

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. (Please use reference number not Post number).
- CLOSING DATE** : 28 December 2018 at 16:00
- 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 50/04** : **ASSISTANT DIRECTOR REF NO: CFO 18/11/1**
Finance Management Division
Chief Directorate Budget Management
SA Air Force Budget Management Office
- SALARY** : R356 289per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: Three years B Degree/National Diploma in Finance/Accounting. A minimum of three years relevant experience in the budget management environment at a level of Senior State Accountant or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Public Service. A good working knowledge of Financial Management Systems (FMS)/BAS or any other Financial System will be an added advantage. Information Centre (IC) qualified. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Knowledge of computer skills MS Excel,

- Word and PowerPoint. Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid driver's license/military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.
- DUTIES** : Executing of all budgeting and budget control duties and responsibilities, as specified in the PFMA, TRs as well as DOD Policies, Instructions and Regulations. Facilitate the transformation of the Air Command Other Directors Budget holders Annual Performance Plan into monetary terms for the Medium Term Expenditure Framework (MTEF) maintain a costing database for the Air Command Other Directors that is valid, accurate and reliable. Provision of expenditure trends, performance management reporting on expenditure of the Air Command Other Directors Budget holders through development of IC report and graphic presentations. Facilitate the Financial Authorisation (FA) process in the Air Command Other Directors. Assist in handling Audit Queries, conduct preliminary investigations (PI's) in respect of potential irregularities. Assist in compilation of delegations with regard to the management of essential resources in the SA Air Force. Monitor the Air Command Other Directors in-year expenditure trends and advise on methods to address deviations provision of financial inputs to the Air Command Other Directors Budget holders in preparations of their attendances to Councils and Committees. Attendance of the SA Air Budget Control Committees meetings and other Council and Committees. Ensure the safekeeping of all transaction supporting documentation, files and data for Audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.
- ENQUIRIES** : Mr S.R. Molekwa Tel No: (012) 312 2209
- POST 50/05** : **FINANCE CLERK SUPERVISOR REF NO: CFO 18/11/2**
Financial Management Division
Chief Directorate Financial Services
Directorate Finance Support Services
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Fin ETD Centre, Thaba Tshwane, Pretoria.
: Minimum requirements: Three year B Degree/National Diploma in HR/Public Administration related field with a minimum of two years' experience in training administration environment or Grade 12 certificate with a minimum of three years' experience in training administration environment. Knowledge: PERSAL/PERSOL. Knowledge of FMS/BAS and any other financial system. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, LRA and EEA. Knowledge of the Public Service ETD policies. Skills: Proven Computer literacy (Office packages), excellent verbal and written communication skills. Good inter-personal, analytical and innovative thinking abilities. Ability to work as an individual and in a team. Able to work accurately under pressure. Added advantages: A valid RSA driver's license/Military drivers licence.
- DUTIES** : Consolidate monthly strength return and payroll system (ACB's). Approval of PERSOL/PERSAL and Military qualification transactions. Provide training monthly reports and statistics. Administration of state bursary for Financial Management Division (FMD). Managing cash flow and budget expenditure for the centre. Draft agendas and take minutes during ETD meetings. Management of records and archives. Managing telephone accounts for the centre. Provide OHS support to the centre. Responsible for the general administration. Supervision of personnel under this post.
- ENQUIRIES** : Ms M. Wehl, Tel No: (012) 674 4626/ 4628/9