ANNEXURE B

DEPARTMENT OF DEFENCE

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.

CLOSING DATE : 21 February 2020 at 16:00 (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 POST

POST 05/02 : DEPUTY DIRECTOR ARMAMENT ACQUISITION, REF NO: CFO 20/1/1
This post is advertised internally and broader Public Service Circular

SALARY : R733, 257 per annum (Level 11) All- inclusive salary package.

CENTRE : Finance Management Division, Chief Directorate Budget Management: Sub-directorate: Budgeting, Erusmaskloof, Pretoria

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus three year Bachelor Degree/three year National Diploma in Financial Management/Management Accounting (NQF level 6/7). A minimum of five (5) years working experience in Budget Management, Capital Acquisition, Budget Preparation, Cost Accounting and Reporting at a level of Assistant Director or Equivalent. Knowledge: A thorough working knowledge of the Project Management process and capital projects acquisition. Good working knowledge of Public sector/Private Sector budgeting processes (Medium Term Expenditure Framework), project management and risk management. Vast knowledge of the project financial management process including project financial ceilings
and project expenditure. Proficient in financial regulatory frameworks in the Public Sector/Private Sector (Public Finance Management Act, Treasury Regulations), augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Competencies: Understand and interpret financial prescripts of the Public Sector or Private Sector. Experience in report writing and effectively apply budget policy. Project management skills, Computer literacy, client orientation, problem solving and good communication skills (both verbal and written). People management and empowerment, good leadership skills. Accuracy and attention to detail. Excellent analytical and numerical skills particularly regarding the financial management of multi-year acquisition projects. Ability to work well under pressure and respond appropriately under difficult situations towards senior and military personnel.

**DUTIES**

- Execute all Armament Acquisition responsibilities for the Services and Division as specified by the Public Finance Management Act (PFMA), the Treasury Regulations and budget policy. Manage South African National Defence Force capital projects financial ceilings by effectively monitoring financial baselines. Provide financial information and advice to the Armament Acquisition Control Board. Evaluation of the Special Defence Account estimates and ensures that projects are properly executed.
- Maintain and update the Department of Defence Project Information Navigation Tool (PINT). Preparation of submissions to senior members, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions are taken regarding their projects.
- Monitor and report on project expenditure trends. Create and maintain a costing data-base, which is accurate, valid and reliable. Management of Armament Acquisition budget by providing advice to Project Officers and budget managers. People management and empowerment by ensuring continuous competency improvement of personnel within the span of control. Attend to other tasking by the leadership of financial management division.

**ENQUIRIES**

Ms O.M. Gopane, Tel No: (012) 355 5808