DEPARTMENT OF DEFENCE

ANNEXURE B

CLOSING DATE : 19 February 2021 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 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. 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 six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver’s license). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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 regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 04/09 : DEPUTY DIRECTOR: BUDGET MANAGEMENT, SA ARMY REF NO: CFO 21/1/1
Finance Management Division
Chief Directorate: Budget Management: Sub-directorate: SA Army
Applicants who previously applied for this post must re-apply

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree or National Diploma in Finance / Accounting. A minimum of five (5) year’s Budget Management experience of which three years must be on an Assistant Director
or equivalent level. Knowledge: working knowledge of estimating, budgeting, expenditure control, cash flow management and the policy, procedure and processes regarding budget management in the Public Service/Private Sector. In-depth knowledge of and ability to prepare and conduct effective decision briefs and presentations to executive authorities. A thorough working knowledge of the financial processes of the Public Service/Private Sector. Proficient in financial regulatory frameworks in the Public/Private Sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models. Demonstrated ability to write programmes to extract management information from a central data repository clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with client’s efficiently whilst functioning with little to no direct supervision. Confident, respectful and articulate communication skills (verbal, written and visual) with good listening skills and an open mind to critique or suggestions.

**DUTIES**: Managing of the SA Army strategic financial management planning and budgeting process. Adjudicating of the financial decisions and transactions in relation to their financial propriety, regularity, value for money and value proposition. Providing the strategic directions for the establishment and continued enhancement of the financial control system within the SA Army ensuring that the related internal control systems are in place related to expenditure and revenue management. Maintaining budget control processes to ensure financial propriety, regularity, value for money and value for proposition in all financial approvals. Coordinate and provide the financial support required to administrative the budget control process related to expenditure and revenue management. Develop and ensure the provisioning of a financial reporting system within the SA Army. Provide financial management advice for the strategic management direction within the SA Army with regard to financial decisions and transactions for both expenditure and revenue management. Oversee the compilation of claims and report on all areas of revenue collection. Coordinate the administering of the system related to the management of financial misconduct incidents in the SA Army. Evaluate the internal control systems with regard to financial governance risks and compliance. Management of the financial delegations within the SA Army. Compile the risk management plan related to the financial Governance, Risk and Compliance (GRC). Consider financial management concepts and principles within the policy environment. Coordinate the Auditor General South Africa (AGSA) and internal audit process related to financial management matters within the SA Army. Providing the relevant financial management considerations into the decision making process of the SA Army. Administering of the allocated resources. Directing of the budget management service in the service or division. Maintaining of budget management capability. Maintain a well administered Budget Management (BM) Human Resource (HR) components. Support budget management capability. Oversee compliance to the occupational health and safety standards within allocated facilities.

**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 African
males, Africans females, Coloured females, Coloured males and People with disability.

**POST 04/10**

**DEPUTY DIRECTOR: LOSSES AND CLAIMS MANAGEMENT REF NO: CFO 21/1/2**

Finance Management Division
Directorate: Finance Control Service
Sub-directorate: Losses and Claims Management

Applicants who previously applied for this post must re-apply

**SALARY**: R733 257 per annum (Level 11) (all-inclusive salary package)

**CENTRE**: Pretoria

**REQUIREMENTS**: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Financial Management with a minimum of five (5) years’ relevant experience of which three (3) years must be on an Assistant Director or equivalent level in legal processes relating to claims against and on behalf of the State, losses and damages. Sound knowledge of financial and legal processes. Ability to effectively and correctly interpret and apply all Acts and legal notices as well as policies and regulations. Analytical and innovative thinking ability. Ability to compile and draft effective reports. Well-developed communication skills and computer literate, including MS Word. Receptive to work related suggestions, ideas and decisive/persevering in task finalisation.

**DUTIES**: Identify legal questions with regard to letters of demand and or summons according to regulations and legal procedures. Obtain information including policy, statutes and manage the losses and damages functionary documents with regard to financial and legal matters. Briefing and instructing State attorney, private attorney and internal offices on a proposed matter. Determining the legal course of action to be taken in best interest of the State. Liaising, negotiating and arranging consultation for specialised inputs. Frequent inter-action with interest groups, experts and State attorney. Application of legal principles and financial procedures with regard to financial matters. Studying and updating regulations and policies regarding legal, damages and losses matters. Managing all personnel who resort under control of the post incumbent.

