

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 26 February 2021 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 05/10** : **DEPUTY DIRECTOR AUDIT MANAGER REF NO: IAD/13/20/01**
- SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)
- CENTRE** : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
- REQUIREMENTS** : Bachelor's Honour's Degree/Postgraduate Diploma/Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 8). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of financial statements in Private and Public Sector. Three (3) years management experience of which it should

have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, Extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.

DUTIES

: The successful incumbent will amongst others be responsible for the following: Review of financial statements, documents, data and accounting entries. Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Participate in the development of a risk register. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

ENQUIRIES

: Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS

: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/11

: **DEPUTY DIRECTOR PERFORMANCE INFORMATION REF NO: IAD/13/20/02**

SALARY CENTRE

: R869 007 per annum (Level 12), (All-inclusive salary package)
: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS

: Bachelor's Honour's Degree/Postgraduate Diploma/Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 8). Job Related Work Experience: Five (5) years extensive experience in Performance Audits and Compliance Management Information. Three (3) years management experience of which it should be in middle management. Membership of the Institute of Internal Auditors is recommended. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills. And Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Auditing knowledge, Extensive knowledge of government policies, departmental policy. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management. Extensive knowledge on the frameworks for Performance information, Framework for

		Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Internal Audit Guidance Manual: AoPI at National & Provincial Departments (NT 1 st Edition 2016).
<u>DUTIES</u>	:	The successful incumbent will amongst others be responsible to evaluate whether compliance with relevant legislation, National Treasury frameworks and policies has been achieved in the development of the Department of Defence's (DOD) Strategic planning and reporting documents that includes: Five –years Strategic Plan (SP) horizon with planned projects and programme implementation; Annual Performance Plan (APP) including forward projections for a further two years, consistent with the medium-term expenditure framework (MTEF) period. Analysis and interpretation of the requirements related to the SP and APP of a public institution. Verification/assessment of the in-year implementation data (evidence) of the QPR against the achievements for the implementation of the APP drawing up of the AR subjected to an annual review and oversight process. The assessment of the reported data related to reliability of performance information reported criteria (Validity, accuracy and completeness).Review/asses the consistency/alignment of inputs to the Annual Report against the DOD APP (Mandate of the institution, Strategic objectives as indicated in the SP, and Performance indicators and targets), Budgetary as indicated in the APP and QPR's Assess the submission processes of Quarterly Performance Report (QPR) and Annual Report(AR) according to National Treasury reporting calendar timelines and the provision of information to DOD executive authorities, Audit Committee, National Treasury, the Presidency and Parliamentary portfolio committees. Ensure that controls around the development and maintenance and reporting of the SP, APP, QPR' and AR are appropriately designed and effectively implemented.
<u>ENQUIRIES</u>	:	Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031
<u>APPLICATIONS</u>	:	Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.
<u>POST 05/12</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT SUPPORT REF NO: IAD/13/20/03</u>
<u>SALARY CENTRE</u>	:	R733 257 per annum (Level 11), (all-inclusive salary package)
	:	Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF Level 5/6, or prior learning or relevant experience. Job Related Work Experience: Five (5) years minimum experience in Human Resource Administration, Procurement Administration, Financial Management Administration and Strategic Planning. Three (3) years management experience.Special requirements (Skills needed): Innovative thinker. Adaptability and availability. Honesty and integrity. Interpersonal skills. Hard worker. Ethical. Reasoning ability Good organiser and planner. Good Team player. Decisive. Firm and fair. Ability to work under pressure. Objective. Conceptualising. Knowledge of DOD HR, Logistical and Performance Information Policies. Knowledge of the Budget and Support Plans .Financial Administration Skills Government Policies, Departmental Policies, DOD Strategic Directions. Knowledge on the framework for Performance Information, Framework for Managing Programme Performance Information, Framework for Strategic Plans. Annual Performance Plans. Well-developed communication and networking skills. Analytical and research skills. Presentation skills. Organising skills. Conceptual Thinking and Problem solving skills. Computer skills. Decision making skills. Planning skills. Mediation, Conciliation and Negotiation skills. Report writing skills. Presentation and facilitation skills. Strong Leadership skills.
<u>DUTIES</u>	:	The managing of the Divisional strategic planning and programming process. Providing of a Human Resources management and maintenance service to the Division. Providing of a Logistical administrative service to the Division. Providing of Financial administrative service to the Division. Providing of a policy and procedure advisory role to the Chief of the Division. Managing of the Internal Audit Support section.
<u>ENQUIRIES</u>	:	Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031.
<u>APPLICATIONS</u>	:	Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/13 : **ASSISTANT DIRECTOR SENIOR AUDITORS REF NO: IAD/13/20/04**

