

DEPARTMENT OF DEFENCE



- 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. Note: Please use reference number not post number.
- CLOSING DATE** : 06 March 2020@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 07/02** : **FINANCE CLERK SUPRVISOR REF NO: 20/2/1**
Financial 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 (2) years relevant experience or Grade 12 certificate with finance 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 processes, 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, Excel Spread Sheets and Power Point).Thorough knowledge of programs utilised in the DOD/Public Service/Private sector including Persol/ Peral, Finance 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. Well-developed verbal and written communication skills with good interpersonal skills. Orientated towards teamwork, receptive to work-related suggestion/ ideas. Positive, loyal, creative, trustworthy. 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 suggestion/ 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 with the following responsibilities: Managing the office effectively, efficiently and economically. Regularly supplying the Assistant Director with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts and make follow ups where required. Resolve Creditor queries and monitor compliance with payment period. Manage subordinate and implement internal control measures. Successful management and clearing of suspense Accounts and Face Value Documents. Ensuring timely approval of Medical Re-imbusement Accounts. Ensuring timely approval of journals. Consolidate inputs in development of guidelines for medical payments. Assist in the management of resources (human and financial). Reporting, Investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measure at the office. Training and development of all subordinate personnel. Responsible for personnel management of assets and material resorting under control of the office. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.

**ENQUIRIES
NOTE**

: Mr T.T. Nyuswa Tel No: (012) 392-2892
: 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.