**ENQUIRIES**: Mrs A. Nkomo Tel No: (012) 355 5830

**APPLICATIONS**: Application may be submitted electronically via email to: Rendani.Makungo@dod.mil.za. 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 African males, Africans females, Coloured females, Coloured males and People with disability.

**POST 04/11**

**DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CFO 21/1/3**

Financial Management Division
Office of the Chief Financial Officer, Divisional Planner

**SALARY**: R733 257 per annum (Level 11) all-inclusive salary package

**CENTRE**: Pretoria

**REQUIREMENTS**: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance or Accounting. A minimum of five (5) years’ relevant experience of which three years must be on an Assistant Director or equivalent level. Knowledge: Good working knowledge of current government legislation. Abilities: The ability to manage personnel, assets, expenditure and ensure compliance. The ability to interpret and apply instructions and prescripts to ensure compliance. The ability to effectively utilise resources. The ability to effectively perform administrative functions, execute budget management responsibilities and the writing of reports. The ability to organise and schedule specific activities, projects and events as directed by the Chief Financial Officer. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for his/her area of responsibility. Display capabilities of negotiation, facilitation, empowerment and evaluation of personnel under control. Possess computer skills that will ensure effective
management of functions under his/her supervision. Added advantage: An Honours – and / or Master’s degree. Experience in Project Management and Research.

**DUTIES**

Compile and issue guidelines and instructions on the content, formats and management of the Strategic Business Plan (SBP), Annual Performance Plan (APP), Quarterly and Monthly reports and the Annual Reports for Finance Management Division (FMD). Communicate and co-ordinate with all stakeholders with regard to changes in any process that influence FMD’s process and planning guidelines. Ensure alignment of the APP with budget allocation and that the Division’s budget appropriately captured by Budget Manager. Compile FMD’s Risk Management report. Manage special projects pertaining to the strategic planning of the FMD. Participate in the environment review process of the FMD. Manage and report on strategic issues within the FMD (inputs and advice to CFO) Align FMD’s long-term planning with the DOD Medium-Term Strategic Framework (MTSF) and Medium-Term Expenditure Framework (MTEF). Participate in relevant reporting forums. Support to Chief Finance Officer (CFO) in respect of planning, at the FMD Budget Holder Control Committee meetings, control measures, follow-up on instructions, feedback sessions and liaise with delegates and VIP visitors. Support to the CFO in respect of administration (staff service) in the absence of the Deputy Director: Administration (Personal Staff Officer).

**ENQUIRIES**

Ms M.H.P. Deane Tel No: (012) 355 5568/6218

**APPLICATIONS**

Application may be submitted electronically via email to: Rendani.Makungo@dod.mil.za. 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 African males, Africans females, Coloured females, Coloured males and People with disability.

**POST 04/12**

SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/1

Financial Management Division

Chief Directorate: Budget Management, Budget Management Office Joint Operational Headquarters, Dequar Road

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma in Finance/Accounting, with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant experience. At least three (3) years practical experience in a supervisory capacity. Ability to understand, interpret and correctly applying the Budget Management and Budget Control policy and prescripts. Well-developed knowledge of the budget management and budget control process in the Public service/ Private sector would serve as a strong recommendation. Practical experience of utilizing the Financial Management System (FMS)/BAS and IC or any other financial system recommended. Knowledge of financial management practices. Fully computer literate in MS Word, MS Excel and MS PowerPoint. Knowledge of the Public financial management Act (PFMA), Treasury Regulations (TR’s) and Procurement Prescripts. Well-developed reasoning, organizing, problem solving, facilitating, report writing and budgeting skill. Well-developed verbal and written communication skill. Good interpersonal relations. Honesty, integrity, hardworking, ethical, decisive, perceptive, positive, creative, good team work. Ability to effectively and efficiently communicate. Being in possession of valid RSA/Military driver’s license.

