CLOSING DATE : 26 March 2021 (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 09/02 : 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 proprietary, 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 proprietary, 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 transaction 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.

**ENQUIRIES**

Ms N. Tyibilika Tel No: (012) 355 5842.

**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. 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 09/03**

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 level or equivalent level in legal processes relating to claims against and on behalf of the State, losses and damages. Minimum of three years relevant experience as an Assistant Director or equivalent level. 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 towards teamwork and ability to operate independently. 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. Analysing and interpreting appropriate legal action. 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: 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. 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 09/04: DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CFO 21/1/3
Financial Management Division
Office of the Chief Financial Officer, Divisional Planner
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/ NQF level 4 certificate plus a three year B Degree/National Diploma in Finance or Accounting. A minimum of five (5) years’ 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 Managers. 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**  : 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. 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 09/05**  : SENIOR SECRETARY REF NO: CFO 21/1/4
Financial Management Division
Chief Directorate: Accounting
Directorate: Stores, Services and Related Payments
Applicants who previously applied for this post must re-apply

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

**CENTRE**  : Pretoria

**REQUIREMENTS**  : Minimum requirements: Grade 12/ NQF level 4 certificate with 1 year experience in administration/secretarial experience. Computer certificate or a course in computer (computer literate). Special skills requirements: 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. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in Office Administration and Public Administration / Public Management.

**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**  : 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. 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, White males, Indian males, Indian females, Coloured females, Coloured males and People with disability.

**POST 09/06**  : SENIOR SECRETARY REF NO: CFO 21/1/5
Finance Management Division
Chief Directorate: Accounting
Directorate: Central Accounts
(Applicants who previously applied for this post must re-apply)

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

**CENTRE**  : Pretoria

**REQUIREMENTS**  : Grade 12/NQF Level 4 certificate with computer certificate and exposure to general secretarial duties. Computer literate (Excel, PowerPoint, and Word). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable,
reliable and punctual. Added advantage: Grade 12 with Commercial subjects will be an added advantage.

**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**
Mr M.H. Singh Tel No: (012) 392 2735

**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. 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.

**CLOSING DATE**
26 March 2021

**POST 09/07**
PROCUREMENT CLERK REF NO: DFSC/32/20/01
(This post is being advertised in the DOD, broader public service)

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

**CENTRE**
DFSC, Pretoria, Erasmuskloof

**REQUIREMENTS**
Grade 12 certificate or equivalent. Relevant experience in Logistics/Procurement. Possession of a driver’s license will be an added advantage. Special requirements (Skills needed): Planning and Organizational skills, Basic Communication skills, Basic computer skills, Basic problem solving skills, Record keeping skills and Basic Report writing skills.

**DUTIES**
Perform Logistics/procurement administration related tasks. Receive request/demands for stores required within the DFSC. Obtain quotations for procurement. Assist in the formulation of budget inputs.

**APPLICATIONS**
Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

**ENQUIRIES**
Ms M.M. Tema Tel No: (012) 367 9340.

**NOTE**
All short-listed candidates will undergo a competency test.

**POST 09/08**
HUMAN RESOURCE CLERK REF NO: DFSC/32/20/02
(This post is being advertised in the DOD, broader public service)

**SALARY**
R173 703 per annum

**CENTRE**
DFSC, Pretoria, Erasmuskloof

**REQUIREMENTS**
Grade 12 certificate or equivalent. Possession of a driver's license will be an added advantage. A minimum of one (1) year administration experience in providing Human Resource support. Special requirements (Skills needed): Planning and Organizational skills, Basic Communication skills, Basic computer skills, Basic problem solving skills, Record keeping skills, Interpersonal Relations skills and Flexibility.

**DUTIES**
Render recruitment and selection services. Render the administration of conditions of services. Render administration of Performance Management system services. Render administration of Termination of services. Handle human resource enquiries.

**APPLICATIONS**
Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

**ENQUIRIES**
Ms M.M. Tema, Tel No: (012) 367 9340.

**NOTE**
All short-listed candidates will undergo a competency test.
POST 09/09

SECRETARY GRII REF NO: DHRSS/02/21/01

(This post is being advertised in the DOD, broader public service.)

SALARY: R173 703 per annum (Level 05)

CENTRE: Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS: A Secretarial Diploma or equivalent qualification (NQF Level 4/5) as recognized by SAQA, or Grade 12 with 3-5 years' experience in rendering a support service to senior management. 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: Provide a secretarial support service, handling Director Human Resource Service Systems (DHRSS) diary and schedule appointments, prepare briefing and notes for DHRSS as required and handling incoming and outgoing classified documents. Type routine letters, memorandums, compile reports, take minutes, compile agendas and communicate with relevant role-players and make follow-ups on progress made. Provide secretarial functions in board meetings and arrange for visitors authorization, parking and access. Write/type documents, memorandums, letters and reports. Maintain a good filing system. Answering telephone calls, taking accurate messages and refer to the relevant sections/stakeholders. Arrange meetings and events for DHRSS as well as all logistical arrangements. Responsible for S&T travel arrangements. Liaise with travel agencies to make travel arrangements. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Manage and operate the office resources (fax machine, personal computers, scanner, printers and photocopy machine). Order and purchase stationery. Keep abreast with Government and the Department of Defence policies and procedures. Manage the office of DHRSS and compile an inventory list. Consolidate all data and reports submitted by the different sections within the directorate. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for meetings.

ENQUIRIES: Lt Col L. de Haast, Tel No: (012) 355 5091 / Cdr C.O. Mnisi, Tel No: (012) 355 5404.

APPLICATIONS: Department of Defence, Directorate Human Resource Service Systems (Attention Lt Col L. de Haast / Cdr C.O. Mnisi), Private Bag X159, Pretoria. Applications may be hand delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria.