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 ascontained in our Employment Equity plan.

OTHER POSTS

POST 20/05  DEPUTY DIRECTOR: MACRO STRUCTURE MANAGEMENT

REF NO: DIMS 26/19/01

DPSP Division
Directorate: Integrated Management Systems

SALARY: R869 007 per annum (Level 12)

CENTRE: Erasmuskloof, Pretoria

REQUIREMENTS: An appropriate three-year diploma or degree (NQF Level 6) with 5 years relevant experience in the Management Services environment. Completion of the Management Services/Organisational and Work Study course and advanced management development program will be an added advantage. Special requirements (Skills needed): Good knowledge of relevant public sector Policies, Legislation, Regulations and Acts. Problem solving and decision making skills. Good communication skills (written and verbal). Computer literacy. Sound Interpersonal relations and high level of professionalism. Highly reliable. Self-motivated and flexible.


ENQUIRIES: Mr D. Subramoney Tel No: (012) 355 5060 and Ms J.P. Bester Tel No: (012) 355 6344.

APPLICATIONS: Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

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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. Applications received after the closing date and faxed copies will not be considered. Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

**CLOSING DATE**: 28 June 2019

**POST 20/06**: ASSISTANT DIRECTOR REF NO: CFO 19/3/1

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Financial Management Division, Joint Operation Division Head Quarters, Budget Management Office, Pretoria.

**REQUIREMENTS**: Minimum Requirements: A three year Degree/three years National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment of which three (3) years must be at a level of Senior State Accountant (Level 8) 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) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector 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. Managerial skills and knowledge of spreadsheets, word-processing and presentation packages (preferably 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 RSA 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. 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).

CLOSING DATE: 21 June 2019 at 16h00

POST 20/07: FINANCE CLERK SUPERVISOR REF NO: CFO 19/3/2
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Final Payments)

SALARY: R257 508 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: Minimum Requirements: Grade 12 certificate plus three year Degree/National Diploma with finance related subjects with a minimum of two (02) years relevant experience (Final Payments) or Grade 12 certificate with a minimum of three (03) years relevant experience (Final Payments). Previous salary administration experience would serve as a strong recommendation. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES: Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Senior Accounting Clerks resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Supervising and managing personnel, equipment, and material resorting under control of this post.

ENQUIRIES: Mr V.S. MtewaneTel No: (012) 392 2110
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).

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).

**CLOSING DATE**: 21 June 2019 at 16h00  
**POST 20/08**: FINANCE CLERK SUPERVISOR REF NO: CFO 19/3/3  
Finance Management Division  
Directorate: Stores, Services and Related Payments  
Sub – Directorate: Medical Payments  
**SALARY**: R257 508 per annum (Level 07)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Minimum Requirements: 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/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 prescripts. Thorough knowledge of contract management or 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. 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 licence 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 prescripts 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 2892

**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).

**NOTE**

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**CLOSING DATE**

21 June 2019 at 16h00

**POST 20/09**

**FINANCE CLERK REF NO: CFO 19/3/4**

Financial Management Division
Directorate: Stores, Services and Related Payments (DSSRP)

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Finance Accounting Service Centres FASC MOD, Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial 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

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

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).

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CLOSING DATE

21 June 2019 at 16h00
POST 20/10 : SENIOR ADMINISTRATION CLERK JOB ANALYSIS AND DESIGN REF NO: 26/19/02

SALARY : R173 703 per annum (Level 05)
CENTRE : DPSP Division (Integrated Management Systems Directorate)
REQUIREMENTS : NQF Level 4, 3 to 5 years’ experience in the administrative/secretarial field. Applicants with prior leaning, either by means of experience or alternative courses may apply. Special requirements (Skills needed): Good communication in English (written and verbal). Computer literate (MS Word, MS PowerPoint, MS Excel and Lotus Notes). Sound interpersonal relations and high level of professionalism. Highly reliable. Self-motivated and flexible. Must have a confidential security clearance or must be in process at Defence Intelligence.

DUTIES : The conducting of job evaluations. Completion of job evaluation questionnaires (JEQ), Assists in the conducting of interviews. Maintain and update the DOD Job Evaluation (JE)/Job Description (JD) database and statistics of all job evaluations completed. Take minutes during Moderation. Capture the information of the JEQ. The provision of job evaluations/job description configuration control systems. The provision of general administration. Arranging of traveling authority, coordinate routine HR requirements. Ensuring of office stationary and inventory. Delivering and collecting of documentation. To preserve the sections documentation record management system. Administrate the process of acquiring and storing of job evaluation documents. Maintain an internal registry. Populate the job description database. Provide JE/JD benchmark information and the enhancement of JE/JD database. Ensure benchmark results are provided to clients. Provide assistance and advice to clients in the compilation of JEQsJDs.

ENQUIRIES : Ms E. Duvenage Tel No: (012) 355 5144 and Ms J.P. Bester Tel No: (012) 355 6344

APPLICATIONS : Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

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CLOSING DATE : 28 June 2019