**DUTIES**

Execute proper expenditure control within area of responsibility and ensure that all related reports are compiled. Prepare Financial Authorisation (FA), Schedules and present at Budget control Committee (BCC). Report on monthly cash flow deviations. Evaluate Quarterly Budget to determine surpluses/shortage and manage reallocation of fund. Assist in compiling of level 2 MTEF requirement in accordance with prescripts and guidelines and compile the MTEF budget presentation. Participate in preparing and maintaining of a budget management capability. Administer domestic revenue. Initiate internal payment, compile journal requests and obtain approval. Participate in planning of military exercises and the compiling of
budgetary guidelines. Assist in the managing of GRC related matter in AoR. Assist in the managing of GRC related matter in AoR. Attend and conduct presentation at meeting and planning sessions as and when required. Effectively supervising and managing subordinates.

ENQUIRIES : Mr L.L. Ngidi Tel No: (012) 674 5704
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.
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 African males, Africans females, Indian males, Coloured males and People with disability.

POST 04/13 : SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/2
Finance Management Division
Chief Directorate: Budget Management
Directorate: Budget Management Office SAMHS, SA Military Health Services,
SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma in Finance/Accounting, with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant experience. Financial Management System (FMS) or any other financial system. Information Centre qualified and able to draft complex programs in this regard. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver’s license/Military drivers license and willing and able to travel as and when required. Minimum security clearance.
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 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with on- site informal audit of Military Health Formation Budget Management Offices as to their compliance to proscripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.
ENQUIRIES : Mr A.P. du Pisani Tel No: (012) 367 9075
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, 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. 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 African males, Africans females, Indian males, Coloured males and People with disability.
**POST 04/14**: SENIOR STATE ACCOUNTANT (LE HUMAN RESOURCE DEVELOPMENT PRACTITIONER) REF NO: CFO 21/2/3

Financial Management Division  
Chief Directorate: Financial Services  
Directorate: Finance Support Service, Finance ETD Centre, Thaba Tshwane

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Minimum requirements: B degree or three year National Diploma in HR/HRD related field with a minimum of 3 years' experience in executing training and development functions or Gr 12 Certificate with a minimum of 7 years' experience in executing training and development functions. A valid drivers' license. Knowledge: Knowledge of SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Proven ETD related skills/training. Proven computer literacy. Excellent presentation and training skills. Personal attributes: Good interpersonal relationship. Ability to interpret and apply policies and regulations. Ability to work as an individual and in a team. Ability to work under pressure. Be willing to conduct training outside the Pretoria area if requested. Added advantage: Being a CIP trainer, assessor or moderator. Ability to draft and develop course content or a curriculum. Certificate in computer training (office packages). PERSAL/PERSOL certificate. General administrative skills. Supervisory skills. DUTIES: To execute the prescribed education, training and development (ETD) functions within the Financial Management Division (FMD). To coordinate and facilitate internal training and development programmes, e.g. enroll learners, conduct training, assessments, write report, etc. To administrate employees' attendance of training and development programmes, e.g communicate with roles players, arrange venues, etc. To execute administration duties relating to training programmes/courses, e.g developing lesson plans, study materials, reports, certificates, etc. To prepare and implement curricula, lesson plans, SOPs, evaluation documents, etc. To supervise employees attending courses at the Finance ETD Centre. To assist in preparation and implementation of training and development plans. To attend meetings on behalf of the ETD manager if/when requested. Act as a Fin ETD Manager as and when required. To execute assigned administration duties relating to training and development within the FMD.

**ENQUIRIES**: Ms M. Wehl Tel No: (012) 674 4626/ 4628/9  
**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 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 African males, Africans females, Indian males, Coloured males and People with disability.

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**POST 04/15**: SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/4

Financial Management Division  
Chief Directorate: Budget Management  
SA Air Force Budget Management, Command & Control System Group, Budget Office

**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 or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Financial Management System (FMS) Information Centre qualified. HR, Finance and Information Management Skills. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and PowerPoint. Thorough knowledge of estimating, budget and expenditure control process within the DOD and related transactions of FMS. Creative, strong mathematical, problem solving and statistical analysing
ability. Well-developed verbal and written communications skills. Ability to analyse and interpret policies, instruction and regulations. Receptive to work related suggestion/ideas, decisive/persevering regarding task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of RSA valid driver’s license/Military driver’s license will be a strong recommendation. In possession of or able to obtain a DOD confidential security clearance.

