

DEPARTMENT OF DEFENCE

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



- CLOSING DATE** : 12 July 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 23/02** : **FINANCE CLERK SUPERVISOR, REF NO: CFO 19/4/1**
Finance Management Division,
Chief Directorate Financial Services,
Directorate Financial Control Services,
Motor Accident Claims Section
- SALARY** : R257 508 per annum (Level 7)
- CENTRE** : Cape Town Satellite Office.
- 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 or Grade 12 certificate with a minimum of three years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Permanent RSA citizen, with no criminal record. Must be in the possession of a valid RSA/Military driver' license. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.
- DUTIES** : Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses iro mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain

information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Oudtshoorn, Bredasdorp, Cape Town, Simons Town, Saldana, Langebaanweg. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES : Mr P.J. Annendale, Tel no: 012 392 2116
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
CLOSING DATE : 12 July 2019 at 16:00

POST 23/03 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 19/4/2**
 Finance Management Division.
 Chief Directorate Budget Management
 Sub-Directorate: Chief Central Staff, DHQ

SALARY : Level 7(R257 508 per annum)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. 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. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering regarding task finalisation. Knowledge of computer programs used in the Department of Defence (DOD)/Public Service or private sectors, Financial Management System (FMS/BAS), Information Centre (IC) qualified or any other financial system. Valid RSA/Military driver's licence and willing able to travel as and when required.

DUTIES : Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process. Preparing cash flow. Assist in the re-allocation of funds. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC reports and graphic presentations. Assisting in executing of budgeting processes as and when required.

ENQUIRIES : Ms E.J. van Vuuren, Tel nol: (012) 335 5805
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.

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POST 23/04 : **ADMIN CLERK/DRIVER REF NO: CFO 19/4/3**

SALARY : Level 5(R173 703 per annum)
CENTRE : Financial Management Division, Office of the Chief Financial Officer, Admin Support, Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance related subjects. In possession of a valid RSA driver's license. Skills: good driving skills, problem solving, communication and interpersonal, etc. Basic knowledge of transport services. Be willing to work flexible hours when required, i.e. after hours, weekends, etc. Be able to obtain a valid security clearance. Be able to work independent and as a team. Be loyal, responsible, committed towards tasks, trustworthy, honest and able to keep confidential information. Be willing to learn and attend courses, e.g. advance driving

skills, etc. Be discipline, neat, professional and respectful, etc. Added advantage: driving experience, basic relevant work experience.

DUTIES

: To serve the Chief Financial Officer as a personal driver and administration clerk. Transport/drive the CFO and family members as or when required. Ensure effective planning of the trips/visits of the CFO. Ensure effective administration and utilisation of vehicles in the CFO's Office, i.e. conduct inspections, clean vehicles, update log books, etc. Rendering clerical support functions and messenger's services in the CFO's Office, i.e. records, registers, photocopies, correspondences, etc. Distribute documents/packages to various stakeholders as or when required. Assist with filing system in the CFO's Office.

ENQUIRIES

: Mr B.J. Mnyandu, tel (012) 355-5449

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.

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