

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) Through the filling of these posts with a candidates whose transfer/promotion/ appointment will promote representivity in line with the numeric targets as contained in our / the Finance Management Division Employment Equity plan.



CLOSING DATE : 16 July 2021

NOTE : NB: Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. New Z83 must be completed in full (all the section). Incomplete z83 will not be accepted. 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). 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. Under no circumstances will Photostat, e-mailed or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. 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. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 27/04 : **DEPUTY DIRECTOR FINANCE RISK MANAGEMENT REF NO: CFO 21/5/**
Financial Management Division, Chief Directorate Financial Services
Directorate Financial Control Services (Finance Risk Management)

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 or Auditing with Finance/ Accounting or Auditing as major subjects, with a minimum of five years relevant experience in financial control environment, finance risks and managing the audit process as an Assistant Director or equivalent level. Ability to effectively and correctly interpret and apply all prescripts relating to Public Finance Management and audit processes and as well as Policies and Regulations. Analytical and innovative thinking ability. Ability to compile and draft reports. Well-developed communication skills and computer literate, including Ms Word. Receptive to work related suggestions, ideas and decisive/persevering iro task finalisation.

- DUTIES** : Effectively identify financial risks within finance business processes and facilitate annual risk assessments and implementation of action plans. Ability to facilitate both internal and external audit processes of the department. Ability to work with detailed audit management reports and respond to SCOPA resolutions. Conduct risk assessments and training on financial management prescripts throughout the department to enhance accountability processes. Ability to interact with internal and external stakeholders on finance risks, audit and accountability processes.
- ENQUIRIES APPLICATIONS** : Mrs A. Nkomo Tel No: (012) 355 5830
- Department of Defence, Financial 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 box number 5 at reception.
- 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 females, Indian males, Coloured females, Coloured males and People with disability.
- CLOSING DATE** : 16 July 2021
- POST 24/05** : **DEPUTY DIRECTOR MEDICAL PAYMENTS, REF NO: CFO 21/5/2**
Financial Management Division, Chief Directorate Accounting
Directorate Stores, Services & Related Payments, Medical Payments
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all-inclusive salary package)
Pretoria.
Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance/ Accounting. A minimum of five year experience as an Assistant Director or equivalent level in financial environment. Knowledge: Good working knowledge of current government legislations. Ability to manage personnel, assets, expenditure and ensure compliance. The ability to effectively perform administrative functions, knowledge of supply chain management processes. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalization and/or able to effectively function under pressure. Skills: Proven managerial skills and capabilities. Ability to effectively liaise and communicate at management level.
- DUTIES** : Assist the Director Stores Services and Related Payments (DSSRP) in verifying and payment of all invoices for medical goods and services in the DoD in compliance with departmental policies and prescripts. Managing the capturing of all transactions related to the payment of medical invoices on the Financial Management System (FMS). Regularly provide and explain management reports to DSSRP provide feedback and rectify where required. Managing strategic business plan and budget of the Sub Directorate, reporting, investigating and follow up on all finance related irregularities. Overseeing the promulgation of all policy related documents within the Directorate. Managing and executing HR function in terms of all personnel in the sub directorate, managing organizational structure of the directorate in terms of selection, staffing, training and transfer/ movement of personnel. Attend to all audit matters with the sub-directorate. Management and safe keeping of all documents related to the sub-directorate for audit purposes.
- ENQUIRIES APPLICATIONS** : Mr T.T. Nyuswa, Tel No: (012) 392 2890/ 2892.
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 females, Indian males, Coloured females, Coloured males and People with disability.
- CLOSING DATE** : 16 July 2021

POST 24/06 : **ASSISTANT DIRECTOR, REF NO: CFO 21/5/3**
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Regional Accounting Manager

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 9)
: Eastern Cape Region
: Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance/ Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, and contract management) and related payment processes (e.g. processing of journals and clearing of suspense accounts). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL System will serve as strong recommendation. Valid RSA/Military driver's license and willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering iro task finalization. Personal profile must facilitate a confidential security clearance.

DUTIES : Manage all Finance Accounting Service Centers (FASCs) and Finance Accounting Satellite Offices (FASOs) within the Eastern Cape. Manage all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and -transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalize audit queries timeously.

ENQUIRIES APPLICATIONS : Ms D.A. McCOSH, Tel No: (012) 392 2893/2892
: 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.