**DUTIES**

Execute proper budget and expenditure control within area of responsibility as contained in Finance Regulations, Treasury Instruction, and Manual for finance Planning and Budget System in the Public Service as well as the Public Finance Management Act (PFMA), prepare Financial Authorisation (FA), Schedules and present at the Budget Control Committee (BCC). Report on monthly cash flow deviations. Evaluate Quarterly Budget to determine surplus/shortage and management reallocation of fund. Assist in compiling level 2-4 MTEF requirements in accordance with prescripts and guidelines and compile the MTEF budget presentation. Participate in preparing and maintaining a budget management capability. Administrate domestic revenue. Assist in handling Audit Queries, Conduct Preliminary Investigation (PI) regarding potential irregularities and compilation of reports to the client. Managing and supervising all subordinate and being accountable for all security of information and material under his/her control.

**ENQUIRIES**

Mr S.R. Molekwa Tel No: (012) 312 2209

**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 5 at Reception. Note: Please use reference number not post number.

**NOTE**

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**POST 04/16**

SENIOR STATE ACCOUNTANT REF NO: CFO 21/2/5

Finance Management Division
Directorate: Financial Control Services, Risk Management

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Defence Head quarter: 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 or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Computer literate and advanced working knowledge of Word processing, Spreadsheet and database applications. Well-developed reasoning, mathematical and problem solving ability. Proven supervisory capabilities at executive level with very good communication and negotiating skills. Proven ability to function independently. Willing and able to obtain confidential security clearance and to travel extensively at short notice and work after hours at short notice. Exposure to the various resource systems in the DOD/Public Service or Private sector would be a strong recommendation. Well-developed presentation skills. Exposure to Risk Management with regard to strategic, objective and resource risks.

**DUTIES**

Co-ordinate the development of a network based application to manage the risks of the Department of Defence (DOD), Maintain the Resource Systems Risk database of the DOD. Act as secretary of the Resource System Risk Management Committee of the DOD. Maintain the Risk Management Standard of the DOD. Issue Risk Management guidelines to be used by the Resource Managers when drafting their Business Plans. Monitor and ensure that risks are managed in accordance with the Risk Management Plans submitted by the various Resource System managers. Draft monthly reports with regard to the status of risks being managed by the Resource Managers. Provide information to the Inspector General (IG) when they are compiling Internal Audit Program to ensure that risks are being managed and avoided as directed in the Resource System Business Plan. Assess internal and external Audit Reports to determine whether risks were found and what treatment is required. Execute
personnel management tasks with regard to the personnel resorting under the control of this post. Provide information on an annual basis to be included in the Financial Statements and Annual Report of the DOD. Liaise with Resource Managers regarding the management, reporting and treatment of risk. Attend management forums of the Resource Managers to provide guidance in identifying, assessing and treatment of risk. Provide training with regard to risk management when and where required. Monitor and maintain the integrity of the Resource Risk Management System. As and when required, conduct investigations to determine whether the internal control measures within a resource system are effective in preventing risks from occurring. Perform the annual risk assessment of the resource systems within the DOD. Analyse information from the control DOD environment and conduct an independent risk assessment. Provide guidance to management regarding the treatment of risk.

ENQUIRIES: Ms A. Nkomo Tel No: (012) 355 5830
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. Note: Please use reference number not post number.

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

POST 04/17: FINANCE CLERK SUPERVISOR, REF NO: CFO 21/2/6
Financial Management Division
Directorate: Personnel Payments (Foreign S&T sub-section)

SALARY: R257 508 per annum (Level 07)
CENTRE: Pretoria

REQUIREMENTS: Minimum requirements: Grade 12 certificate plus B Degree or three (3) years National Diploma in finance/accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of three (3) years relevant experience. Knowledge of computer systems and programs utilised in the DOD, Public Service and Public Sectors including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policies. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure.

