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 5 at Reception. Note: Please use reference number not post number.

Closing Date: 22 February 2019 (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 05/03

DEPUTY DIRECTOR BUDGET MANAGEMENT, DEF SEC FMO REF NO: CFO 19/1/1
Finance Management Division
Chief Directorate: Budget Management
Sub-directorate: Def Sec FMO

SALARY: R697 011 per annum (Level 11)
CENTRE: Pretoria

REQUIREMENTS: Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in financial management/accounting. A minimum of five (5) years budget management experience as Assistant Director or equivalent level. Knowledge: Good working knowledge of estimating, budgeting, expenditure control cash flow management and the policy, procedure and processes regarding budget management in the Public Service thorough knowledge of and ability to prepare and conduct effective decision briefs and presentations to executive authorities. A thorough working knowledge of the financial processes of the Public Service.
Proficient in financial regulatory frameworks in the Public/Private Sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control, inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models. Demonstrated ability to write programmes to extract management information from a central data repository law clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with client’s efficiently whilst functioning with little to no direct supervision. Confident, respectful and articulate communication skills (verbal, written and visual) with good listening skills and an open mind to critique or suggestions.

**DUTIES**

Execute all budgeting duties and responsibilities for the Chief of the Def Sec FMO as specified by the Public Finance Management Act (PFMA), the Treasury regulations, Financial Regulations as well as the Manual on Financial Planning and Budgeting System of the State. Interpret, formulate and issue budget policy, prescripts and guidance for all budgeting responsibilities within the Def Sec. In conjunction with Director Budget (D Bud), create and maintain a costing data-base, which is accurate, valid and reliable. Prepare briefing to or appearance before Cabinet, Parliament, Inter Departmental or Corporative Division Boards Councils and Committees. Manage and ensure the continuous quality improvement of personnel in the budgeting environment and improve the competency levels of personnel in the section. Establish and maintain a Financial Baseline Management capability for the Def Sec FMO and related projects. Manage and maintain the corporate budget management of the Def Sec FMO. Compile and present the budget and schedule of sensitive projects. Financial management of the Special Defence Account and its acquisition projects. Compile and present reports, presentations and submissions as required by external stakeholders or internal clients. Generic administrative functions associated with being a section head.

**ENQUIRIES**

Ms N.S. Tyibilika Tel No: (012) 355 5842

**POST 05/04**

SENIOR STATE ACCOUNTANT REF NO: CFO 19/1/2

Finance Management Division
Chief Directorate: Budget Management, SA Army Budget Management Office

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma with Finance/Accounting related subjects with a minimum of three years budget experience or Grade 12 certificate with finance related subjects with a minimum of seven (7) year’s budget experience. At least three (3) years practical experience in a supervisory capacity. Knowledge of Financial Management System (FMS)/ Basic Accounting System (BAS), Information Centre (IC) or any other financial system. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD/Public Service and related transactions on FMS/BAS or any financial system. Creative, strong mathematical,
problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Added advantage: Possession of a valid RSA /Military driver’s licence to conduct staff duties and attend meetings.

**DUTIES**

Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. To be able to act fully in the absence of the Assistant Director. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR’s). Execution of in year budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI’S) for potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

**ENQUIRIES**

Mr M.M. Netsianda
Tel No: (012) 355 1131

**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 05/05**

**SENIOR STATE ACCOUNTANT REF NO: CFO 19/1/3**
Finance Management Division
Chief Directorate Budget Management, Def Sec FMO
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 12 plus three year Degree/National Diploma with Finance/Accounting 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 of Financial Management System (FMS) and Information Centre, Information Centre (IC)/BAS (Basic Accounting System) or any other financial systems. Knowledge of Finance and Information Management. Skills: Ability to draft complex programs/reports. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process and related transactions on FMS/BAS or any other financial systems. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering to task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a RSA valid driver’s license/Military driver’s licence to conduct staff duties and attend meetings. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.

**DUTIES**

Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and
expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR’s). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI’S) into potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

ENQUIRIES:
Mr E. Ridgard Tel No: (012) 355 5510

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 05/06:
SENIOR STATE ACCOUNTANT REF NO: CFO 19/1/4
Financial Management Division
Chief Directorate Budget Management
Budget Management Office Joint Operational Headquarters

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Swartkoppark, Pretoria

REQUIREMENTS:
Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma with Finance/Accounting 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 (3) years practical experience in a supervisory capacity. Ability to understand, interpret and correctly applying the Budget Management and Budget Control policy and prescripts. Well-developed knowledge of the budget management and budget control process in the Public service/ Private sector would serve as a strong recommendation. Practical experience of utilizing the Financial Management System (FMS)/BAS and IC or any other financial system recommended. Knowledge of financial management practices. Fully computer literate in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations (TR’s) and Procurement Prescripts. Well-developed reasoning, organizing, problem solving, facilitating, report writing and budgeting skill. Well-developed verbal and written communication skill. Good interpersonal relations. Honesty, integrity, hardworking, ethical, decisive, perceptive, positive, creative, good team work. Ability to effectively and efficiently communicate. Added advantage: Being in possession of valid RSA/Military driver’s license.

DUTIES:
Execute proper expenditure control within area of responsibility and ensure that all related reports are compiled. Prepare Financial Authorisation (FA), Schedules and present at Budget control Committee (BCC). Report on monthly cash flow deviations. Evaluate Quarterly Budget to determine surpluses/shortage and manage reallocation of fund. Assist in compiling of level 2 MTEF (Medium Term Expenditure Framework) requirement in accordance with prescripts and guidelines and compile the MTEF budget presentation. Participate in preparing and maintaining of a budget management capability. Administrate domestic revenue. Initiate internal payment, compile journal requests and obtain approval. Participate in planning of military exercises and the compiling of budgetary guidelines. Assist in the managing of GRC (Governance, Risk and Compliance) related matter in AoR. Assists and supply advice to clients and stakeholders. Attend and conduct presentation at meeting and planning sessions as and when required. Effectively supervising and managing subordinates.