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CLOSING DATE : 16 July 2021

POST 24/07 : **SENIOR STATE ACCOUNTANT, REF NO: CFO 21/5/4**
Financial Management Division, Directorate Personnel Payments, Sub-section: (S&T)

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 8)
: Pretoria.
: 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. A minimum of at least three years as Finance Clerk Supervisor or equivalent. Sound reasoning, mathematical and problem solving ability, knowledge of the Public Finance Management Act and Treasury Regulations. Thorough knowledge of S&T system and processes. Ability to correctly interpret and effectively apply policy and regulations iro S&T advances and claims. Knowledge of computer system and programs in the Public Service/Private sector including PERSOL/PERSAL, Financial Management System (FMS) or any other financial systems, MS Word and MS Excel will be a strong recommendation. Well-developed verbal and written

communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment, ability to effective function as part of a team, receptive to work related suggestion/ideas, decisive/persevering iro task finalisation and able to effective function under pressure. Added advantage: Valid RSA driver's licence / and or valid DOD motor vehicle drivers licence and able to travel outside Pretoria area at short notice when required.

DUTIES : Scrutinising, checking, verifying and execution of all S&T claims, salary and allowances for members/employees of the Department of Defence, timely finalising of all Central System(CAS) events, quarterly audit to confirm correct S&T document administration ,checking of related journals, approving of computer codes documents with regard to S&T and with conjunction with the Assistant Director, answering and finalising audit queries, Managing the statistics of the section, approving transactions on PERSOL and Financial Management System(FMS),regularly clearing suspense accounts in use, constantly collaboration and communication with Assistant Director regarding all functions and tasks coupled to the post, supervising, guiding and training subordinate and manage material and equipment's resorting under control of this 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.

CLOSING DATE : 16 July 2021

POST 24/08 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/5/5**
Re-adevrtised, applicants who previously apply need to re-apply
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R257 508 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three 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 APPLICATIONS : Mr V.S. Mtengwane, Tel No: (012) 392 2110
: 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.

CLOSING DATE : 16 July 2021

POST 24/09 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/5/6**
Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 7)
: (Western Cape) FASC Oudtshoorn
: Minimum requirements: Grade 12 certificate plus a B Degree or three (3) years National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of three years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Knowledge: Thorough knowledge of, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. 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. Added advantage: In possession of a valid RSA/Military driver's licence

DUTIES : 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, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS : Ms D.A. McCOSH, Tel No: (012) 392 2893/2892
: 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 male, Coloured females, Coloured males and people with disability.

CLOSING DATE : 16 July 2021

POST 24/10 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/5/7**
Financial Management, Chief Director Accounting Directorate Stores Services and Related Payments Sub-Directorate Foreign Cash Management and Revenue Accounting,

SALARY : R257 508 per annum (Level 7)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : Minimum requirements: Grade 12 certificate plus a B Degree/ three year National Diploma Finance/ Accounting with minimum of two years relevant experience or Grade 12 Certificate with finance related subjects with a minimum of three years relevant experience. Experience in administration-related duties/functions. Understanding/Interpretation of financial policies (eg. PFMA, Treasury Regulations, State Tender Board regulations and Contracts) and related processes (eg. processing of journals and clearing of advance/suspense accounts). Computer literate in MS Office software packages. Valid RSA/ Military driver's license. Team player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering regarding task finalisation. Personal profile must facilitate a confidential security clearance. Must be able to travel on short notice domestically and abroad. Must be able to communicate well and give training when required to do so. More working relevant years of experience as finance clerk or successful completion of public service or private sector financial courses will be an Added advantage.
<u>DUTIES</u>	: Assist the Senior State Accountant with revenue collection and revenue accounting activities within the General Defence Account. Assist with the the administration and accounting of foreign and domestic cash payment transactions within the DOD Operational environment in accordance with policy prescripts. Assist with the execution of daily, weekly and monthly foreign advance replenishment and reconciliations of all foreign operations. Evaluate and measure expenditure in line with Divisional Instruction and Policies. Assist with the signing and countersigning of journals/ telegraphic transfers after confirming the correctness and validity thereof. Provide advice and assistance to finance a non-finance client on all organizational levels. Report and investigate all cash irregularities. Compile/submit management/control reports information and statistics. Ensure effective information management, including the safekeeping of documentation, files and data. Provide strong and discipline leadership to subordinates and train, guide and develop them. Ensure the effective, efficient and economic management/use of allocated resources (human, capital assets and material.
<u>ENQUIRIES APPLICATIONS</u>	: Mr A. Cordier, Tel No: (012) 392-2867 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag x 137, Pretoria, 0001 Or hand delivered to: Poyntons Building, 195 Bosman Street, Pretoria, 0001 where it must be placed in a wooden post box number5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 16 July 2021
<u>POST 24/11</u>	: <u>FINANCE CLERK SUPERVISOR REF NO: CFO 21/5/8 (2X POSTS)</u> Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Service, Sub-directorate: Specialised Finance Services, Administration Support
<u>SALARY CENTRE REQUIREMENTS</u>	: R257 508 per annum (Level 7) : Pretoria : Minimum Requirements: Grade 12 certificate plus B Degree or three years National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 with finance related subjects with a minimum of three years relevant experienceKnowledge and understanding of supply chain management processes. Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes, Knowledge and understanding of DOD procurement policies. Must have knowledge and operate MS Office package (Word, Excel and Power point). Must be in possession of a valid RSA/Military driver's licence and be able to obtain a military licence within a year. Added advantage: More working relevant years of experience as Finance Clerk. A two (2) years' experience in procurement environment (demand and supply).
<u>DUTIES</u>	: Supervise and render clerical support services. Supervise and provide supply chain functions and services within the component. Supervise and manage