DUTIES: Checking/verifying the administration of foreign subsistence and travel advances and claims daily, according to policy directives. Monitor and update control register. Checking of journals. Ensure implementation of revised special daily allowances for visits abroad from DPSA and all other relevant policies. Attend to enquiries pertaining to foreign S&T. Compiling of monthly statistics. Monitor and supervise the registry of foreign S&T. Monitor, report and management with regard to the status of the outstanding balance on the foreign S&T control account. Verifying and execution of Foreign Subsistence and Transport (S&T) claims, salary and allowance for members/employees (clients) of the Department of Defence. Supervision, guiding and training of Finance Clerk(s) resorting under control of this post. Receiving, checking, compiling and controlling of foreign S&T claims, Z59 forms and the Mission Claims Register as well as Advances and Claims. Register the Addendum Register and compiling of related Journals. Continuous monitoring of claims documentation to ensure that these documents properly signed as prescribed. Approving of computer code documents with regard to Foreign S&T. Constant collaboration and communication with Senior State Accountant regarding all functions and tasks coupled to the post. Capturing and approving of transactions on Persol and Financial Management Sytem (FMS). Looking-up and printing S&T related management information and statistics from the PERSOL and FMS. Supervising and managing personnel, equipment and material resorting under control of this post. Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely
finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigates and follow up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES
Ms T.T. Tshioma Tel No: (012) 392 2245

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

POST 04/18
FINANCE CLERK SUPERVISOR REF NO: CFO 21/2/7
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (ACC & DISTR)

SALARY
R257 508 per annum (Level 07)

CENTRE
Pretoria

REQUIREMENTS
Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES
Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Finance Clerks resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES
Mr V.S. Mtegwane Tel No: (012) 392 2110

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

POST 04/19

FINANCE CLERK SUPERVISOR REF NO: CFO 21/2/8
Finance Management Division
Directorate: Central Accounts
Sub-Directorate: Debtors Accounts

SALARY
R257 508 per annum (Level 07)

CENTRE
Bloemfontein

REQUIREMENTS
Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Computer literate in MS Word, Excel and Access. Literacy regarding the Financial Management System (FMS) and PERSOL/PERSAL mainframe programmes utilized in the Department of Defence (DOD)/ Public Service and Private Sector would be a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures regarding departmental debt as well as the related accounting transaction and actions. Sound reasoning, mathematical and problem solving ability. Ability to effectively liaise and communicate with clients, debtors and management, both verbally and in writing. Good supervisory skills, positive, creative, possess sound judgmental ability.

DUTIES
Rendering support and assisting in managing, controlling, following up and maintaining current as well as new departmental debt within the Department of Defence (DOD). Implementing effective actions and procedures to efficiently recover and control outstanding debts from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Liasing and corresponding with the State Attorney as and when required. Regularly controlling and checking all accounting transactions relating to the debtor accounts control functions. Ensuring that all related documentation, correspondence and file are recorded and kept safely for audit purposes. Constant collaborating, liaising and communicating with the Senior State Accountant in control of the section. Executing all other related functions and duties as per the prescription of the Public Finance Management Act (PFMA), Treasury Regulations (TR) and other related policies. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES
Mr Z. Mathibela Tel No: (012) 392-2753

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

POST 04/20

FINANCE CLERK (X9 POSTS)
Finance Management Division
Directorate: Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centres

SALARY
R173 703 per annum (Level 05)

CENTRE
FASC Blomfontein Ref No: CFO 21/2/9A (X2 Posts)
FASC Kroonstad, Ref No: CFO 21/2/9B
FASC Durban, Ref No: CFO 21/2/9C
FASC Garrison Ref No: CFO 21/2/9D (X2 Posts)
FASC Youngsfield, Ref No: CFO 21/2/9E
FASC MOD, Ref No: CFO 21/2/9F
FASO Jan Kempdrop, Ref No: CFO 21/2/9G
REQUIREMENTS: Minimum requirements: Grade 12 certificate with finance/accounting 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 or other financial 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 finalization. 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 license.