ENQUIRIES:
Mr L.L. Ngidi Tel No: (012) 674 5704

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 05/07**

**FINANCE CLERK SUPERVISOR**

**REF NO: CFO 19/1/5**

Finance Management Division  
Chief Directorate Budget Management  
Sub-Directorate Chief Corporate Staff, Command Management Information Systems (CMIS)  
Division Budget Management Office

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Eco Park (Centurion) Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 Certificate plus three year Degree/National Diploma with finance related subjects with a minimum of two (02) years’ experience in Finance Management environment or Grade 12 certificate with finance related subjects with a minimum of three (03) years’ experience in Finance Management environment. Knowledge of the Budget and Budget Control process and related transaction. 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 system used in the Public Service/Private sector. Knowledge of Financial Management System (FMS) and Information Centre (IC)/Bas or any other financial systems. Added advantages: In possession of a RSA/Military valid drivers’ licence and willing and able to travel as and when required. Budget and Budget Control course will also be added advantage.

**DUTIES**

Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures in accordance with Public Finance Management Act (PFMA) and National Treasury Regulations. Assisting with budgeting and budget control as performed at level 2, 3 and 4 as well as preparing budgeting and budget control documentation. Assisting with the Financial Authority (FA) process and approval of expenditure. Preparing cash flow reports for the client. Manage allocation of funds for the client. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the client through IC Reports and MS Power Point presentations. Assisting in executing of budgeting processes linked to the Annual Performance Plan (APP) of the client as and when required. Capture budget estimates and motivations for the client. Administering of cash purchase requisitions for the client. Assist in the administration of the authorisation of subsistence and travel allowance for the client in accordance with National Treasury Instructions and DOD Policies. Supervising all personnel who resort under the post.

**ENQUIRIES**

Mr M. A. Marescia Tel No: (012) 355 6243

**APPLICATIONS**

Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: 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 05/08**

**FINANCE CLERK SUPERVISOR**

**REF NO: CFO 19/1/6**

Finance Management Division  
Chief Directorate: Financial Services  
Directorate: Finance Support Services  
Contract Administration Section

This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 plus three year Degree/National Diploma in Public Administration or Law with two (02) years’ experience in Contract
Management/Administration environment or Grade 12 certificate with three (3) years’ experience in Contract Management/Administration environment. 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. 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. Must have a RSA/Military valid driver’s licence. More years’ experience in contract administration in State Funded Education, Training and Development (ETD) will be an added advantage.

**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

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyontons 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 05/09**

FINANCE CLERK REF NO: CFO 19/1/7

Financial Management Division
Chief of Finance SANDF
Budget Management Office SA Navy

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 12 certificate with Finance/Accounting related subjects. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/persevering in respect of task finalization and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spreadsheets. 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 possession of a valid vehicle driver's license.

**DUTIES**

Assist the Budget Manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager during presentations. Maintain an effective internal filling system. Collecting/delivering budget related documentation from and to other directorates/sections. Assisting management with regard to general administrative functions at the Budget Management Office SA Air Force.

**ENQUIRIES**

Ms R.E. Mamaguvhi Tel No: (012) 339 4202
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 05/10: Finance Clerk Ref No: CFO 19/1/8
Finance Management Division
Chief Directorate Budgeting
Fleet Command Budget Management

Salary: R163 563 per annum (Level 05)
Centre: Simon’s Town (Cape Town)
Requirements: Grade 12 certificate with Finance/Accounting related subjects. Knowledge: Ability to understand and interpret basic financial policy. A basic knowledge of financial policy and PFMA Skills: Sound reasoning, mathematical and problem solving skills. MS Word, Excel, PowerPoint Well developed verbal and written communication skills. Personal attributes: Able to compile effective reports and statistics and basic knowledge. Trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalisation and able to effectively function under pressure. Be able to compile effective reports and statistics. Successful completion of the Budget Management Courses will be a strong recommendation. 

Duties: Assist in expenditure information, historical information and statistics for the Fleet Budget Manager. Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry for incoming/outgoing correspondence and maintain a filing system for the fleet Budget Manager. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at fleet Budget Management office. Prepare and compile budgetary and expenditure control documentation e.g. Expenditure graphs, expenditure reports, monthly financial reports, financial Authority (FA documents and motivations. Maintain a register of funds reallocations and FA applications as well as updating the database on the financial management system (FMS). Assist with the preparation of monthly Early Warning Reports (EWR’s). Assist in the management of logistical and stationary requirements of fleet Budget Manager and take roll call of Fleet Budget Management Office.

Enquiries: Ms R.E. Mamaguvhi Tel No: (012) 339 4202

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 05/11: Senior Secretary Ref No: CFO 19/1/9
Finance Management Division
Chief Directorate Financial Services
Directorate Finance Support Services

Salary: R163 563 per annum (Level 05)
Centre: Pretoria
Requirements: Grade 12 certificate with computer certificate and exposure to general secretarial duties. Grade 12 with Commercial subjects will be an added advantage. Special skills requirements: Computer literate (Excel, PowerPoint, and Word). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.
**DUTIES**: Render effective and efficient secretarial services to the Director. Take minutes in Director’s meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director’s diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate’s personal information. Remind the Director of the scheduled meetings and appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director’s office.

**ENQUIRIES**
Ms M.P. Molefe Tel No: (012) 392 2558

**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).