inventory, assets and fleet within the sub-directorate. Supervise and manage the administration and payments of accounts and invoices. Manage relations and liaise with internal (DOD) and external (Suppliers) clients. Supervise personnel and manage resources. Supervise and provide finance administration services. Manage the petty cash system for the directorate. Monitor budget expenditure for the sub-directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Ensure the assets are tagged. Distribute documents/packages to various stakeholders as required.

- ENQUIRIES APPLICATIONS** : Mr L.S. Khotle on Tel No: (012) 392 2557
 : 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 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, Indian males, Coloured males and People with disability
- CLOSING DATE** : 16 July 2021
- POST 24/12** : **FINANCE CLERK (X3 POSTS)**
 Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centre
- SALARY CENTRE** : R173 703 per annum (Level 5)
 : FASC Langebaanweg, Ref No: CFO 21/5/9A
 : FASC Garrison Ref No: CFO 21/5/9B
 : FASC Jan Kempdorp Ref No CFO 21/5/9C
- 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 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 finalisation. 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 licence.
- DUTIES** : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies in to the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.
- ENQUIRIES APPLICATIONS** : Ms D.A. McCOSH, Tel No: (012) 392 2893/2892
 : 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 Northern Cape Province (Coloured males, Coloured females), Gauteng Province (African males, White males and Indian males), Western Cape (Africans males, African females) and People with disability to all provinces.

CLOSING DATE

: 16 July 2021

POST 24/13

: **FINANCE CLERK, REF NO: CFO 21/5/10**

Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate: Supplier Payments

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 5)

: Pretoria.

: Minimum requirements: Grade 12 certificate with finance/Accounting related subjects. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting process. Basic knowledge of Journal processing, contract management and supply chain management would be an advantage. Sound knowledge of the Public Finance Management Act and Treasury Regulation. Knowledge of financial management mainframe computer system will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering task finalisation. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance/Accounting. Minimum of one year relevant experience. A valid RSA/Military driver' license.

DUTIES

: Ensuring the timely payments of invoice by scrutinising, verifying, and coupling supplier invoice for payments. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of payment related documents at/to other sections concerned.

**ENQUIRIES
APPLICATIONS**

: Ms S. de Bruyn on Tel No: (012) 392 2402

: 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 African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and People with disability to all provinces.

CLOSING DATE

: 16 July 2021

POST 24/14

: **FINANCE CLERK, REF NO: CFO 21/5/11(2X POSTS)**

Finance Management Division. Chief Directorate Accounting, Directorate Central Accounts, Debtor Management

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 5)

: Pretoria

: Minimum Requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Office, MS Word and Excel. Basic knowledge of the processes and procedures of the collection, recording and management of debt and related accounting transactions and actions are required. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver' license.

DUTIES

: Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt 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. Registering, prepare outgoing correspondence and process all related accounting transactions. Liaising and corresponding with the State Attorney's office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor 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. Recording, filing and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.

**ENQUIRIES
APPLICATIONS**

: Mr K.O. Nyamane, Tel No: (012) 392 2778
: 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 African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and People with disability to all provinces.

CLOSING DATE

: 16 July 2021