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: 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 Free State Province (Africans males, African females), KwaZulu-Natal (African males, Indian males, Coloured males), Gauteng Province (African males, White males and Indian males), Western Cape (Africans males, African females) Northern Cape Province (Coloured males) and People with disability to all provinces.

POST 04/21: FINANCE CLERK REF NO: CFO 21/2/10
Financial Management Division
Chief Directorate: Fin SANDF, Budget Management Office
Joint Operations Division
Finance Management Office

SALARY: R173 703 per annum (Level 05)
CENTRE: J TAC HQ Free State
REQUIREMENTS: Minimum requirement: Grade 12 certificate with Finance or Accounting related subjects. Computer literate in MS Word and MS Excel and Power Point. Ability to understand and interpret basic financial, procurement, accounting prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions. Well-developed
reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's license. A valid RSA/Military driver's license.

**DUTIES**: Distribute budget management policies and instructions. Assist in the Administration of the Performance Assessment process. Assist in establishing and maintaining internal mentorship program. Compile inputs for finance training. Attend training and development opportunities. Assist with the preparations to receive new appointees in the section. Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section. Assist in HR administration. Printing and Distributing of management directives. Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/retire resources in the section. Managing the processing of documentation and files and maintaining an internal registry office. Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting. Performing elementary/auxiliary personnel administration tasks.

**ENQUIRIES**: Ms V.L. Fourie Tel No: (012) 648 1133

**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, Poyton 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.

**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, African females, white males, Indian females, Coloured males and People with disability.

**POST 04/22**: FINANCE CLERK REF NO: CFO 21/2/11

Financial Management Division
Chief Directorate: Budget Management, SA Air Force Budget Management Office

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

**CENTRE**: Technical Support Sys GP BMO, Pretoria

**REQUIREMENTS**: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/ persevering in task finalisation and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spread sheets. Being in possession of a valid vehicle driver's license will be a strong recommendation. Added advantage: Post Matric qualification in Finance. Minimum of one year relevant experience. A valid RSA/Military driver's license.

The successful candidate will be required to complete all relevant courses.

**DUTIES**: Assist the Budget Manager Air Command and Finance Clerk Supervisor in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager Air Command during presentations. Maintain an effective internal filing system. Collecting/delivering budget related documentation from and to other
directorate/sections. Assisting with general administrative functions at the Budget Management Office SA Air Force.

**ENQUIRIES**
Mr S.R Molekwa Tel No: (012) 312 2209

**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**
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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

**POST 04/23**

**FINANCE CLERK REF NO: CFO 21/2/12**

Finance Management Division
Directorate: Central Accounts
Sub Directorate: Bank Management

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Minimum requirement: Grade 12 certificate with finance/accounting related subjects. Knowledge: Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts) Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in terms of task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Knowledge of Financial Management Systems (FMS)/BAS, Safety Web Banking System, PERSOL/PERSAL. MS Word and Excel programs will serve as a strong recommendation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in Finance Banking environment.

**DUTIES**
Reconcile the bank account of the Department of Defence (DOD) by registering bank transactions received from National Treasury on FMS and transfer the data to State Information Technology Agency (SITA). Identify entries on the Paymaster-General Account (PMG) of the DOD, Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions, Capture Stop payments as requested by DOD accountants. Clear suspense accounts for the Sub-Directorate, Capture Funds requisition of the DOD on Safety web, Capture and Register verified banking details of all DOD suppliers, Compile and submit the prescribed management reports, information and statistics, Ensure the safe keeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts.

**ENQUIRIES**
Ms N. Dlepuma Tel No: (012) 392 2727

**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, 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**
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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

**POST 04/24**

**FINANCE CLERK REF NO: CFO 21/2/13**

Financial Management Division
Chief Directorate: Budget Management Chief Corporate Staff. C Log Financial Management Office

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

**CENTRE**
Pretoria
REQUIREMENTS : Grade 12 certificate with finance/accounting related subjects. Knowledge of Computer literate and skilled in Word, Spreadsheet, (Excel) and PowerPoint. Knowledge of budget expenditure and budget control. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills, sound mathematical and problem solving ability. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions or ideas and decisive/ persevering in terms of task finalisation.

