DEPARTMENT OF DEFENCE

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

MANAGEMENT ECHELON

POST 45/01 : DIRECTOR CLUSTER MANAGEMENT REF NO: DPSP 38/19

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Defence Policy, Strategy and Planning Division, Chief Directorate Defence Policy, Directorate Cluster Management, Pretoria

REQUIREMENTS : Bachelor's Degree preferable Masters Strategic Defence Economics or Journalism (NQF Level 6/7 preferable). Other languages included B Degree, Degree in Journalism and postgraduate training in languages will be a recommendation, 5 years’ experience at middle management level. Special Requirements (skills needed). Knowledge of the DOD Culture, Strong administrative skills, Research, analytical and problem solving skills, Policy writing ability, Strategic capability and leadership, financial management, people management and empowerment.

DUTIES : Provide strategic direction to the Directorate. Provide an internal support service to the Directorate. Provide an administrative support service wrt DOD cluster activities to the Secretary for Defence and C SANDF. Establish and maintain a cluster management system. Aligning defence policy with Government policy and statutory provisions. Monitor and review the implementation of defence policy.

ENQUIRIES : Ms Z. Slabbert Tel No: (012) 355-5634/5210

APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001.

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(12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

**CLOSING DATE**

10 January 2020 16:00

**OTHER POSTS**

**POST 45/02**

**ASSISTANT DIRECTOR SPECIALIST WRITER REF NO: DCC/39/61/19/01**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Defence Corporation Communication, DHQ, Pretoria

**REQUIREMENTS**

A BA Degree (NQF 7) Hours Degree in English, Journalism and or Communication with 5 to years’ experience as writer/journalist. Grade 12/equivalent with a with ten (10) years’ experience without qualification. Special requirements (skills needed): Successful completion of a language test compiled by the Dept of Arts, Culture, Science and Technology. Ability to formulate and present the message in such a way as to enhance the effectiveness of the communication. Ability to assimilate a large amount of information and present the gist of the matter logically and sensibly. The ability to improve the language standard and grammatical content of written material. Adhere to prescriptions of the Speech Directive. Perform within accepted language standards. Adhere to prescriptions of the Language Policy as established by D Lang. Computer and suitable software for editing/writing purposes. Language books for reference purposes. Access to newspapers/media/military documents/policies to gain relevant background information. Access to research capacity and higher levels of command to obtain up-to-date and specialised information, as well as authorisation.

**DUTIES**

Edit and proof-reading of written material in the form of bulletins, articles, speeches, brochures, forewords, etc. Provide expert advice on language-related matters. Perform limited information gathering (including interviews) to obtain relevant information. Assist with the collating, writing and rewriting of material for publications, bulletins, speeches or other requirements. Provide written material in the form of bulletins, articles, speeches, brochures, forewords, etc. Arrange for translations in vernacular or foreign languages.

**ENQUIRIES**

Lt Col N.N. Hams Tel No: (012) 355 6315. Sgt S.L.L. Mafanya Tel No: (012) 355 6322

**APPLICATIONS**

Department of Defence, Corporate Communication, South African National Defence, Private Bag X161, Pretoria 0001 or May be hand delivered at c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

**NOTE**

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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.

**CLOSING DATE**: 11 January 2020 at 16:00

**POST 45/03**: INTERNET ADMINISTRATION REF NO: DCC/39/61/02

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

**CENTRE**: Defence Corporation Communication, Pretoria

**REQUIREMENTS**:
- National Diploma in Computer Science/Information Technology and or Communication with 5 years' relevant (IT) experience or Grade 12 equivalent with ten (10) years relevant (IT) experience
- Special requirements (skills needed):
  - Web Courses: Front Page, CorelDraw, Photoshop, Dreamweaver, Flash, HTML, DHTML, JavaScript, Web Publishing, Internet Browser & e-mail expertise, MS Windows XP Professional, MS Office XP 2003 (MS Word, MS Excel, MS PowerPoint). Web competency skills: Familiar with web publishing and design. Computer Skills: Familiar with MS Word, Outlook, Excel, Front Page and PowerPoint. Project & Configuration Management: Complete understanding and ability to implement and control project administration, including management, tracking and systems processes. Interpersonal skills: Generate excellent relationships with superiors, subordinates and peers. Ability to compile appropriate rapport with senior, administrative and technical staff.
  - Communication skills: Able to communicate clearly both verbally and written. Complete ability and confidence to give presentations to any audience. Decision-making skills: Situation assessment: initiate actions, take decisions, make recommendations and take accountability and responsibility for decisions.

