

## DEPARTMENT OF DEFENCE

**NOTE**

: The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

## OTHER POSTS

**POST 12/02**

: **DEPUTY DIRECTOR: PERSONNEL SERVICES REF NO: D HR CM 15/20**  
Directorate HR Career Management PSAP

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 per annum (Level 11)  
: Pretoria.  
: A Degree/National Diploma/NQF level 6 in Human Resource Management and 5 years' experience as an Assistant Director in Human Resource Management, Management of resources, monitoring and evaluation including policy development. Data analysis, Management and leadership. Understanding and application of Public Service Act, Public Service Regulations, Basic Conditions of employment Act, Employment Equity Act, Labour Relations Act, knowledge of Performance Management and Develop System. Good communication (both verbal and report writing), problem solving, sound research, analytical and presenting skills. Gather and analyse information, and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence.

**DUTIES**

: Manage the recruitment, selection, and appointment of Public Service Act Personnel in the Department of Defence. Manage the administration of policies. Manage acting allowance. Attend Human Resource Management related meetings and selection boards. Manage SMS and MMS Administration and Electronic Financial Disclosure. Manage tasks relating to the provision of an efficient and effective human resource information management system and office administration support service to D HR CM. Ensure proper functioning of the HR Registry, archives and messenger services. Proper utilisation of the Directorate's state assets including machines, equipment and procurement of goods and services. Analysing of directives issued by Senior Management to determine whether the implementation thereof is in line with prescripts. Reply to HR, audit enquiries and apply legal requirements and government regulations that impact on recruitment. Develop and maintain DOD wide and broader public service wide advertising systems. Manage the PMDS within the Directorate as well as to coordinate SMS PMDS. Provide consultative service to line management, e.g. partake in higher order inquiries and inputs to relevant policies. Prepare and submit reports (weekly monthly, quarterly and annually). Manage and supervise staff.

**ENQUIRIES  
APPLICATIONS**

: Ms K.B. Muregu, Tel No: (012) 339 5023.  
: Department of Defence, Directorate Human Resource Career Management, Private Bag X671, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a box at the reception.

**NOTE**

: Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

**CLOSING DATE**

: 17 April 2020

**POST 12/03**

: **DEPUTY DIRECTOR BUDGET MANAGEMENT, SA ARMY REF NO: CFO 20/3/1**  
Finance Management Division, Chief Directorate Budget Management: Sub-directorate: SA Army

**SALARY  
CENTRE**

: R733 257 per annum (Level 11)  
: Pretoria.

**REQUIREMENTS**

: Minimum requirements: Grade 12 certificate plus three year relevant Degree/National Diploma in financial management/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: Proven 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 GRC. Consider financial management concepts and principles within the policy environment. Coordinate the 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 BM 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**

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

**NOTE**

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

**CLOSING DATE**

: 17 April 2020

**POST 12/04**

: **SENIOR SECRETARY GRADE II (USAGE 416) REF NO: SG 02/20/01**  
SAMHS HQ, Directorate Pastoral

**SALARY**

: R173 703 per annum (Level 5)

**CENTRE**

: Erasmuskloof, Pretoria

**REQUIREMENTS**

: Grade 12. Two (2) years' experience as a Secretary. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

**DUTIES**

: Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide

secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

**ENQUIRIES**

**APPLICATIONS**

**CLOSING DATE**

: Ms T.T. Monaiwa Tel No: (012) 671 5099  
: Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.  
: 24 April 2020