES

: Ms Dineo Masemola or Mr Caiphus Mailua Tel No: (012) 765 9454