SALARY CENTRE : R470 040 per annum (Level 10)
: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : A recognised Degree or National Diploma in Internal Auditing, Finance or related fields. (NQF Level 7). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Three to four years credible and applicable experience in Internal Audit of financial statements in Private or Public Sector. Special requirements (Skills needed): Auditing skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, Knowledge of government policies, Modified Cash Standards, departmental policy. Knowledge of GRAP. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.

DUTIES : The successful incumbent will amongst others be responsible for the following:
Review of financial statements, documents, data and accounting entries. Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Participate in the development of a risk register. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism.

ENQUIRIES : Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/14 : **ASSISTANT DIRECTOR PERFORMANCE INFORMATION REF NO: IAD/13/20/05**

SALARY CENTRE : R470 040 per annum (Level 10)
: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : A recognised Degree or Diploma in Internal Auditing, Finance or related fields. (NQF Level 7). Job Related Work Experience: Three (3) years extensive experience in Compliance Audits and Performance Information Audits. Special requirements (Skills needed): Auditing skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills and Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, knowledge of government policies, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of

government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management. Knowledge on the frameworks for Performance information, Framework for Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Internal Audit Guidance Manual: AoPI at National & Provincial Departments (NT 1st Edition 2016).

DUTIES

: The successful incumbent will amongst others be responsible to evaluate whether compliance with relevant legislation, National Treasury frameworks and policies has been achieved in the development of the Department of Defence's (DOD) Strategic planning and reporting documents that includes: Five –years Strategic Plan (SP) horizon with planned projects and programme implementation; Annual Performance Plan (APP) including forward projections for a further two years, consistent with the medium-term expenditure framework (MTEF) period. Analysis and interpretation of the requirements related to the SP and APP of a public institution. Verification/assessment of the in-year implementation data (evidence) of the QPR against the achievements for the implementation of the APP drawing up of the AR subjected to an annual review and oversight process. The assessment of the reported data related to reliability of performance information reported criteria (Validity, accuracy and completeness). Review/asses the consistency/alignment of inputs to the Annual Report against the DOD APP (Mandate of the institution, Strategic objectives as indicated in the SP, and Performance indicators and targets), Budgetary as indicated in the APP and QPR's. Assess the submission processes of Quarterly Performance Report (QPR) and Annual Report(AR) according to National Treasury reporting calendar timelines and the provision of information to DOD executive authorities, Audit Committee, National Treasury, the Presidency and Parliamentary portfolio committees. Ensure that controls around the development and maintenance and reporting of the SP, APP, QPR' and AR are appropriately designed and effectively implemented.

ENQUIRIES

: Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS

: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/15

: **SENIOR INTERNAL AUDITOR REF NO: IAD/13/20/06**

SALARY CENTRE

: R316 791 per annum (Level 08)
: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS

: A recognised post matric qualification or equivalent (Degree/Diploma/NQF level 5/6) in Internal Auditing. A minimum of three to four years' experience in Internal Auditing. Special requirements (Skills needed): Strong communication skills (verbal and written), computer literate, problem solving skills, analytical/research skills, decision making skills, planning and organising skills. Knowledge of management, Financial Administration and auditing skills. Must be able to obtain a confidential security clearance within a year.

DUTIES

: Compile yearly audit schedules with regard to audits to be conducted. Executing of internal audits in accordance with the Internal Audit Strategic Plan. Compilation of internal audit working papers. Feedback of all audit activities to the Audit Manager. Planning the audits according to the approved Internal Audit Plan, Conduct audits, compile reports, test the effectiveness and efficiency of the internal control system in the Department. Discuss audit findings and reports with the line manager, Communicate audit results in writing including objectives, scope, applicable conclusions, recommendations and action plans, Perform ad hoc assignments/investigations as and when required. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures. Ensure independent and objectivity in providing internal audit service. Conduct audits in accordance with the internal audit standards. Provide advice during the normal course of auditing to your Audit Manager with regards to rectifying of discrepancies and deviations discovered during the course of an Audit. Record opening and closing interviews with your Audit Manager. Scheduling and conduct of follow-up audits. Ensure compliance with established policies, procedures and applicable laws and regulations. Test the accuracy of internal records, information systems, management procedures and internal controls. Recommend necessary improvements in the internal control systems. Perform