Added advantage: Post Matric qualification in Finance/accounting. A minimum of one year relevant experience in the relevant field. Valid driver’s license and willing to travel on short notice and when required.

DUTIES : Keeping roll-call Register up to date. Recording of documents received and the distribution of documents to Sub-Divisions falling under Corporate Staff Budget Manager. Assist in the capturing of budget and expenditure control reports as well as capturing of Financial Authorities (FA) in the system. Answer office telephones. Assist in the preparation of all assets for all finance officials under CCSFMO.

ENQUIRIES : Mrs M.K. Esterhuysen Tel No: (012) 355 5164

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, 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 : 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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

POST 04/25 : FINANCE CLERK REF NO: CFO 20/5/14

Finance Management Division
Directorate: Stores, Services and Related Payments
Sub Directorate: Team 2 Patient Administration Medical Payments

SALARY : R173 703 per annum (Level 05)

CENTRE : Pretoria


DUTIES : Timely payment of medical invoices. Utilising the Finance Management System (FMS) to correctly process payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Register medical accounts/invoices. Answer enquiries regarding payment of medical accounts/invoices. Do enquiries on PERSOL regarding the medical details of SANDF members. Prepare accounts for payment. Strictly and correctly apply all policy prescripts and regulations regarding the payment of medical accounts. Assist in general office administration, filing, duplicating of documents, collecting and delivering documentation.

ENQUIRIES : Mr Giqwa Tel No: (012) 392 2823

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 : 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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

**POST 04/26**

**FINANCE CLERK REF NO: CFO 20/5/15**

Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (S&T sub-section)

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Cape Town

**REQUIREMENTS**

Minimum requirements: Grade 12 Certificate with Finance/Accounting related subjects. Computer literacy (MS Word and Excel). Knowledge of PERSOL/PERSAL/Financial Management System (FMS) or any other financial system. Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public Finance Management Act (PFMA) is essential. Basic knowledge of and exposure to the prescribed processes and procedures wrt the administration of both Inland- & Foreign S&T claims and the related accounting transactions and actions. Ability to interpret & work with ROE (Rate of Exchange) from various foreign countries is essential. Reasoning, mathematical and problem solving abilities are necessary. Ability to effectively communicate with clients and officers in the DOD is important, well developed verbal and written communication skills and the ability to compile effective reports and statistics is needed. Ability to effectively function as part of a team, receptive to work related suggestions/ideas decisive/persevering in terms of task finalization and able to effectively function under pressure. A positive, creative, trustworthy, loyal and sound judgemental ability is vital. Must be able to initiate self-development by means of further training. Must be continuously aiming for zero defects. Added Advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. Being in the possession of valid RSA/Military Vehicle driver's license.

**DUTIES**

Receiving, registering, checking, processing and controlling of Inland- & Foreign S&T claims from DOD directorates, bases, units and HR Support Satellite Offices prior to approval. Assisting in providing written and verbal feedback to clients wrt Inland- & Foreign S&T claims, informing and advising clients as to S&T policy, prescripts and procedures. Interviewing DOD members & compilation of foreign reconciliations. Liaising and communicating with HR Support Satellite personnel/managers. Assisting in compiling and preparing reports and statistics wrt both Inland- & Foreign S&T claims. Assist management in general administrative functions and tasks in the section, analysing and interpreting new policy researching and developing existing systems and processes. Assist in ensuring effective, efficient and correct accounting of Inland- & Foreign S&T claims, scheduling appointments and receiving foreign S&T in accordance with State scripts. Checking, controlling, registering and processing correspondence and all related accounting transactions. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaborating, liaising and communicating with the Chief accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions as approved by the DOD. Recording, filing and safeguarding of all S&T administration related documentation and information for further reference and audit purposes.

