CLOSING DATE: 06 March 2020 (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 06/05: SENIOR STATE ACCOUNTANT REF NO: CFO 20/1/2
Finance Management Division
Chief Directorate: Financial Services
Directorate: Control Services
Sub Directorate: Loss Administration

SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria

REQUIREMENTS: Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience in finance environment or Grade 12 certificate with a minimum of seven years relevant experience in finance environment. At least three years practical experience in a supervisory capacity. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes in Government/Private Sector. Knowledge of the processes and procedures that are followed in the administration of losses within the Public Service/Private Sector would serve as a strong recommendation. Computer literate in word processing (MS Word) and Spread sheets (Excel) and Power Point. Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Financial Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients. Well-developed verbal and written communication skills and ability to complete affective reports and statistics. Ability to effectively function as part of a large team. Decisive and persevering in terms of task finalization with strong organizing and prioritizing ability. Communicate with senior clients from various units and different division. Effective supervisory skills towards training, developing and mentoring juniors and senior clerk in the section. Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Must be in the possession of valid
RSA drivers license/Military drivers license to conduct staff visits and attend meetings as and when required.

**DUTIES**

Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on Consolidated Control System (CCS). Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating Consolidated Control System (CCS) to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in regard to all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, etc. to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD’s Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis. Conduct training through staff visit when required. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and material resorting under control of this post.

**ENQUIRIES**

Ms M.L. Mabas Tel No: (012) 392-2564

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand delivered to: Department of Defence, Poynton building, 186 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

**NOTE**

Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, Africans females, Indian males, Indian females, Coloured males and People with disability.

**POST 06/06**

CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7825) (CARDIOLOGY) REF NO: SG 01/20/01

**SALARY**

Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Entry level or according to number of year’s applicable experience as per Occupation Specific Dispensation (OSD)

**CENTRE**

1 Military Hospital, Thaba Tshwane, Pretoria

**REQUIREMENTS**

National Diploma in Clinical Technology (Cardiology) obtained before 01 April 2002 or B Tech Clinical Technology (Cardiology). (Candidates that will successfully obtain the B Tech Degree within the next six (6) months will be eligible to be considered for the post) Statutory Requirements: Current Registration with the Health Professions Council of South Africa (HPCSA) as a Private Practitioner. Candidates registered under supervised practice that will be able to provide private practice registration within the next six (6) month will be eligible to be considered for the post)Continuous Professional Development (CPD) compliant. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a military confidential security clearance within one (1) year. Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship -, problem solving- and research skills.

**DUTIES**

Deliver a holistic and effective cardiology clinical technology service to all approved clients. Perform selected diagnostic therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard working procedures. Assist with drafting of the budget and finance activities in the section.

**ENQUIRIES**

Col E.M. van der Westhuizen Tel No: (012) 367 9170

**APPLICATIONS**

Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046 or may be hand delivered to South African Military Health, Kasteelpark (next to Kloof Hospital) Katzenellenbogen Building, c/o Nossob and Jochemus Street, Erasmuskloof, Pretoria
<table>
<thead>
<tr>
<th>POST  06/07</th>
<th>FINANCE CLERK SUPERVISOR REF NO: CFO 20/1/3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R257 508 per annum (Level 07)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>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 in finance or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience in finance. Computer literate and skilled in word processing (MS Word) and Spread sheets (Excel) and Power Point. Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Knowledge of the processes and procedures that are followed in the administration of losses within the Public Service/Private Sector would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Financial Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients. Well-developed verbal and written communication skills and ability to complete affective reports and statistics. Ability to effectively function as part of a large team. Decisive and persevering in terms of task finalization with strong organizing and prioritizing ability. Creative with good interpersonal relationships and able and willing to operate in a shared work environment (office) with other officials of a lower, equal or more senior rank. Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Must be in the possession of valid RSA drivers license/Military drivers license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Ensure that internal controls with regard to loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintaining control over the internal Registry office and ensure that all incoming and outgoing correspondence, documents and files are effectively sorted, registered, filed and routed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up keeping of separate files for each loss report case as well as the updating of the Consolidated Control System (CCS). Ensure that the Consolidated Control System (CCS) is regularly updated as soon as the Senior Accountant has dealt with the loss reports. Maintain and supervise and effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State Accountant or the Assistant Director on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms M.L. Mabasa Tel No: (012) 392-2564</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>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. Note: (Please use reference number not Post number)</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, Africans females, Indian males, Indian females, Coloured males and People with disability.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST  06/08</th>
<th>ADMINISTRATION CLERK: PRODUCTION (USAGE 336) REF NO: SG 01/20/02</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Simons Town</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>NQF Level 4 (Grade 12). Special requirements: Knowledge of Administration procedures relating to specific working environment and office equipment. Ability to plan and co-ordinate administrative tasks. Ability to operate office equipment. Ability to operate MS Office packages (MS Excel, Word and Power Point). Communication skills (written and verbal). Typing skills. Planning and organizing skills. Driver’s license would be an advantage. Patient admin experience would be preferable.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>WO2 N.P. Matanda Tel No: (021) 799 6893</td>
</tr>
</tbody>
</table>
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg.

FOR ATTENTION : HR Department

POST 06/09 : GENERAL STORES ASSISTANT II (USAGE 387) REF NO: SG 01/20/03
Military Health Support Formation

SALARY : R102 534 per annum (Level 02)
CENTRE : Pretoria
ENQUIRIES : WO1 M.E. Khasi Tel No: (012) 671 5403
APPLICATIONS : Department of Defence, SAMHS, Military Health Support Formation HQ, Private Bag X1019, Lyttleton, 0140, or may be hand delivered to 4 Avro Road, Lyttleton.

POST 06/10 : GENERAL WORKER (USAGE 392) REF NO: SG 01/20/04
Military Health Support Formation

SALARY : R102 534 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : NQF Level 1 (ABET/Grade 10) and 2 years’ experience as a general worker. Special requirement (skills needed): To provide comprehensive service to the help desk of Facility Section in Military Health Support Formation Head Quarters.
DUTIES : Rendering of the emergency calls regarding the maintenance at MHSF HQ. Registering of all complains in the register. Liaise with the on-site contractors, RQSM and DPW. Familiarise with the hospital environment. Registering of all complaints from departments. Do follow ups with contractors.
ENQUIRIES : WO1 M.E. Khasi Tel No: (012) 671 5403
APPLICATIONS : Department of Defence, SAMHS, Military Health Support Formation HQ, Private Bag X1019, Lyttleton, 0140, or may be hand delivered to 4 Avro Road, Lyttleton.