Quality reviews on all audit work carried out. Ensure professionalism by applying the relevant internal audit standards. Test the existence, adequacy and effectiveness of management controls. Keep yourself updated with policies and regulations, which have an impact on audits. Allocate of tasks to your subordinates. Supervise all audit tasks. Maintain of discipline during and after audits. Review the audit working papers and write review notes regards to the improvement of the working papers. The review notes should be files on the working papers files together with the corrective actions. Compiling of formal queries and audit reports. Issue the customer survey questionnaires to the auditees during the closing meeting. Attend yearly internal audit Review. Provide inputs with regard to IAD budget requirements. Maintain serviceability of equipment under your command. Provide in-post-training to auditees under your command. Ensure that all target dates as set by Management are adhere to.

ENQUIRIES : Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/16 : **SENIOR INTERNAL AUDITOR REF NO: IAD/13/20/07**
(Re-Advertised)

SALARY CENTRE : R316 791 per annum (Level 08)
Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS : A recognised post matric qualification or equivalent (Degree/Diploma/NQF level 5/6) in Internal Auditing. A minimum of three to four years' experience in Internal Auditing. Special requirements (Skills needed): Strong communication skills (verbal and written), computer literate, problem solving skills, analytical/research skills, decision making skills, planning and organising skills. Knowledge of management, Financial Administration and auditing skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Compile yearly audit schedules with regard to audits to be conducted. Executing of internal audits in accordance with the Internal Audit Strategic Plan. Compilation of internal audit working papers. Feedback of all audit activities to the Audit Manager. Planning the audits according to the approved Internal Audit Plan, Conduct audits, compile reports, test the effectiveness and efficiency of the internal control system in the Department. Discuss audit findings and reports with the line manager, Communicate audit results in writing including objectives, scope, applicable conclusions, recommendations and action plans, Perform ad hoc assignments/investigations as and when required. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures. Ensure independent and objectivity in providing internal audit service. Conduct audits in accordance with the internal audit standards. Provide advice during the normal course of auditing to your Audit Manager with regards to rectifying of discrepancies and deviations discovered during the course of an Audit. Record opening and closing interviews with your Audit Manager. Scheduling and conduct of follow-up audits. Ensure compliance with established policies, procedures and applicable laws and regulations. Test the accuracy of internal records, information systems, management procedures and internal controls. Recommend necessary improvements in the internal control systems. Perform Quality reviews on all audit work carried out. Ensure professionalism by applying the relevant internal audit standards. Test the existence, adequacy and effectiveness of management controls. Keep yourself updated with policies and regulations, which have an impact on audits.

ENQUIRIES : Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/17 : **SECRETARY II REF NO: DIA/36/20/01**

SALARY CENTRE : R173 703 per annum (Level 05)
Defence Internal Affairs Division. Armcor Building erasmusklouf Pretoria

- REQUIREMENTS** : Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.
- DUTIES** : Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made
- ENQUIRIES** : Mr T.E. Bogopane Tel No: (012) 355 5435 or Mr K. Davhana Tel No: (012) 355 5859.
- APPLICATIONS** : Department of Defence, Defence International Affairs Division, Private Bag X910, Pretoria 0001 or may be hand delivered to Department of Defence, Defence International Affairs Division, C/C Nossob and Boeing Street, Erasmuskloof (Armscor Building) Pretoria 0001.
- POST 05/18** : **SENIOR SECRETARY REF NO: CFO 21/1/5**
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Finance Management Division, Chief Directorate Accounting, Directorate Central Accounts, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade12 certificate. Computer literate (Excel, PowerPoint, and Word). Planning, organizational skill and time management. Good communication skills (verbal, written and the ability to communicate well with people at different levels). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Be presentable, reliable and punctual. Added advantage: Post matric qualification. Grade 12 with Commercial subjects will be an added advantage. One (1) year exposure to general secretarial duties.
- 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 of 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 APPLICATIONS** : Mr M.H. Singh Tel No: (012) 392 2735
: 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, Inidan males, Indian females, Coloured females, Coloured males and People with disability.