**DUTIES**:
- Liaison with Legal Services and SDCI on all legal security related matters. Coordinate and manage website content related matters with the HOC, GITO and CMIS. General Management and control of the DOD Internet Website. Advise and assist in the formulation and promulgation of the Internet policy to all relevant role players. Establish procedures for publishing including norms and standards. Attend DCC, CMI and SITA meetings as required. Give website management reports/statistics to Section Head for inclusion in Division's quarterly reports. Ensure that the DOD Internet website content is managed and controlled by the DOD Internet Content Manager in a coordinated and standardized way. Design, maintain and publish the DOD Internet and Intranet Website Portals. Manage and control all DOD Internet sub websites eg. SA Army, SAAF, SA Navy, SAMHS etc. Manage and control the Internet Infrastructure Resources and Services. Ensure that the DOD Intranet website content is managed and controlled by the DOD Internet Content Manager in a coordinated and standardised way. General Management and control of the DOD Intranet Website. Manage the sections Budget and the DOD Internet Services Provider (ISP) Tender Contract.

**ENQUIRIES**:
- Lt Col N.N. Hams, Tel No: (012) 355 6315. Fsgt S.L.L. Mafanya Tel No: (012) 355 6322

**APPLICATIONS**:
- Department of Defence, Corporate Communication, South African National Defence, Private Bag X161, Pretoria 0001 or May be hand delivered at c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

**NOTE**:
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**CLOSING DATE**

: 11 January 2020 at 16:00

**POST 45/04**

: JOURNALIST REF NO: DCC/39/61/03

**SALARY**

: R316 791 per annum (Level 08)

**CENTRE**

: Defence Corporation Communication. Pretoria

**REQUIREMENT**

: A BA Degree (NQF 7) in English, Journalism, Communication and or National Diploma with a minimum RVQ of 13 in PR, Newspaper or magazine journalism. Special requirements (skills needed): Ability to reach and access to locations and units where events/activities occur and of which information is sought. Organisational structure and close interaction with the rest of the Communication Service. Sufficient (state) funds allocations. Adequate information technology systems. Military background to ensure accuracy of reporting on technical matters.

**DUTIES**

: Write news or magazine articles. Co-operation with other Arm of Service publications. Support the DoD Communication Service's communication efforts. Ensure own journalistic development. Day-to-day sustenance and maintenance. Participate in editorial meetings and execute the Editor's planning wrt the contents of each edition of the magazine. Provide news coverage of DoD operations, events, visits and activities. As directed or on own initiative, research and or gather information for news and or magazine articles to comply with the editorial mix and policy. Liaise with sources in terms of initial contact, obtaining clearances, enquiries and requests. Clear completed articles for accuracy with the information source and, if necessary, with the relevant security authorities. Ensure that all material submitted for publication is of high editorial standard. Take photographs where necessary to illustrate articles. Ensure that articles are produced timeously so that the printing and distribution of the magazine meets printing and distribution schedules. Assist the Editor with proof-reading duties where so requested. Assist the editor in reading of proofs at the printers when instructed. Read readers' letters, ascertain whether they can be published, liaise with correct and relevant authorities to obtain answers to questions and problems and refer problems and questions to applicable authorities in the DOD. Type in and process articles from other sources.

**ENQUIRIES**

: Lt Col N.N. Hams, Tel No: (012) 355 6315. Fsgt S.L.L. Mafanya Tel No: (012) 355 6322

**APPLICATIONS**

: Department of Defence, Corporate Communication, South African National Defence, Private Bag X161, Pretoria 0001 or May be hand delivered at c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

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**CLOSING DATE** : 11 January 2020 at 16:00

**POST 45/05** : FINANCE CLERK REF NO: CFO 19/7/1
Financial Management Division
Directorate Stores, Services and Related Payments (DSSRP)

**SALARY** : R173 703 per annum (Level 05)

**CENTRE** : Finance Accounting Service Centres FASC Waterkloof, Pretoria

**REQUIREMENTS** :
Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying financial policies and prescriptions. 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 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/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's licence.

**DUTIES** : Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policies, 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).

**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
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**CLOSING DATE** : 10 January 2020 16:00

**POST 45/06** : FINANCE CLERK REF NO: CFO 19/7/2
Financial Management Division
Directorate Stores, Services and Related Payments (DSSRP)

**SALARY** : R173 703 per annum (Level 05)

**CENTRE** : Finance Accounting Service Centres FASC Kimberly (FASO Jan Kempdorp), Kimberly

**REQUIREMENTS** : Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying financial policies 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 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/keeping of all accounting documentation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's licence.

**DUTIES** : Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policies, 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.

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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: 10 January 2020 16:00