**ENQUIRIES**

Ms K. Moodley Tel No: (021) 787 4720

**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**

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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
POST 04/27: **FINANCE CLERK CFO 20/5/16**
Financial Management Division
Chief Directorate: Fin SANDF
Budget Management Office
Defence Intelligence BMO
Finance Management Office

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

**REQUIREMENTS**:
- Grade 12 certificate with finance or Accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Ability to understand and interpret basic financial, Procurement, Accounting prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. Being in the possession of valid RSA Vehicle driver's license.

**DUTIES**:
- Distribute budget management policies and instructions.
- Assist in the Administration of the Performance Assessment process.
- Assist in establishing and maintaining internal mentorship program.
- Compile inputs for finance training.
- Attend training and development opportunities.
- Assist with the preparations to receive new appointees in the section.
- Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section.
- Assist in HR administration.
- Printing and Distributing of management directives.
- Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/off retire resources in the section.
- Managing the processing of documentation and files and maintaining an internal registry office.
- Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting.
- Performing elementary/auxiliary personnel administration tasks.

**ENQUIRIES**: Mr L.S. Luke Tel No: (012) 315 0221
**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, Poyton building, 195 Boasman Street, Pretoria where it must be placed in wooden post box number 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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

POST 04/28: **ADMIN CLERK/DRIVER REF NO: 20/3/17**
Financial Management Division
Office of the Chief Financial Officer, Admin Support

**SALARY**: R173 703 per annum (Level 05)
**CENTRE**: Erasmuskloof, Pretoria

**REQUIREMENTS**:
- Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Ability to understand and interpret basic financial, Procurement, Accounting prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. Being in the possession of valid RSA Vehicle driver's license.

**DUTIES**:
- Distribute budget management policies and instructions.
- Assist in the Administration of the Performance Assessment process.
- Assist in establishing and maintaining internal mentorship program.
- Compile inputs for finance training.
- Attend training and development opportunities.
- Assist with the preparations to receive new appointees in the section.
- Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section.
- Assist in HR administration.
- Printing and Distributing of management directives.
- Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/off retire resources in the section.
- Managing the processing of documentation and files and maintaining an internal registry office. Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting.
- Performing elementary/auxiliary personnel administration tasks.

**ENQUIRIES**: Mr L.S. Luke Tel No: (012) 315 0221
**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, Poyton building, 195 Boasman Street, Pretoria where it must be placed in wooden post box number 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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.
advantage: Tertiary qualification, driving experience, basic relevant work experience.

**DUTIES**

To serve the Chief Financial Officer as a personal driver and administration clerk. Perform secretarial duties when required. Ensure effective planning of the trips/visits of the CFO. Ensure administration and utilisation of vehicles in the CFO Office i.e. conduct inspections, clean vehicles, update log book, etc. Rendering clerical support functions and messenger’s services in the CFO Office, i.e. records, registers, photocopies, correspondence, etc. Distribute documents/packages to various stakeholders as or when required. Assist with filling system in the CFO Office.

**ENQUIRIES**

Ms M.H.P. Deane Tel No: (012) 355-5568/6218

**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.

**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, white males, Indian females, Indian males, Coloured males, Coloured females and People with disability.

**POST 04/29**

**SENIOR SECRETARY REF NO: CFO 21/1/4**

Financial Management Division  
Chief Directorate: Accounting  
Directorate: Stores, Services and Related Payments  

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

**CENTRE**  
Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 certificate. Computer literate (MS Word, MS Excel, MS Powerpoint and MS Outlook, etc). Special skills requirements: Planning, Organizational skills and time management skill. Good communication skills (verbal, written skill and ability to communicate well with people at different levels). Good telephone etiquette. Ability to handle variety of tasks including management of Office Assets, stationery, procurement and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Be presentable, reliable and punctual. Added advantage: Post matric qualification in this field. One (1) year experience in administration or secretarial field. Computer certificate in MS office.

**DUTIES**

Render effective and efficient secretarial services to the Director. Take minutes in Director’s meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director’s diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate’s personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director’s office.

**ENQUIRIES**

Mr T.T. Nyuswa Tel No: (012) 392-2890/2892

**APPLICATIONS**

Application may be submitted electronically via email to: CareerManagement.FMD@dod.mil.za. 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, White males, Indian males, Indian females, Coloured females, Coloured males and People with disability.