ANNEXURE D

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS

Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, 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)

CLOSING DATE

31 May 2019@ 16h00

NOTE

The advertisement(s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services 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 etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver’s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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 regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 17/07

ASSISTANT DIRECTOR REF NO: CFO 19/2/1

Finance Management Division
Chief of Finance SANDF

SALARY

R376 596 per annum (Level 09)

CENTRE

SA Air Force Budget Management Office, Pretoria

REQUIREMENTS

Minimum requirements: A three year Degree/National Diploma in Finance/Accounting. A minimum of three (3) years relevant working 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 Department of Defence (DOD)/Public Service or Private Sector. Hands-on experience and good working knowledge of Financial Management Systems (FMS)/BAS or any other Financial System will be an added advantage. Ability to analyze 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. Computer literate spreadsheets (MS Excel), word-processing (MS Word) and presentation packages (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 analyzing 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 SA Air Force budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure of the Air Defence Programme through development of IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWR’s). Facilitate the Financial Authorization (FA) process in the SA Air Force. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI’s) in respect of potential irregularities and compilation of reports to the SA Air Force. Compile delegations with regard to the management of essential resources in the SA Air Force. Monitor the SA Air Force in-year expenditure trends and advise on methods to address deviations. Provision of Budget Control inputs to SA Air Force in preparations of the attendances to Councils and Committees. Attendance of the SA Air Force Budget Control Committee meetings and the DOD Budget Control workgroup meetings. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinates or personnel. Managing and supervising all resources resorting under control of this post.

ENQUIRIES:
Mr. S.R. Molekwa Tel No: (012) 312-2209

POST 17/08: SENIOR STATE ACCOUNTANT REF NO: CFO 19/2/2
Financial management Division
Chief Directorate Accounting
Directorate Stores, Services and Related Payments (DSSRP)

SALARY: R316 791 per annum (Level 08)
CENTRE: FASC Lenz, Johannesburg
REQUIREMENTS: 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/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages that includes MS Word, Excel and Power Point. Thorough knowledge of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Personal attributes: Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver’s license would serve as an advantage. The successful candidate will be required to complete all relevant courses.
DUTIES: Manage the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescriptions and make follow ups where required. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of through control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.

ENQUIRIES: Mr T.T. Nyuswa Tel No: (012) 392 2890/2892

POST 17/09: FINANCE CLERK SUPERVISOR REF NO: CFO 19/2/3
Financial Management Division
Directorate Stores, and Services and Related Payments

SALARY: R257 508 per annum (Level 07)

CENTRE: Financial Accounting Service Centre, FASC Bloemfontein

REQUIREMENTS: Minimum requirement: Grade 12 certificate plus B Degree or three (3) years 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 a minimum of three (3) years relevant experience. Ability of understanding, interpreting and correctly applying financial policy and prescriptions. Knowledge: Thorough knowledge of contract management or State Tender Board regulations, supply chain management process, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Must be computer literate (MS Word, Spread Sheets and Power Point). Thorough knowledge of programs utilised in the DOD, Public Service and Private Sector including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial related system. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in terms of State contracts. Thorough knowledge of the financial and accounting processes. Must be knowledgeably with Human Resource Management (people management) practices. Well-developed verbal and written communication skills with good inter-personal skills. Personal attributes: Orientated towards teamwork, receptive to work-related suggestions/ideas. Positive, loyal, creative, trustworthy. No criminal record. In possession of a valid RSA/Military driver’s license and willing to travel extensively on a regular basis. Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalisation and able to effectively function under pressure. The successful candidate will be required to complete all relevant courses.

DUTIES: Assisting the Senior State Accountant (FASC Manager) with the following responsibilities: Managing the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescriptions and make follow ups where required. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of through control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.

ENQUIRIES: Mr T.T. Nyuswa Tel No: (012) 392 2890/2892
POST 17/10  :  FINANCE CLERK (X2 POSTS)
Financial Management Division
Chief Directorate Accounting
Directorate: Stores, Services and Related Payments (DSSRP)

SALARY  :  R173 703 per annum (Level 05)
CENTRE  :  Finance Accounting Service Centres (FASCs):
FASC Garrison Ref No: CFO 19/2/4A
FASC MOD Ref No: CFO 19/2/4B

REQUIREMENTS  :  Minimum requirement: Grade 12 certificate with finance/accounting 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 Power Point). 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 advantages: Post Matric qualification in Finance. A minimum of one year relevant experience. A valid RSA/Military driver's license.

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  :  Mr T.T. Nyuswa Tel No: (012) 392 2890/2892

POST 17/11  :  FINANCE CLERK REF NO: CFO 19/2/5
Finance Management Division, Chief Directorate Accounting
Directorate Personnel Payments (S&T sub-section)

SALARY  :  R173 703 per annum (Level 05)
CENTRE  :  Pretoria

REQUIREMENTS  :  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 advantages: 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  :  Ms T. Tshioma Tel No: (012) 392 2245